

ESSENDON COMPLETE TRADE SERVICES Pty Ltd

COMPANY SAFETY INDUCTION

AND

SAFE WORK GUIDELINES

ESSENDON COMPLETE TRADE SERVICES Pty Ltd

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COMPANY SAFETY INDUCTION AND SAFE WORK GUIDELINES

INTRODUCTION

The induction process aims to assist all personnel to settle into the work environment as efficiently and safely as possible and aims to promote safe working practices.

The objective of the Safe Work Guide is to provide a common set of basic safety systems and requirements endeavouring to create a safe, healthy working environment free from accidents and injuries.

The Company will, in so far as is practicable, provide a safe and healthy work environment. However, this in no way removes the obligation for employees from observance of the requirements of the Occupational Health and Safety Act and other relevant Regulations and Codes of Practice. It is vital that all personnel contribute positively to achieving and maintaining a safe and healthy working environment.

These basic safety guidelines apply equally to every person at this workplace.

THE LAW: VICTORIAN OCCUPATIONAL HEALTH AND SAFETY ACT.

Duties of Employers:

The Victorian Occupational Health and Safety Act 1988 places legal obligations on all employers who are required as far as is practicable to provide and maintain a work environment that is safe and without risks to the health and safety of employees.

This includes, but is not limited to:

- Providing and maintaining plant and systems of work that are safe and without risks to health.
- Providing all necessary information, instruction, guidance and supervision to employees.

Duties of Employees:

The Act provides that employees have a duty of care and are required to take all the care which the employee is capable of for both their own health and safety and the health and safety of others meaning anyone else who may be affected by their actions at the workplace.

This duty of care includes following any safety guidelines or systems of work in which they have been instructed and trained as well as reporting any potential or actual hazard to their supervisor.

OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM

In accordance with the Act, The Company has in place an Occupational Health and Safety Management System incorporating the Company OHS Policy and Procedures.

The OHS policy is in the form of a Commitment Statement whereby The Company recognises its responsibilities under the Act and extends that commitment to undertaking OHS Objectives and Responsibilities. The Procedures include hazard identification and control, emergency procedures, OHS systems, Workcover and administrative requirements.

The OHS Management System is regularly reviewed in the light of legislation and Company changes. A copy of the system is available for your perusal on request.

WORK SAFETY

Remember; if you work safely you will:

- Protect your own life and physical health.
- Ensure that you come home safely to your family and friends.
- Create a sense of security in the performance of your work.
- Shield your workmates from accidents and serious injuries.
- Facilitate the smooth running of the workplace, free from accident trauma and disruption.
- Meet the requirements of the law under the Victorian Occupational Health and Safety Act 1985.
- Raise the occupational health and safety standards of industry.
- Help to keep you in employment. A good safety record can assist your Company be more productive.

WORKPLACE HAZARDS

Workplaces must be regularly inspected to identify hazards and particularly when introducing new plant, materials or processes.

Where a hazard is identified an assessment of risks associated with that hazard must be made along with a determination of the most effective risk control.

The Risk Assessment and Method Statement (risk control) is best performed by:

- Breaking down the task or activity into individual steps.
- Describing the potential hazard associated with each step.
- Indicating the severity of the risk with each of the hazards.
- For each step offer a safety control measure or method which will reduce the potential risk.

Risk Assessments and Method Statements can be combined with Safe Work Procedures.

Risk controls for hazards should be achieved in the following priority order:

- Elimination of hazardous substances / plant.
- Substitution by a less hazardous substance / plant.
- Isolation or enclosure of the process.
- Engineering controls such as ventilation systems, scissor lifts or booms replace long ladders, fork lifts replace manual handling.
- Adoption of safe work practices.
- Use of personal protective equipment.

HAZARDS AND HEALTH AND SAFETY ISSUES

When an employee is confronted by a situation in the workplace in which they feel their health or safety is under immediate threat they have the right to stop that activity and seek to resolve their concern.

In the first instance the employee should always inform their immediate supervisor, as most health and safety issues can be resolved through early consultation. In the event that agreement cannot be reached a Workcover Authority inspector may be required to attend.

HAZARDS IN THE BUILDING AND CONSTRUCTION INDUSTRY

Experience on building and construction sites has identified the following major risks to your health and safety.

1. Falling from heights.
2. Receiving an electrical shock.
3. As an operator – being crushed by plant.
4. As a pedestrian – being hit by mobile plant.
5. Objects falling.
6. The collapsing of a trench.
7. Crane load falling.
8. Experiencing a strain injury caused by incorrect or inappropriate lifting.
9. The structural collapse of plant or building.
10. Suffering illness from chemical hazards.

HEIGHT SAFETY

Falls from height are the most common cause of fatalities on building and construction sites.

Where adequate safety measures have not been provided the following situations are particularly hazardous:

- Perimeter edges of buildings and structures.
- Penetrations and voids.
- Lift wells.
- Stair wells.
- Roofs.
- Formwork decks.
- Incomplete scaffolding.
- Unsecured ladders.
- Trenches.
- Excavations.
- Drilled or bored piling holes.

Fall protection should be provided for all persons exposed to a fall of 2.0 metres or greater.

However, risk measurements may suggest that fall protection is needed to a lower height.

Remember that at any height a fall onto concrete can cause serious injury or death. Therefore you must remain vigilant even when working off step ladders. A hard hat can protect you in the event of a low height fall onto concrete.

ELIMINATE THE RISK OF FALLING

There are solutions to every fall hazard problem:

- Properly erected scaffolding
- Catch platforms
- Meshed in guard rails
- Access towers
- Mobile scaffolding
- Elevating work platforms
- Nets
- Penetration covers
- Fall arrest equipment – full body harness, lanyards, shock absorbers, inertia reels, static lines.

LADDERS

- Ladders primarily are a means of access. They are not, however, a safe work platform and should be used in a safe manner only when the erection of a safe platform is impracticable.
- Ladders should be placed at a slope of 4 (vertical) to 1 (horizontal) and be footed or secured top and bottom.
- Ladders should be placed clear of walkways and traffic ways.
- Metal or metal reinforced ladders should not be used in the vicinity of electrical equipment.
- Persons working off a ladder should:
 - Always have two hands free to ascend and descend.
 - Be able to brace themselves at all times.
 - Perform all work while facing the ladder.
 - Not perform a task that requires over-reaching.
- Where an anchorage point is available persons working off ladders should secure their position with a lanyard attached to their safety harness where practicable.
- Step ladders (and other ladders) should not be used within three metres of an exposed edge where, if the ladder toppled, a person could fall over the edge.
- A person's feet should be no higher than the third tread from the top rung.

PERSONAL PROTECTIVE EQUIPMENT

When risks to health or safety cannot be controlled by other means, the employer must provide appropriate personal protective equipment (PPE) to all employees exposed to risk. PPE should be used in the following situations:

Safety Shoes / Boots

Safety footwear conforming to the relevant standard must be worn at all times.

Hearing Protection

Ear plugs / earmuffs must be worn wherever high noise levels have been identified, e.g. machinery/ plant.

Eye Protection

Safety glasses or goggles must be worn in designated eye protection areas, when using power or machine tools or in the vicinity of electric arc welding.

Hand Protection

Gloves should be worn when handling substances which might cause harm to hands, e.g. epoxies, concrete products, wire cables.

Respiratory Protection

Approved face masks or respirators should be worn when in contact with hazardous fumes, dust or fibres.

Sun Protection

A 15+ protection sunscreen should be applied on all exposed skin when working outdoors and appropriate apparel should be worn.

PPE Care

PPE should only be used when other risk control measures are not practicable, however when PPE is required it should be used. Employees owe it to themselves, their family and their employer to use and properly care for their personal protective equipment. Any faults in the condition of any of the equipment should be immediately reported to the supervisor for action.

SAFETY SIGNAGE

Safety signage is for the information of all. Do not cover or impair view of any signs or interfere with them in any way.

MOBILE PLANT

Safety is critical in the operation of mobile plant such as forklifts, cranes, excavators, backhoes, bobcats and any other moving machinery.

The Victorian Occupational Health and Safety (Plant) Regulations 1995 directs employers to meet the following requirements:

- That plant and equipment is in a safe condition and is regularly serviced.
- That risks associated with the use of the plant have been assessed and control measures have been developed.
- That operators have been properly trained and are competent to use the machinery.

Safe Operation of Mobile Plant:

- All mobile plant must be fitted with flashing orange warning lights and reverse beepers.
- Passengers must not be carried on mobile plant.
- The operator should wear a seatbelt if provided.
- A person should never be lifted on the tines of a forklift.
- When travelling, the forklift tines (forks) should be lowered as close to the ground as practicable.
- In loading operations, the forklift should lower its load before turning and travelling off.
- Forklifts should never operate over terrain for which they have not been designed.
- When not in use, the tines must be on the ground.
- Gas bottles must be turned off and keys removed.

Working in Proximity to Mobile Plant

- Where practicable trafficable areas should be cordoned off from pedestrian areas.
- Do not assume that the operator of reversing plant is aware of your presence in its path. Always make a conscious effort to keep well clear of operating plant.
- Avoid walking within the immediate work zone of operating plant.

MANUAL HANDLING

Manual handling involves restraining, pushing, pulling, carrying, holding and moving of loads.

Incorrect manual handling is the largest single cause of lost time injuries in the workplace.

Much of the work you do involves manual handling. Take time to think about how best you can approach each task to avoid injury.

The Victorian OHS Regulations and Code of Practice for Manual Handling provides advice on how to lift and move loads safely and to avoid strain injuries.

For manual handling tasks which pose a risk of injury the Regulations state that the Employer is required to assess the work system, identifying risks and addressing controls in the following manner:

- Consider ways to avoid double handling.
- Redesign the equipment, tools or work system.
- Consideration of the use of mechanical aids.
- Provision of specific manual handling training.

Mechanical Aids

Mechanical aids or mechanical lifting equipment such as cranes, forklifts, chain blocks and pallet jacks should be used to move loads which are too heavy for one person to manage.

However, employees should only use equipment and work systems in which they have been trained.

Correct Lifting Techniques

You can avoid painful and long lasting injuries which can be caused by incorrect lifting by the following simple procedure:

- Plan the lift by estimating the load and knowing exactly where it is to be placed.
- Ensure that the path of carry is clear of all obstacles.
- Avoid lifting excessively heavy loads – get help.
- Avoid bending your back to pick up a load – bend your knees and keep your back straight.
- Avoid unnecessary bending. Do not place objects on the floor if they must be picked up later.
- Avoid reaching out – hold the load as close as possible to your body.
- Avoid unnecessary twisting while lifting or carrying – turn your feet not your hips or shoulders.
- Take care to reduce the likelihood of slips and falls which can jar the spine.
- Again, use mechanical lifting equipment where necessary.

Remember, overall physical fitness, warm up activities and a gradual build up to higher work levels help to avoid strain injuries.

CHEMICAL SAFETY – HAZARDOUS SUBSTANCES

Hazardous Substances regulations have been updated by the Occupational Health and Safety (Hazardous Substances) regulations 1999.

Hazardous Substances can include paints, solvents, glues, particle fibre board, insulation material, cement finishes and disinfectants and cleaning agents. Under the Regulations, manufacturers and importers must provide specific information about hazardous substances so that employers are able to protect any of their workers who use or may be exposed to these products.

This information must be in the form of a Material Safety Data Sheet (MSDS).

A register of all MSDS held by the Company is contained in the OHS Management System. Copies of all MSDS are available for referral.

The Code of Practice for Hazardous Substances gives practical guidance on how to comply with the Regulations. A copy of the Code is available for referral.

NOISE

Excessive noise levels can:

- Damage hearing – temporarily or permanently
- Reduce concentration
- Make communication difficult – including hearing of instructions and warning signals. This can lead to accidents at the workplace.

Excessive noise levels are not only caused by machinery and plant but also by Radios raised to an excessive level.

Injury to Hearing

The ear is a very sensitive organ. It is the fine nerve cells in the inner ear which are damaged when we are exposed to excessive noise. The damage is permanent. It can not be repaired.

Hearing loss is determined by:

- The level of noise.
- The type of noise.
- The length of exposure to noise.

OHS Noise Regulations

According to the Victorian Occupational Health and Safety (Noise) Regulations, workers may not be exposed to more than an average of 85 d B (A) over an eight (8) hour period or noise levels exceeding a peak level of 140 d B (linear).

As a simple rule of thumb, if you are not able to hear a person speaking in a normal tone of voice standing one (1) metre away, then the noise level is likely to exceed 85 d B (A) and is excessive.

Controlling Noise Exposure

The Regulations provide that Employers must conduct an assessment of workers' noise exposure to determine the risk of hearing damage. This actually means carrying out a noise survey and then ongoing monitoring of noise levels in workplaces that require it.

Hearing damage can be avoided by reducing people's noise exposure by introducing the following controls:

- Quieting the source of noise.
- Stopping the noise from reaching people.
- Reducing the time people are exposed.
- Providing personal hearing protection.

It should be noted that wearing protectors only works if they are used for the full period of exposure. Removing protectors for short periods during high noise levels will lead to damage of hearing.

PROCEDURES FOR EVACUATION

In the event that the workplace has to be evacuated, the following procedures are to be followed:



ACCIDENTS

Report all accidents be they of a major or a minor nature to your Supervisor.

What To Do

In the case of serious injuries, accidents and emergencies:

- Don't panic.
- Send for a qualified First Aid Officer.
- Do not move injured person (except if life threatening).
- Ensure airway is clear.
- Administer cardio pulmonary resuscitation (only if qualified to do so).
- Stop serious bleeding by applying pressure to the wound.
- Make injured person comfortable.
- Do not interfere with accident scene.

When Phoning For Help Say:

- Where the emergency is.
- What has happened.
- What is being done.
- **Wait** to be told what to do before hanging up.

WORK SAFETY – STAY HEALTHY

For your safety and the safety of others around you remember the following:

- Your Employer does not expect you to work in any situation where there is an uncontrolled risk to your health and safety.
- You have the right to remove yourself from any hazardous work station.
- The taking of risks will not be rewarded.
- Report immediately any unsafe equipment, material or work practices. Your immediate supervisor should be made aware of any dangerous situations to which you or anyone else may be exposed.
- Pay attention to and heed all safety warning signs as they are there for your protection.
- If you are required to use safety or other equipment make sure you have been properly trained in its use.
- Don't be afraid to offer suggestions and solutions to safety problems – your opinions are important and valuable.

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