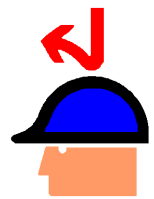


THINK
FIRST



NOTICE
MATERIAL SAFETY
DATA SHEETS
AVAILABLE UPON
REQUEST



INTEGRATED STEELFIXING

Employee Safety Handbook

DANGER
HARD HAT
AREA





INTRODUCTION

Integrated People Resources Pty Ltd wants all its employees to be healthy and safe at work.

Our management focus is on developing safe systems and reducing workplace accidents and sickness. Safety is now everyone's concern and is the only moral way of doing good business.

As part of its duty of care and obligation under the Act, *Integrated People Resources Pty Ltd* provides this *Employee Safety Handbook* to assist you in understanding everyone's responsibilities. This includes the responsibilities that belong to the person in charge of the workplace where you are sent to work. Our employees, with knowledge gained from this booklet and the information provided herein, are then able to participate in safe work activities at any workplace.

While this *Employee Safety Handbook* will assist you with critical information and general safety rules, the person in charge of the workplace you are assigned to work must provide you with specific site induction training that highlights the specific hazards, safe work systems and emergency procedures required at that site.

People new to *Integrated People Resources Pty Ltd* will to be introduced to -

- the particular rights and responsibilities as outlined in the Qld WH&S Act & Regulation 2011
- our particular WH&S policies and procedures for general operations including:
 - how to identify hazards
 - how to report of hazards
 - how to report accidents, incidents and illnesses
 - how to carry out their job in a safe and healthy manner
 - information on hazardous substances, including special work practices and any effect the substance may have upon the safety and health of workers
 - use, storage, maintenance of personal protective equipment
 - where to obtain WH&S information
 - general emergency evacuation procedures

Integrated People Resources Pty Ltd will assist any workers with special needs may need special induction and safety training. The people who may fall into this category may include:

Non-English Speaking Workers

These people have the same induction needs as other groups but may need extra time and different techniques in order to understand what is necessary. Of particular importance to these groups is -

- the plain-English language of WH&S
- demonstration of procedures, and
- demonstrate that employees have understood information.

People with Disabilities

With the Commonwealth Government's commitments to encourage people with disabilities to work in open employment (Disability Services Act), the same induction will apply but extra time and different techniques may be needed. Careful selection of workers for each job by *Integrated People Resources Pty Ltd* will ensure appropriate personnel are provided to clients.

You are expected to carry with you at all times your:

Driver's License, General Safety Induction Card, Any Certificates –e.g. Rigger, Dogger, Forklift, Certificates e.g. EWP Scissor, WAH
PPE, RPE Issued

Ask Questions

Raise any issue if you are not sure what to do? you may not understand the task? or if you think it is not right, Stop and ask? You may raise a question with your Supervisor, HSR, WHSE..



WHS CONSULTATION

(a) Health and Safety Representative

Employees of the company may, (in accordance with the Work Health and Safety Act), elect a H&S representative (HSR) who will be provided with appropriate training, and the appropriate resources to effectively carry out their role. The HSR will be consulted with regard to WHS issues affecting the work group that he or she represents and will be briefed on outcomes of site management team meetings relating to their area of work.

The HSR will be allowed to carry out the following functions in his or her area of responsibility:

- Inspect the workplace, and carry out immediate inspections following any injury, work illness or dangerous occurrence
- Accompany an inspector during a workplace inspection
- Be present at any interview between an employee and an inspector (where agreed by the employee)
- Bring outside assistance to the workplace to assist them with their functions following approval.

Where allowed by law, a suitably qualified HSR may issue provisional Improvement Notices (PINs) in conformity with the rules specified in the regulations for the issue of PINs.

(b) Methods of consultation will include:

Prestart

Pre-starts are used as a forum where supervisors can give workers information about the days task, where consultation can occur to discuss any un-seen or new hazards or risk associated with the task. Discuss the control measures, SWMS, JSEAS if required or any issues about activities, behaviors or incidents that may have occurred the prior day where all persons can contribute and share information and make recommendations for improved processes.

Tool Box Talk

Toolbox Talks are used as a forum for consultation and communication and for recording of participation with workers in training such as company policy or procedures, SWMS, JSEAS, corrective actions, or any Site issues.

(c) Scheduled Consultation and Implementation

Pre-starts will be conducted daily by workers and supervisors
Toolboxes – aim for one per week by workers and supervisor

(d) Review of Consultation

Review of Pre-starts and Toolboxes will be conducted by Integrated People Resources Pty Ltd management to ensure any actions brought up on site are dealt with as soon as practicable and any issues are investigated, risk assessments are completed, any improvements are made, and any issues closed out.

(e) Issue Resolution Procedure

Disputes over any WHS work related matter arising out of Integrated People Resources Pty Ltd's operation should be dealt with as close to its source as possible.

Any party to the issue may commence the procedure by telling each other party

- (a) There is an issue to be resolved: and
- (b) the nature and scope of the issue

As soon as parties are told of the issue, all parties must meet or communicate with each other to attempt to resolve the issue. The parties have regard to all relevant matters including the following

- (a) The degree and immediacy of risk to workers or other persons affected by the issue;
- (b) The number and location of workers and other persons affected by the issue;
- (c) The measures (both temporary and permanent) that must be implemented to resolve the issue;



(d) Who will be responsible for implementing the resolution measures;

A party may, in resolving the issue, be assisted, or represented by a person nominated by the party.

If the issue is resolved, details of the issue and its resolution should be set out in a written agreement if any party to the issue requests this.

If a written agreement is prepared all parties to the issue must be satisfied that the agreement reflects the resolution of the issue

A copy of the written agreement should be provided to

- (a) All parties to the issue: and
- (b) If requested, to the health and safety committee for the workplace

For the avoidance of doubt, nothing in this procedure prevents a worker from bringing a worker's health and safety issue to the attention of the workers' Health and Safety Representative

RISK MANAGEMENT - STEPS TO ELIMINATE OR CONTROL HAZARDS

Integrated People Resources Pty Ltd requires all employees to understand the basic approach to working safely so that they are actively part of the process that provides safe work practices and workplaces.

There is a difference between a HAZARD and a RISK.

Hazard

A hazard is real, a source of potential harm or a situation to cause loss, either loss of life, health, or property.

Risk

A risk is the probability of a hazard resulting in injury, disease or damage, together with the seriousness of the injury, disease or damage.

So the principles are to:

- Identify the hazard (look for associated risks)
- Assess the risk
- Determine what control measures to take
- Apply and monitor control measures and review

Identify the Hazard

Example: Working at height on maintenance work. Focus on hazards that are a priority.

Identify the Associated Risks

Example: Will there be situations where workers could fall from the ladder, scaffold or platform or the worker could drop a tool or piece of equipment.

Assess these Risks

Examples: Will the workers be injured if they fall? Is there any exposed hazard to fall upon? What item could fall?

Put Control Measures in Place

Do something about the risk!

Examples: Use commercial ladder or correctly installed scaffold to prevent a fall. Barricade and/or sign area to signify workmen are above to alert others in workplace. Make sure no loose objects are in pockets or tool-bag.

Monitor the Work being Carried Out

Example: a scaffold that may have been modified by an unauthorised person.

Review the Safe Work Practices

Example: Supervisor checks regularly and records outcome.



WHSE Improvement

WHSE improvement, actions will rectify hazards or risks which can be implemented through normal course of business, and for planning changes which will impact the way in which the company or organisation conducts its business or undertakings.

All improvements will be reflected in amendments (where applicable) to relevant Safe Work Method Statements and other appropriate documents.

Workplaces must have a health & safety work plan for all workers.

They must be available for inspection by anyone working at the workplace.

Safety work plans include risk assessment and the control measures to be used.

SOME EXAMPLE TASK/ Hazard/RISK ASSESSMENT and CONTROLS

TASK/ACTIVITY	HAZARD/RISK	CONTROL MEASURE/SAFE WORK PROCEDURE
Working on scaffolds	Climbing over safety handrail Slipping/Falling	Scaffold erected by Licensed Scaffolder Erect scaffolds in accordance to suppliers instructions Ensure scaffold is level Ensure scaffold is fully decked with Safety handrails and kick boards Scaffold enables access to work area
Manual Handling	Back Injury and other Physical Damage	Assess the risk Do not attempt to lift any object you feel too heavy Avoid prolonged lifting Use mechanical assistance, example: trolley, crane etc Avoid over-reaching to pick up load Plan your movements – ensure access way is clear Read manual handling techniques, bend knees, avoid twisting Use team-lifting (more than one person) Communication
Using Grinder cutting metal	Hearing Damage	wear hearing protection
	High-speed Projectile Flying objects Eye injury Cuts lacerations	Operator to be adequately trained Area to be cleared of all personnel on all sides of fastening Warning signs must be placed on site PPE to include safety helmet, eye protection (visor/goggles) and safety footwear
Using Grinders	Arm/Leg Injuries	Appropriate guards in place and maintained Never use grinder with worn or damaged disc Electrical leads tested and tagged
	Eye Damage	PPE – Double eye protection Safety glasses and face shield
Jack hammer	Dust Silica	Collect or suppress Dust RPE - (respirator with cement cutting) Fit test RPE, Clean shaven
Working off Ladders	Falling	Use industrial ladder only Check all stiles, treads and braces are in good condition free of dirt Ensure footing of ladder is stable Only work off a Platform ladder Straight Ladder used for access and egress only Ensure 3 points of contact at all times
	Falling Objects	Ensure tools and other equipment is fastened properly Do not work over other, if possible (notify them below) Sign and/or barricade areas below if possible
Electrical Equipment	Shock, Electrocution	Industrial standard electrical equipment to AS 3012 Inspect/maintain all equipment regularly Leads to be tested and tagged Elevate leads from moisture and traffic Connect to RCD at all times Remove defective electrical items Tag out of service



Risk Assessment

Risk assessments will be carried out for all identified hazards, Appropriate controls selected to eliminate or, if it is not reasonably practicable to eliminate the risk, minimise the risk so far as is reasonably practicable using the hierarchy of risk control measures.

The risk assessment will identify –

- The type and severity of harm that could occur as a result from the hazard (**Consequences**)
- How many people are exposed to the hazard, and could be harmed by it
- The subsequent failure of other controls, or the probability of escalation of an event.

Factors (contributing causes) that will be considered include –

- The effectiveness of existing controls, and whether they control all types of harm
- How work is actually done, and
- Infrequent or abnormal situations that may increase the type and severity of harm.

The risk assessment will identify the **likelihood** of harm occurring, and will be estimated by considering

- How often the task is done, and does this increase the likelihood of harm
- How close people are to the hazard, and how often
- Whether the event has occurred previously, either in the workplace, or somewhere else, and how often.

The appropriate Risk Level Calculator Form will be used to assess the degree of risk associated with each identified hazard, and these results will be used to assist in prioritising risks according to their possible frequency and likely consequences.

The company will identify a risk class/ranking for potential workplace hazards by referring to the categories ranging from high to low in a Risk Matrix.

The Risk Matrix

The Risk Matrix will be used to determine the level of danger or seriousness of the hazard based on the

- outcomes (the consequences) following exposure to the risk, and
- how likely it is that this risk will occur (i.e. likelihood/probability).

All identified hazards will be assessed using the risk control matrix, and risk controls selected using the highest ranked practicable control measure taking into account the hierarchy of risk controls.

This assessment will be carried out before -Initial Risk and following the application of controls to assess the level of Residual Risk.

Table 1 – CONSEQUENCES -What is the likely outcome of an exposure to the risk?	
Extraordinary	Catastrophic impact on project. Major incident involving fatalities or permanent disability.
Major	Major negative impact on project. Serious injury or disease to staff or subcontractors or the general public.
Moderate	Significant negative impact on project. Medical treatment required loss of production capability.
Minor	Minor negative impact on project. First aid treatment required.
Insignificant	Insignificant negative impact on project. No injuries.



Table 2 – LIKELIHOOD - How likely is it that an exposure will occur?	
Almost Certain	The event/impact is common and expected to occur in most circumstances (<i>will occur regularly / 10 times for year</i>)
Likely	The event/impact has happened before and will probably occur again (<i>will occur often / 5-10 times per year</i>)
Possible	This event/impact could occur at some time (<i>is likely to occur few / 2-3 times per year</i>)
Unlikely	This event/impact is not likely to occur (<i>is unlikely to occur more than once per year</i>)
Rare	This event/impact may occur in exceptional circumstances only (<i>is unlikely to occur during a year</i>)

		RISK LEVEL MATRIX				
		LIKELIHOOD				
		Almost certain	Likely	Possible	Unlikely	Rare
CONSEQUENCES	Extraordinary	1	2	4	7	11
	Major	3	5	8	12	16
	Moderate	6	9	13	17	20
	Minor	10	14	18	21	23
	Insignificant	15	19	22	24	25

Table 3 – RISK LEVEL	
High / 1-6	Those risks with a high likelihood and large impact
Medium / 7-15	Risks with a medium likelihood or impact.
Low / 16-25	Those risks with a relatively low likelihood and impact.

Risk control measures Hierarchy of Controls

The approved hierarchy of risk control measures will be used to identify appropriate risk controls. This hierarchy is:

- Elimination of the risk, or, if it is not reasonably practicable to eliminate the risk, to apply other countermeasures (in descending order of preference):
- Substitute the hazard causing the risk with one with a lesser risk
- Isolate the risk from persons who may be affected by the risk
- Control the risk by engineering means (such as provision of guarding, safer plant and equipment)
- Control the risk by using administrative measures (such as entry controls, training, etc), and
- Provide appropriate personal protective clothing and equipment, and train persons in the correct use and maintenance of the equipment.



Development and implementation of risk controls

Information regarding appropriate risk controls will be sourced from –

- Approved codes of practice and guidance material
- Manufacturers and suppliers of plant, equipment, chemicals and substances used in the workplace, and
- Other relevant bodies (such as consultants, industry associations and unions).

Development and selection of risk controls will be carried out in consultation with workers who are exposed to the risk and other persons with suitable knowledge and competency where necessary.

Implemented risk controls will be monitored to assess their effectiveness and reviewed within at least 12 months from the date that the controls were implemented. Observations will be used to assess the effectiveness and implementation of controls, and to identify any further control requirements.

Safe Work Method Statements

Safe Work Method Statements (SWMS) will be developed to provide a means of carrying out high risk construction work in a manner which ensure that risks are eliminated, or if it is not reasonably practicable to eliminate the risk, to minimise it so far as is reasonably practicable.

The SWMS will incorporate all requirements of applicable Regulations, codes of practice and standards that apply to the work to be carried out. It will also identify any qualifications, training or competencies required by those persons who will be carrying out the work, and any specialised expertise, equipment or materials necessary for the safe conduct of the work.

Where required, the SWMS will also address site environmental issues which relate to the work being carried out on the site by the company and the control measures to be adopted. The completed SWMS will be submitted to the principal contractor for approval before the commencement of work, and any required amendments made in consultation with interested parties.

The workplace supervisor will ensure that the control measures specified in the SWMS are monitored in both their implementation and ongoing adequacy for the activity, while persons undertaking the work will be responsible for informing their supervisor if the implemented controls are inappropriate or do not fully control the risk.

Change Management to SWMS

All work will be carried out in the manner described on the relevant SWMS. Where a variation to a SWMS is required for any reason, approval must be obtained prior to the variation being carried out. Suitable procedures will be implemented to identify and control any changes (including safety breaches and notices), and to implement corrective actions to remedy a non-conformance to approved SWMSs and to prevent a recurrence.

Regular inspections of the workplace and work activities and processes will be undertaken by competent persons, and the results of these inspections documented. Where applicable, appropriate checklists will be used

to assist in the conduct of these inspections. All hazards and risks will be recorded, and causative factors identified, together with the corrective actions required and implemented to prevent the recurrence.

Any variations required to work procedures or processes which form part of a SWMS will be documented on the SWMS, and a revised SWMS issued to supersede previous documents, which will be withdrawn. All amendments to SWMSs will be listed on the SWMS.



QUALITY ASSURANCE

(a) Identification and control of non-conformances

A non-conformance is any activity or outcome that is in variance with the stated aims and objectives of the company's Policy or procedure relating to that activity or outcome. Non-conformances may be identified by internal workplace inspections, or by inspections or audits carried out by second or third parties.

Corrective Actions (CARs)

CARs are an opportunity for improvement to remedy the non-conformance and to prevent a recurrence.

Regular inspections of products and processes will be undertaken by competent persons, and the results of these inspections documented.

All non-conformances will be recorded, and causative factors identified, together with the corrective actions required and implemented to prevent the recurrence.

(b) Monitor and Review

Policies, Procedures, SWMS will be monitored at the workplace by Supervisors/Foreman, WHS Manager and reviewed by the Chief Operating Officer and amended as opportunity for improvements are identified

TRAINING, COMPETENCY, AND INDUCTIONS

(a) General construction induction

All persons engaged in work on a construction site must have completed an Industry General Safety Induction course and have been issued with the relevant General Induction card (white card) before being allowed to commence work on the site. Details of all training (including general induction training) are included on the Training and Competencies Register.

Copies of White card and tickets must be supplied to the Integrated People Resources office prior to commencement of work.

(b) Company Induction

All personnel engaged by Integrated People Resources Pty Ltd will undergo a company induction and will include the training in company Policies and Procedures.

(c) Workplace-specific induction

PC will provide Workplace Site Induction to Persons who will be working in a construction workplace.

This Site Induction will be provide information regarding WHS issues relevant to this workplace before commencing work activities. This training will include at least the following topics:

- Workplace WHSE management
- Site Rules
- Workplace layout
- Amenities
- Site Hours open and finish times
- Site Traffic hazards and vehicle/plant movement
- General hazards present in the workplace (including specific control measures)
- Hazardous materials controls
- Personal protective clothing and equipment (PPE) requirements
- Workplace emergency procedures (including reporting of incidents)
- Identity of first aid attendants and location of first aid kits and facilities.

Workplace-specific Safety Rules will be included in inductions for all employees, subcontractors and visitors to the workplace.



We will ensure that all persons under our control adhere to these rules at all times, with offenders subjected to appropriate disciplinary measures.

Each person will sign an attendance record as evidence that they have attended training and been properly instructed in the topics listed on the attendance record. Subcontractors and visitors to the workplace will be inducted along the lines of the topics listed above and will be given by the workplace supervisor or the WHS officer before the person will be allowed to commence work or visit the site.

Only workers who have attended this induction will be permitted into the workplace.

(d). Task specific Training

Task Information and training for identified hazards and risks will be provided via the task SWMS or Safe Operating Procedures related controls to eliminate or minimise those risks to an acceptable safe level.

(e) Competency based training

Only those persons who hold the relevant Certificate of Competency or class of licence will be allowed to operate specific plant or machinery or carry out certain occupations.

A Training and Competencies Register will be compiled specifying the training and competencies of persons who will be undertaking these occupations and tasks.

Ex Competencies could be,

- CERT 3 Steel Fixing,
- EWP under 10m e.g., scissor lift; welding; but to name a few
- HRWL LF - Forklift
- Copies of tickets will be displayed by worker when asked, and also copy kept on file

(f) Trainees

Trainees will undertake Cert 3 Steel fixing traineeship

Trainees will work under the supervision of a qualified supervisor

(g) Toolbox, Prestart and training

Toolbox talks will be conducted to discuss particular hazards and risk controls, and to provide additional information regarding site safety rules, etc. These talks will also include training and refresher training on topics such as selection and use of PPE, tools and equipment, etc.

Records will be made and kept of all toolbox meetings and talks which will be a method of consultation with employees.

Pre-start meetings will be held to discuss the daily activity plan to ensure that all workers are advised of particular risks that will be encountered and the appropriate risk control measures to be followed in the carrying out of tasks, and that sufficient competent personnel are available to carry out work which requires a particular competency. Records will be made and kept of all meetings which will be a method of consultation with employees

(h) Emergency procedures

All personnel on site will be instructed in the Principal Contractor (PC) procedures to follow in cases of emergency and evacuation.

All personal must understand the Emergency evacuation procedure

All aspects of the organisation's activities will be examined to identify the type of emergency that could possibly occur, either due to internal or external events.



Workers are to co-operate with all emergency response activities, and procedures will be developed for all foreseeable possible emergencies. These will include the following –

- injury or illness to a person
- damage and/or injury caused by events occurring externally
- leak, spill, or loss of containment of substances
- damage and/or injury to persons other than those engaged by the company or organization
- nominated site worker as our company emergency and evacuation warden.
- On Site follow the Principal Contractor (PC) emergency evacuation procedures as outlined in site induction
- Account for all workers

HAZARD, INCIDENT AND INJURY RECORDING

(a) Workplace incidents, injuries and work illnesses

All workers will **report immediately** any workplace incidents, injuries, or work illnesses to their supervisor, who will ensure that an appropriate plan of action can be effected immediately for an injured worker and record of event are properly recorded on the appropriate form and reported to the relevant persons and authorities (where required).

All dangerous occurrences, lost-time injuries and illnesses will be reported to the supervisor or manager immediately, and the site preserved for investigation where required unless disturbance of the scene is necessary to prevent further damage, or to rescue a trapped person or to relieve suffering.

All minor injuries requiring first aid treatment will be recorded in the first aid register which is provided with each first aid kit. First aid kits will be regularly inspected by the person to whom this responsibility has been delegated and replenished and restocked as necessary.

All workplace incidents, injuries and work illnesses will be investigated to determine all causative factors, and to allow measures to be implemented to prevent a recurrence.

(b) Workers Compensation, Return to work and Rehabilitation

The company will ensure that the Rehabilitation Return to Work Policy, a current workers compensation insurance policy, public liability policy, and other applicable insurances are in force at all times.

The RRTWC will make every effort to ensure a safe and speedy return to work of an injured worker and will offer suitable alternative duties (where possible) to accomplish this in consultation with the injured employee's medical provider. Where an injured person cannot be returned to previous duties, we will endeavor to rehabilitate the person in accordance with best rehabilitation practice. An external Rehabilitation Coordinator provider may be engaged when necessary where it is the company does not have the resources to provide the best care for worker.

ENVIRONMENTAL CONTROLS

Integrated People Resources Pty Ltd Environmental Controls for management of environmental risks :

(a) Environmental Policy

All contractors and workers will be made aware of the company's Environmental Policy and associated procedures. All work on sites will be carried out in a manner which will assist in the achievement of the stated aims and objectives of the Environmental Policy.

(b) Compliance

All work will be carried out in a manner which will comply with the Site - Environmental Management Plan (EMP) or Project Management Plan. Work procedures and methods will ensure that these objectives and targets are met.



(c) **Sustainability and Resources Management**

The concept of environmental sustainability will be applied to operations and activities that utilise and consume resources and generate emissions and include adopting an integrated and sustainable approach to environmental management, exercising an appropriate level of product stewardship, employing best practice in environmental, energy and resource management, and pursuing continuous improvement in environmental management.

(d) **Air Quality**

Sources of air pollution will be identified and control measures to prevent them affecting receptors on or adjacent to the workplace or site developed and implemented. Controls to mitigate dust and air pollution will be implemented (including methods to be used to monitor the effectiveness of these controls). Dust and smoke generation will be minimised to ensure that there is no health risk or loss of amenity to neighbours. All receptors that may be affected by dust or smoke will be identified, including residents located in the close proximity to the site, other sensitive site neighbours, and sensitive flora and fauna that may be adversely affected by dust or smoke

(e) **Noise**

State and local council requirements will be adhered to in relation to working hours and the level of noise generated to ensure that adjoining residents and other sensitive neighbours are not unreasonably affected by noise generated on site. The generation of noise will be minimised wherever possible through the use of silenced and insulated plant, tools and equipment. Where sensitive receptors are in close proximity to the noise, additional control measures will be considered to minimise the impact of noise on those receptors. The use of noise barriers will be considered where noise cannot be eliminated and where sensitive receptors may be affected.

(f) **Storage of Hazardous Chemicals**

Storage and handling management practices will be implemented to ensure that no environmental damage can result from the storage and handling of hazardous materials. Spill and leak management practices will be implemented to minimise the risk of spills, to contain and clean up any spill or leak immediately, and to prevent any spill or leak to enter a sewer, drain or waterway, contaminate soil, or to affect flora and fauna.

Safety data Sheet SDS will be obtained from the manufacturer or supplier for all plant, tools and equipment used at the workplace, and a current (less than 5 years old) Safety Data Sheet (SDS) will be obtained for all hazardous chemicals and be included in the SDS Register. Risk assessments will be carried out for all plant and hazardous substances used at the workplace and will be included in the Register with the relevant SDS.

(g) **Waste Minimisation and Control**

Recycling of waste packaging and material will be encouraged, however material which is not suitable for recycling will be disposed of as landfill and not be allowed to pollute the environment. Hazardous wastes will be placed into suitable receptacles for transport from the workplace for disposal at an approved waste disposal facility.



INTEGRATED PEOPLE RESOURCES - WORKPLACE SAFETY RULES

1. WORKPLACE INDUCTION AND WHSE TRAINING

The purpose of inductions is to familiarise persons coming into a workplace or on to a site of any hazards that may cause a risk to their health and safety, and to instruct them in the rules and procedures that they must follow while at the workplace or on the site.

ALL persons are required to report to your supervisor at the designated location when arriving and leaving the workplace

All persons must:

- attend site induction training in health and safety aspects of the workplace before entering into or commencing work in the workplace or on the site and
- provide evidence of general construction induction training before starting work on a construction site.
- ensure Principal Contractor Project site rules are followed
- attend work activity site-specific training and induction for the particular work activity being undertaken – SWMS training and daily Prestart information.
- attend appropriate training and regular discussion of construction work site WHSE matters (toolbox meeting talks).

2. DISCRIMINATION, HARASSMENT, AND BULLYING

Any behaviour which may be classed as discriminatory or harassment (racist, sexist, sexually explicit, homophobic, etc), bullying, verbal abuse, and threatening or intimidating behaviour, or assault will not be tolerated, and may result in immediate appropriate disciplinary action (including removal from the site and/or summary dismissal). Fighting or violence will not be tolerated, and offenders are liable to immediate dismissal.

3. ACCESS AND SECURITY TO WORKPLACE

All entry to, movement on, passage adjacent to, and exit from the workplace or site of persons, vehicles, plant and equipment will be controlled in accordance with relevant Project traffic and personal management plan.

- Effective barricading and fencing will be used where applicable to prevent unauthorised entry and access to hazardous areas.
- ensure the Project site rules are followed

4. ALCOHOL AND DRUGS

Substance abuse exposes everyone to the risk of injury and can lead to the damage of property and equipment. The use of alcohol, drugs or the abuse of prescription medications are prohibited, except for the use of medications or other substances prescribed by a registered medical practitioner.

- Persons must notify their supervisor if they are taking prescribed medications if taking (or failing to take) the medication is likely to affect their safety or the safety of others.
- No person will be allowed to work under the influence of alcohol or drugs, and a person suspected of being affected by alcohol or a drug may be subjected to a screening test before being allowed to commence work.
- **BAC (Breath Alcohol Content) of 0.00% for all workers**
- Instances of wilful abuse or trafficking of substances that are illegal and/or detrimental to the safe conduct of work are prohibited and may result in immediate dismissal and removal from the site of any person involved.
- Where Site Alcohol and Drugs policy and procedures dictate, persons coming into a workplace or site may be screened for the presence of alcohol or drugs.
- Entry to the workplace or site may be refused if a positive result exceeds the lower limit set by the company, and the person required to undergo further testing in accordance with company procedures.
- Persons who return a second positive test for alcohol or drugs may be disciplined according to company policy and procedures (up to and including dismissal).
- Counselling is available for anyone wanting help with Drug and Alcohol dependency, speak to your supervisor for further assistance – all personal information is kept confidential



5. CLOTHING AND PPE

All persons on site (including visitors) must wear appropriate personal protective equipment and clothing at a workplace or site.

- Four things to remember about Personal Protective Equipment (PPE).
 - Have it with you every day.
 - Use it.
 - Keep it in good order (replace it if it's faulty or damaged)
 - Make sure you have been trained in its use.
- Footwear - Appropriate safety footwear must be worn.
 - Footwear. Thongs, sandals or other similar footwear are prohibited, and any persons found wearing unsafe footwear will be asked to leave the workplace or site immediately.
 - Work boots should be above the ankle and lace up for good ankle support.
 - Damaged or worn-out footwear must be replaced.
 - Check the grip on the soles regularly.
- Head protection (hard hat) must be worn at all times on a construction site or where a risk of head injury due to falling objects or striking against fixed objects, etc., exists.
 - Some simple tips on using and maintaining your hard hat:
 - Adjust the headband so it fits snugly and comfortably. (Test this by touching your toes. If your hard hat falls off, it's too loose).
 - Attach a chinstrap to keep it on in high wind conditions.
 - Replace the harness inside the hard hat every two years.
 - Get a new hard hat every three (3) years (replace immediately if it gets damaged).
 - Check it meets required standards.
 - Always wear it. Conditions on site can change quickly. There is no such thing as a 'hazard free' zone on a construction site.
- Noise. It doesn't take a lot to permanently damage your hearing. The noise level of a common power saw (110 decibels) is enough to cause damage. It can take as little as two minutes a day of unprotected exposure to a power saw cutting metal to permanently reduce your hearing.
 - Obtain some approved protective earplugs and earmuffs and make a habit of using them.
 - Attach them to your hard hat so they're always handy.
 - As a rough guide, if you need to raise your voice in conversation then you need to limit the noise level or reduce your exposure to the noise. The max exposure is 85 dB over an average time 8 hours
 - Hearing protection must be worn in areas where harmful noise levels are or may be present.
- Eye protection must be worn when work being performed may cause an eye injury, or in areas where risk of eye injury is present..
 - Permanent eye damage means a permanent limit to your abilities to work, so take precautions.
 - Apart from obvious dangers, like
 - Welding, damage to your eyes can be caused by: -
 - Metal and wood shavings,
 - Flying nails,
 - Chemical dust and splashes, and
 - Tools and equipment being used by nearby workers.
 - Eye protection gear is available in a wide range of types:
 - from goggles, Safety Sunglasses to full facemasks, all should be rated for impact to AS
- Hand protection Gloves. Hand injuries are by far the most common.
 - To prevent hand injuries, there is a wide range of purpose-made gloves and mittens for handling everything from welding gear to hazardous materials and chemicals.
 - Get some, keep them handy and use them.
 - Gloves should be worn for manual handling tasks protect from crush and laceration injuries,
 - Exception - By risk assessment non-use of gloves for task specific operations where wearing of gloves could be a hazard e.g. using equipment rotating such as drills where gloves could get caught
- RPE Respirators half Mask – Silica dust
 - Silica dust is mechanically produced when drilling or cutting of Quartz stone, or concrete
 - Higher level controls must be used to collect the dust or suppress dust at its source
 - Respirators half masks must be fit tested annually
 - Operators must be clean shaven
 - Operators must keep respirators clean after each use and stored away dry in sealed container ready for next use.



- All personal protective equipment must be checked before use and replaced or rectified if faulty.
- Faulty or damaged PPE must not be used.
- PPE must be properly cared for and stored in a safe location and protected from damage when not in use.
- **WORK CLOTHING**
 - Work clothing is to be safe and suitable for the types of work being carried out and must be in good condition. Loose clothing and unfastened sleeves, etc, is not allowed where clothing could be snagged on objects or caught in moving parts of machinery or tools.
 - High visibility garments must be worn shirts or vests .
 - Reflectorised garments must be worn in low light or dark conditions.
 - For outdoors, sun overhead, reduce the risk of skin cancers
 - Long sleeve shirt and pants should be worn, garment material UHF rating 30+ or higher ,,
 - Hat brims on hard hats
 - Sunscreen applied to any exposed skin to the sun
- Check Principal Contractors site rules for PPE and Clothing are followed

6. COMPRESSED AIR

Workers must exercise care when using compressed air, and always follow the rules for the safe use of compressed air.

- Never use compressed air for any other purpose than which provided
- Never direct a stream of compressed air towards your body or the body of another person
- Do not use compressed air to cool yourself or to blow dust from the clothes or hair.
- Never indulge in so-called “practical jokes” with compressed air.

7. ELECTRICAL SAFETY

All electrical work, plant, tools and equipment must comply with WHS and electrical safety legislation, regulations, codes, Standards and procedures.

- All electric power tools and equipment including extension leads will be tested and tagged in accordance with AS/NZS 3012 *Electrical installations – Construction and demolition sites* by a qualified person before being brought into a workplace or on to a site.
- Test and tag maintained every 3 months
- All equipment must be checked for wear or damage before use on the site.
- Electric leads will not be stretched and must not lay on the ground or floor, but will be supported above floor or ground level on insulated or non-conductive supports
- Electric leads will not be allowed to pass through water on the ground
- An operating safety switch will be used with all electrical tools and equipment used on a construction site.
- All electrical equipment must be plugged into an approved RCD
- All electrical equipment must be packed up and stored safely each day
- Damaged electrical equipment and appliances should either be disposed of or repaired

8. EMERGENCY PROCEDURES

Safe escape routes will be designated, evacuation plans provided in conspicuous locations, and all persons will be instructed in the procedures to follow in case of an emergency.

- Do not block access to any firefighting appliance or an emergency exit.
- Any use of a fire extinguisher (no matter how minor) must be reported immediately.
- Ensure you know where the Emergency Assembly point is

9. FIRE PREVENTION HOT WORKS

All hot work must be carried out in a manner which eliminates (or reduces to the lowest possible level) the risk of fire being caused by work operations, storage of materials and substances, and control of waste materials and rubbish.

- Always ensure that there are no fire or explosion hazards (e.g., rubbish, paint, solvents, fuels, gas, combustible materials, etc.) and associated containers which may be affected by hot work before commencement
- An operating suitable fire extinguisher must be readily at hand where hot work processes are carried out



- A spotter must be appointed to monitor areas where hot work has been carried out for at least 30 minutes after completion of the hot work for evidence of smoke or fire
- All persons involved in hot work must be instructed in the safe and correct use of extinguishers
- Fire extinguishers must be checked weekly and serviced at 6 month intervals
- Firefighting appliances must not be used for any other purpose
- An extinguisher must be recharged after ANY use, no matter how minor.

10. FITNESS FOR WORK

All workers are expected to attend work in a fit physical condition that will ensure that they can carry out their functions competently and within a manner that does not compromise or endanger the health and safety of themselves or others. This means that workers should ensure that they have sufficient rest between shifts to ensure that they are fit for work.

No person shall present themselves for work under the influence of alcohol or illicit drugs. Workers should be aware of specific site or company rules regarding fitness for work and should ensure that they report to work unimpaired by alcohol or fatigue in accordance with those rules.

Where possible, workers will not work more than 10 hours per day on a workplace assignment.

Where a worker is required to work in excess of 10 hours per day, approval is required from your supervisor. Work in excess of 12 hours per day, a risk assessment will be conducted to ensure the safety and well-being of the worker/s involved.

11. HAZARDOUS CHEMICALS

No chemical or substance is to be brought into a workplace unless approved by your supervisor and the PC.

And a current Safety Data Sheet has been obtained for the substance, and management approval obtained for the use of the chemical or substance.

- Flammable and hazardous substances must be stored in safe and secure storages, and take into account any separation and segregation requirements for incompatible substances, and precaution taken to prevent ignition
- All use of hazardous substances and dangerous goods must be carried out in accordance with the precautions (including the use of protective clothing and equipment) specified on the SDS for the substance.
- Spills and leaks of substances must be cleaned up immediately and reported to the workplace supervisor or other designated person. Every precaution must be taken to prevent the entry of substances into sewers, drains or watercourses, and suitable measures to prevent the entry must be readily available at the workplace or site.

12. HOUSEKEEPING AND WORKPLACE CLEANLINESS

Work areas must be kept clean and tidy, with rubbish and other hazards cleaned up promptly, and not allowed to accumulate.

Rubbish should be placed in bins or skips provided for this purpose.

Recyclable waste should be placed in containers or skips provided for the type of material, and not disposed of as general waste.

- Allow time before the end of shift to pack up all tools, electrical leads and put away each day.
- Access ways and paths of travel must be kept clear at all times.
- Place loose Reo on timbers do not leave on ground causes slip and trip hazards

13. INCIDENT, INJURY, AND ILLNESS PROCEDURES

Injury and illness procedures including reporting and recording of injuries, illnesses and incidents must be followed.

- **All injuries, no matter how minor, must be reported to Integrated People Resources Pty Ltd Supervisor**
- All accidents and equipment damage must be reported immediately to Integrated People Resources Pty Ltd Supervisor.
- All persons requiring first-aid treatment are to contact Supervisor - First Aid Attendant who will provide treatment and enter details of the injury in the First Aid Register
- All persons should be aware of the location of first aid kits and facilities, and the identity of first aid attendants.
- All first aid facilities must be clearly identified with appropriate signage that is clearly visible in the workplace.
- All workers should be familiar with the Rehabilitation and Return to work Procedure



14. LIGHTING AND VENTILATION

Do not work in areas which have insufficient lighting or ventilation.

- Light levels in workplaces must not be less than those specified in the *Code of Practice: Managing the work environment and facilities* and AS 1680 *Lighting and the Visual Environment* for the type of work to be carried out.
- Lighting should be selected and placed to minimise glare and shadows, and to not shine directly into a person's eyes while working.

Adequate means of workplace ventilation must be provided to maintain a safe and healthy working environment by removing atmospheric contaminants and to provide cooling in hot conditions.

15. MANUAL HANDLING

The majority of workplace injuries occur during manual handling activities.

Many of these, manual, handling injuries occur while lifting.

The risk of injury increases if the load is above shoulder or below mid-thigh height.

Lifting low-lying objects should be avoided where possible.

Unfortunately this is not always practical and safe lifting technique should be adopted.

The most preferred lifting technique for low-lying objects is the 'semi-squat', commonly called the power lifters squat. It requires you to: -

- Incline your trunk,
- Bend your knees to approximately 90 degrees, and
- Lift with your legs, not your back.

While this is preferred, no particular lifting style should be used in isolation because no one technique can be applied to all lifting tasks.

- Some helpful hints for lifting are: -
- Plan the lift to determine the best lifting technique.
- Choose a comfortable posture that keeps your back straight.
- Avoid jerking movements.
- Get a secure grip on the object.
- Avoid twisting your back by turning your feet not your hips or shoulder.
- Handle heavy or awkward objects as close as possible to your body.
- Avoid lifting excessive weights.
- Alternate heavy handling tasks with lighter work. Don't do all the heavy lifting in one period.

The principles of correct lifting are: -

- **PLAN YOUR LIFT** - Size up the load (Too big? Too heavy? Too awkward?) Don't carry a load you can't see over or around. Get help if necessary.
- **USE HANDLING AIDS** - Hand trucks, trolleys, rollers, levels, hoists, forklifts, and cranes will all make the job easier.
- **PLAN YOUR MOVEMENTS** - Where from & to? Is there sufficient space? Is the area free from obstructions? Lifting with another person? Plan what each will do. Will you be able to get your fingers out when you place the load down?
- **MAKE THE LIFT** -
- Position yourself close to the load and balance the body.
 - Get a firm palm grip. Use 2 hands
 - Bend your knees, not your back.
 - Let your leg muscles do the work.
 - Lift smoothly without jerking or twisting.
 - When group lifting, nominate someone to 'direct' the lift, ensure the area is clear of obstructions.
 - Use gloves when handling sharp, rough or hot material.



HAZARDOUS MANUAL HANDLING

THERE IS NO SPECIFIED MAXIMUM WEIGHT THAT A PERSON MAY LIFT.

In assessing whether a lift could be harmful to a person, all factors which could make the task hazardous must be identified and their impact assessed.

No person is to attempt tasks beyond his or her physical strength – but should always seek assistance, and always follow the principles of correct lifting and handling of loads.

Hazardous Manual handling: Perform Risk Assessment

All tasks should be examined to see if any of the following factors are present in the task –

- repetitive or sustained application of force
- repetitive or sustained awkward posture
- repetitive of movement
- duration of movements
- application of high forces
- exposure to sustained vibration, or
- manual handling of loads that are unstable, unbalanced, or difficult to hold.

If any of these factors are detected, the task must be assessed to determine the degree of risk that workers are exposed to. In assessing risk, the cumulative effects of overexertion in causing musculoskeletal injury must be taken into account as well as the risk of immediate injury from the overexertion.

16. PROTECTION OF WORKERS AND THE PUBLIC

Effective barricades, fencing, overhead protection and covering of holes and penetrations must be used to protect persons and to prevent falls, etc., of persons.

- Effective screens are to be erected around areas where persons could be affected by work operations in a workplace or on a construction site (e.g., grinding, welding, washing, etc.)
- All openings in floors must be adequately and securely covered or guarded
- Areas where objects could fall onto are must be barricaded or fenced to prevent entry into the area while the risk exists.

17. SITE COMPANY VEHICLE, MOBILE PLANT USE

Vehicles must not be driven on the site unless necessary to deliver persons, goods or materials and authorised. Private vehicles should be parked in designated parking areas (where provided) in a manner which will not affect the movement of other vehicles and plant on site.

- ensure Project site rules are followed
- No person may drive company vehicles or mobile plant unless they are qualified and authorised to do so.
- Daily pre-start checks must be carried out and entered in the logbook.
- Seat belts must be worn at all times where fitted, and passengers must not be carried unless a seat or work platform provided for a passenger is fitted. Passengers must also use seat belts at all times. Riding in the back of open utilities or trucks is prohibited.
- General road rules will apply where two-way traffic is encountered, and indicators must be used to signal intention to turn.
- Reversing squawkers must sound when vehicle or plant is placed in reverse gear.
- Safe speeds must be observed by drivers of vehicles or mobile plant on the site. Site speed limits must be adhered to, and traffic signs obeyed.

18. SMOKING

Smoking is prohibited in all enclosed areas of workplaces and may be banned in all or part of a workplace or work site. This prohibition extends to everyone who works in or visits a workplace, including employers, employees, contractors, voluntary workers, visitors, and customers. Smoking (if allowed at all) may be allowed only in designated areas away from any entrance to a building or ventilation structure, or chemical or flammable materials storages.

Ensure Project site rules are followed



19. TOOLS AND EQUIPMENT

All plant and equipment supplied to or used in any workplace must be safe, be appropriately maintained and serviced, comply with statutory requirements, and be provided with certification and instructions for use.

No machinery, power tools or other types of equipment are to be used unless fitted with adequate and effective guards.

e.g. Grinders handle and guards are on.

Workers must exercise care when using power-actuated tools and, new workers where necessary, be instructed and/or trained in their use.

High-velocity type tools must only be used where permitted, and where approval is granted, must only be used by a competent person.

20. TRAINING AND COMPETENCY

Never attempt to carry out unfamiliar work or work for which you are not qualified to carry out without instructions.

- High risk work can only be carried out by persons who are suitably trained in the task. Relevant HRW licenses are issued to persons who have completed the required training for the work.
- No person is to operate an item of load shifting equipment (e.g., forklift) unless they hold the appropriate HRW licence for the item of plant to be used.
- A person who performs high risk work without the relevant license or certificate of competency commits an offence, as does a person who knowingly allows a person who does not hold the relevant certificate or license to carry out the work.

21. UNSAFE WORKERS

Do not allow another person to work in an unsafe manner.

If you see other persons working in an unsafe manner, inform them, or bring it to the attention of the site supervisor.

- Never allow a person to carry out high-risk activities or work in isolation.
- Provide suitable means of communication at agreed intervals where persons must work in isolation.

22. UNSAFE WORKPLACES

Should you consider your work or work location to be unsafe, **STOP** and inform the site supervisor immediately.

- Ensure that work is being carried out in accordance with the Safe Work Method Statement.
- If work is still considered to be unsafe, then stop work, talk to your supervisor or HSR.
- Consult with Safety Personnel, HSR, WHSE, agree on safe work procedure
- Control measures specified in the SWMS must be reviewed, and an amended SWMS which provides a safe method of work provided.

23. HOUSEKEEPING

- Ensure that workplaces are kept clean and tidy by following good housekeeping practices.
- Housekeeping works simply on the concept of 'a place for everything and everything in its place'. A clean workplace is generally a safer workplace. So do your bit and keep your area clean.
- Keep shared amenities, such as showers, change rooms, fridge's, urns, and lunchrooms clean.
- Put rubbish, scraps, etc in bins.
- Stack and store materials in a safe place.
- Replace lids and caps of containers immediately after use.
- Wipe up spills.
- Remove rubbish as you go.
- Keep walkways, stairs, and access points clear.
- Placer bar caps on all steel bars e.g. starter bars
- Remove or barricade off protruding objects such as pipes, etc.
- Check work area is clean before end of shift



24. WELDING, CUTTING AND GRINDING OPERATIONS (HOT WORK)

Only competent operators should handle equipment associated with this type of work, and the following precautions should be taken:

- Persons operating Grinder must be competent, new workers must prove competency to supervisor.
- Persons using Oxy or welding must show proof of competence by training and experience. Minimum training for welding is module in Cert 3 Steel fixing or other recognised training
- Only workers authorised by Integrated People Resources Pty Ltd Supervisor are to undertake oxy / welding Task

- Hot Works permit must be approved by PC prior to any Hot work
- Protection screens should be placed to isolate the work protect other personnel from risk of welding flash eye injury.
- Fire-proof blankets should be placed where falling or flying sparks may cause a fire or explosion risk.
- Ensure equipment is inspected in good working order prior to use.
- Welding leads and gas heating and cutting hoses are placed where they will not be damaged or cause a trip hazard.
- Check the surrounding area before welding, cutting or grinding operations remove any flammable material, chemicals or gases.
- Flammable liquids and gases and other combustible material must be moved a safe distance from the work area.
- Approved warning signs should be posted.
- Electrical equipment must have current tagging and/or safety switches.

RADIATION

- X-rays and gamma rays are used for the examination of welds. When you see a sign, keep well clear unless authorised to enter the area - No Unauthorised Personnel To Pass Warning Signs.

OXY-ACETYLENE WORK: Welding, Cutting, Heating

- Check all gauges, hoses, connectors, torches, etc., for damage or defects.
- Replace or repair any item, which is not in good order.
- Fit flash back arresters.
- Secure gas bottles in their trolley.
- Ensure properly charged and tested fire extinguishers are immediately available and you know how to use them.
- Leave the keys in the bottles.
- Wear protective face shields or goggles, clothing and gloves.
- Ignite gases with flints only. DO NOT use an open flame.
- Check after for evidence, smouldering materials, potential of fire etc.

GAS CYLINDERS

- A gas cylinder used in a welding or cutting process shall be handled with care at all times.
- Oxygen under high pressure may react violently with grease or oil.
- All gas cylinders able to be used in an upright position shall be safely and securely restrained.
- When a crane is used to handle gas cylinders, a net, skip box or specially designed rack shall be used to ensure that the cylinders are securely and safely held in position.
- Fit flash back arrests to inlet connection of gas welding and cutting blowpipes.
- Ensure properly charged and tested fire extinguishers are readily available.
- Leave keys in bottles.
- Ignite with flints only – no open flames to be used.



25. WORKING AT HEIGHTS

All work at heights must be carried out in accordance with the relevant legislation, regulations, compliance codes, codes of practice and standards.

- EWP Operators must have training to operate Scissor lift, boom or knuckle boom
- All working platforms, hoists and scaffolding must comply with statutory requirements.
- Ladders must be of an industrial type only, and be secured against movement.
- Guard rails must be provided where a person is likely to fall, and must not be removed without approval.
- Safety harnesses and fall protection equipment must be used and properly secured when working at heights and where no other edge protection is available.
- An approved lifting cage must be used when lifting persons with a crane.
- Has suitable edge protection been provided?
- Are warning notices posted?
- Is lighting adequate for work to be completed safely?
- Risk Assessment and SWMS is required for HRW
- Workers must have completed WAH training

26. SCAFFOLDS

- Before starting work on any scaffold, inspect it to determine if it is complete, check tag for completion or do not use. Check the SWL for stacking steel bundles, do not exceed the SWL
- Only the company in control of the scaffold can make any adjustments to the scaffold.
- But you can make a visual check that handrails, toe-boards, and decking are in place, that all wheels are locked on moveable scaffolds, and that locking pins are in place.
- A mobile scaffold shall not be used within 4.5 metres of any uninsulated energised power line such as bar overhead crane conductors.
- Do not change or remove scaffold members, only the persons in charge of the scaffold can change it
- No one is allowed to ride on a rolling scaffold when it is being moved.
- Remove or secure all tools and material on deck before moving.
- Do not climb on or over or work from any scaffold, handrail, mid-rail, or brace member.
- Use the ladder or stair access to get on the scaffold.
- All scaffolds must be erected level and plumb on a firm base by experienced scaffolder to manufacturer's specifications.
- Caster wheels are to be locked before climbing a mobile scaffold.

27. BURIED SERVICES (PERMIT TO DRILL)

- Are there any known buried services involved in the job (electrical cables, gas/water mains, process pipes, sewers, etc)? Walls and falls
- If so, is there a requirement to notify utilities or other bodies? E.g. dial before you dig
- Any drilling in walls or floors?
- Permit to Drill required and approval by PC before any drilling work

28. CONFINED SPACE ENTRY

- Will the work involve entry into vessels, sumps, tanks, or other confined spaces?
- Has the previous contents of these vessels, sumps, tanks, been identified, and is there a risk from toxic substances
- (including sludge) or lack of oxygen?
- Have confined space entry procedures been implemented? If so, is there a permit to work form ?
- Have worker received confined spaces training
- Is Air monitoring procedures in place
- Is Emergency evacuation plan and training been considered



29. **EXCAVATIONS/TRENCHING**

- Has ground been assessed as stable by an engineer?
- Has area been shored or battered back?
- Will air need to be monitored in confined space area?
- Has barricades and/or signage been erected?
- Is there safe access and egress
- Emergency evacuation plan and training

30. **UV Exposure/Heat Stress**

- Has outdoor task been assessed for UV exposure?
- Has task been assessed for heat stress?
- Have workers been trained on symptoms of heat exhaustion?
- Refer to Integrated People Resources Pty Ltd Working in Hot Conditions Policy

31 **Mobile Plant, Unloading Trucks, Cranes And Lifting Gear**

Because cranes and mechanical lifting gear are used to handle excessively heavy loads, there is always potential for accidents, falling objects, injury to the operator and others.

So before operation begins

- examine every aspect of the equipment, its location, setting ups and use.
- Delineate People and Machines
- Set up exclusion zones
- Walkways

Check the following: -

- Operator has the appropriate certification.
- Dogman and riggers have appropriate certification.
- All components of the cranes are properly maintained (Refer to manufacturer's instruction/logbook).
- Maintenance by experienced/certified person
- Chains, Slings, Shackles, Etc., Should: -
- Carry identification tags. Are inside inspection dates
- Be of sufficient size or capacity to do the job.
- Be the correct pieces of equipment for the job.
- On mobiles Outriggers should be: -
 - Fully extended.
 - Kept clear of trenches and excavations.
 - Sole Plates should be: -
 - Adequate to distribute load.
 - Adequate to support the load.
 - Founded on a sound base.
- Location should be: -
 - Assessed for hazards (e.g. electrical wires, other equipment, trenches, etc.).
- Capacity Check: -
 - Is the crane or equipment adequate for the job?
 - Is the mass (weight) of the item to be lifted known?
- Look for Hazards
 - Look for overhead restrictions, such as walkways and power lines.
 - Look for trenches or pits.
 - Beware of poor or unstable surfaces and steep gradients.
 - Watch out for projecting objects.
 - Be aware of other people in the area.
 - Be aware of other machinery and vehicles.
- Unloading deliveries off the back off trucks
 - Potential falls
 - Safe access and egress – e.g. platform ladder
 - Trucks must have edge protection from falls – e.g. mobile edge protection
 - Only Dogman to attach loads



32. EMERGENCY PROCEDURES

- The possibility exists for a fire or other emergency to occur during working hours and it is therefore important you understand basic emergency control procedures.
- You will be trained in the Fire and Evacuation Procedure for your site-specific induction.
- Procedures in most cases are quite simple eg. -
 - Raise the alarm.
 - Fight the fire only if it is safe to do so.
 - Evacuate the buildings/area
 - Turn off equipment if able to, leave equipment there and evacuate .
- You are required to know: -
 - The location of exit doors, fire extinguisher/fire hoses and how to use it.
 - The type of fire on which it can be used. If not sure ask Supervisor
 - The location of any fire alarms, and you should always
 - Inform your fellow worker.

FIRE PRECAUTIONS

- Keep your area clear of unnecessary combustible materials.
- Store flammable liquids in properly labelled containers and away from heat sources such as welding or heating processes.
- Smoke in approved smoking areas only.
- Strictly observe “no smoking” signs.

FIRST AID PRIORITIES

If you are first on the scene:

- Check for danger-only proceed if it is safe to do so. Do not become a victim yourself!
- Do nothing that may harm the casualty.
- Remove the casualty from the cause or the cause from the casualty if safe to do so.
- The Five Vital steps which must be observed in the case of personal injury are;
 - D Look for DANGER.
 - R Check the victim’s RESPONSE.
 - A Clear the victim’s AIR PASSAGE.
 - B Check the victim is BREATHING.
 - H Check for a HEARTBEAT.
- Contact, or arrange someone to contact the First Aid Attendant as soon as practically possible.

BLEEDING

- Instruct the casualty to immediately apply direct pressure to the bleeding area.
- Rest casualty – lay the person down where possible.
- Elevate injured part if on a limb.

BURNS AND SCALDS

- Burns and scalds cause the same effect on the body and are treated in the same way. The priority is to lessen pain and shock.
 - Put out fire, if safe to do so.
 - Remove burnt clothes that can be removed easily.
 - Immerse burnt area in cold water

FIRST AID TREATMENT

- Qualified First Aid Attendants are available on most sites for the treatment of all injuries, no matter how slight they may be.
- Report all injuries, illness and adverse health and safety occurrences your Supervisor, HSR or first Aid officer Officer.
- Accurate record keeping will help minimise the chances of similar hazards arising in the future.
- Check for danger and don’t become a victim. Avoid contact with blood and wear protective gloves and glasses
- If the injury requires treatment by a Dr. your supervisor will drive you to the closest medical centre
- If the injury is serious an ambulance will be called



CODE OF CONDUCT

This Code of Conduct applies to all employees of Integrated People Resources Pty Ltd .

All employees are expected to observe the following standards of behaviour:

- Comply with all Statutory Laws, Regulations and Obligations.
- Comply with Company Policies, Procedures, and Rules
- Comply with all reasonable and legal and safety instructions by the company and the PC
- You must wear mandatory Safety Clothing, PPE/ RPE – replacement ask your supervisor on a fair wear and tear replacement basis
- Do not engage in unlawful harassment, sexual misconduct, bullying or discrimination in the workplace
- Do not engage in violence, fighting in the workplace
- Do not engage in theft, fraudulent or corrupt behaviour
- Punctuality – arrive for work at least 15 minutes prior to designated start time for work
- Fit for work, present for work free of injury or illness, drugs, alcohol, fatigue
- If you are not fit for work tell your supervisor and do not start work!
- Do not consume or possess drugs or alcohol in the workplace or attend work under the influence of drugs or alcohol BAC 0.00%
- Absenteeism – please inform your supervisor prior to commencement of shift, , if you cannot attend work and the nature of absenteeism, e.g., illness, injury, private matter etc. and how many days off you will need. Notify the earlier the better to help with work rosters.
- Company Property, respect and maintain the company's tools and equipment pack up at end of each shift
- Ensure you are well rested between shifts, at least a 12-hour break between shifts.
- No Smoking is allowed on site except in approved smokers areas, do not smoke in company vehicles
- Mobile Phones stay off them at work, check them on your breaks, unless you are required to use them at work for communication with your supervisor or an emergency, they are a distraction.
- If you have to use your phone do not walk and talk, stand still and take the call.
- Appearance is presentable, clean, neat, and tidy and Hygiene is maintained wash hands regularly and before eating, and at end of shift.

REPORTING

- Immediately report any incident, injury, near miss, violations of law, ethical principles or policies that come to your attention

Breaches of the Code of Conduct are considered a very serious matter and will be dealt with in accordance with the Performance and Misconduct Policy, which includes immediate dismissal of employment for serious misconduct. All Managers are responsible for monitoring and evaluating the operation of this policy within their area of responsibility and reporting accordingly to Senior Management.