

AQNP SOLUTIONS PTY LTD

Induction Handbook

Table of Contents

Foreword.....	4
Introduction	4
Workplace Health and Safety	4
Absenteeism	5
Contractors, sub-contractors and service providers.....	5
Environment	6
Quality.....	6
Drugs and Alcohol Use	6
Clothing and Uniforms	7
Care of Company Property.....	7
Damage to Company Property.....	8
Private Use of Company Property.....	8
Use of Company Vehicles.....	8
Harassment	9
Unacceptable conduct	9
Discrimination	10
Grievances, conflicts and disputes.....	10
Workplace Bullying	11
Fitness for Work.....	11
Performance Appraisal	12
Personal Hygiene	12
Privacy.....	12
Return to Work and Rehabilitation.....	13
Smoking.....	13
Workplace Representation	13
First-aid Facilities	13
Incident Reporting	14
Safety and Warning Signs	14
Provision for Emergencies	14
Procedures for Emergencies	15
Safe Work Procedures.....	15
Hazard Reporting	15

Site Safety Rules..... 16

Confined Spaces..... 18

Electrical Safety..... 18

Explosive Powered Tools..... 19

Excavations 19

Hazardous Materials 20

Hot Materials 20

Ladders..... 20

Lifting Equipment..... 21

Machine Guarding..... 21

Lock-out and Tag-out Procedures 22

Manual Handling..... 22

Plant and Machinery 23

High-risk Work 24

Trades and Competencies..... 24

Scaffolding..... 24

Tools and Equipment 24

Vehicles 25

Working at Heights 25

Workplace Housekeeping 26

Workplace Security 26

Protective Clothing 26

Work Clothing 27

Body Protection 27

High Visibility Clothing 27

Head Protection 28

Eye and Face Protection 28

Hearing Protection..... 28

Respiratory Protection..... 29

Hand Protection..... 29

Footwear and Foot Protection..... 29

Foreword

The purpose of this induction is to provide workers and other persons working for this company with an outline of our requirements and to promote the establishment of a safe and healthy workplace for everybody.

Our goal is to –

- provide a safe and healthy work environment,
- minimise the environmental impact of our activities and operations,
- promote equality of opportunity, and to
- provide a quality service to our customers.

To achieve this, we must strive to establish a high level of safety and control in all workplaces and on all sites which can only be achieved with understanding and co-operation from everybody.

This induction provides not only for the control of the physical working environment and work methods, but also for consultation and discussion between the company, its workers, associates and customers.

This induction must be read in conjunction with the requirements of all relevant Acts, Regulations, codes of practice, awards and Enterprise Agreements, and everyone working in company workplaces or sites is obliged to comply with them.

In the event of any injury it is your responsibility to co-operate in a rehabilitation program when recommended as part of a recovery programme.

If you have difficulty in understanding any of the material presented, seek further advice from your supervisor.

Introduction

This induction serves two purposes –

1. It tells you what you may expect from us as an employer, and
2. It tells you what our expectations are of you as a worker of our company.

Consult your supervisor for clarification of a policy if you do not understand it completely.

Workplace Health and Safety

We recognise that it is a fundamental human right to be able to work and earn a living without facing the prospect of being injured or subjected to unnecessary risk to your health and safety, and we will make every effort to ensure that this right is enjoyed by all persons involved in our operations. We will comply with all relevant Work Health and Safety laws, and ask that you also take all practicable steps to fulfil your duties as a worker to ensure your own safety while at work, and to ensure that nothing that you do (or fail to do) while at work causes harm to any other person.

Absenteeism

Absenteeism is the situation where you are not at work, and may take the form of –

- late arrival for work, or early finishing
- taking extended lunch breaks
- temporary absence from work for personal or other reasons, or
- failure to come to work altogether.

Where it is practical for you to do so, you must notify us of your absence as early as possible, preferably in advance of your start time so that we can make arrangements to cover your absence. If you are absent due to sickness, we may require a medical certificate for your absence whether you claim sick leave or not. Where you are absent for another reason and seek paid leave, we may require you to provide appropriate evidence of the reason for your absence.

If we consider that your absences are becoming frequent, or follow a pattern, we will discuss the situation with you to determine the cause of the problem. If there is a valid reason for your absences, we will offer you assistance as part of our standard discipline process. If, after this, your absences continue, other courses of action will be considered.

Contractors, sub-contractors and service providers

Everybody working for this company is responsible for ensuring that the policies and procedures described by this induction are applied to all parts of their jobs. You are also required to provide and maintain a safe working environment, be clear on instruction and training, and use correct personal protective equipment.

All plant and equipment supplied to or used by any person must be safe, appropriately serviced and maintained, comply with legislative requirements, and be tested and tagged and have certification and instruction for use where required. All persons **MUST** work safely at all times, refrain from any illegal practice and not place themselves or any other person at risk.

Environment

We take a proactive approach to environmental management, seeking to act ahead of legislative requirements, and conforming to all relevant environmental regulations. The principles of ecologically sustainable development are taken into account in all of our operations as we seek to conserve and enhance the community's resources, both now and in the future.

In particular, this company actively promotes:

- energy conservation, the use of renewable energy sources and the responsible use of non-renewable resources
- water conservation and waste re-use
- waste avoidance and minimisation, and
- a heightened understanding of relevant environmental issues.

Quality


This company is committed to striving for excellence in everything that it does, including the provision of a quality service to our customers. In order to make this possible, we have implemented management systems which promote continuous improvement and provide assurance that we are fulfilling our commitments to provision of a quality service to our clients, customers and consumers.

Drugs and Alcohol Use

Substance abuse exposes everyone to the risk of injury and can lead to the damage of property and equipment. Impairment caused by the misuse of alcohol, use of illegal drugs or the abuse of prescription medications are practices that will not be tolerated, as they pose an unnecessary risk to the user and other persons. You should inform your supervisor if taking (or failing to take) medication is likely to affect your safety or the safety of others at the workplace.

Instances of wilful abuse or trafficking of substances that are illegal and/or detrimental to the safe conduct of work are prohibited, and are grounds for immediate termination of employment and removal from the workplace or site of all person/s involved. Any activity of this type will be fully documented and attached to your personal file.

Health and safety legislation places an obligation on us as employers to ensure that workers do not place their own health and safety and the health and safety of others in the workplace at risk. To fulfil this obligation, it may be necessary to remove you from the workplace when there is a belief that the health and safety of yourself or other persons is being compromised.

Where deemed necessary or required by regulations, alcohol and drug screening of workers will be carried out under the terms of the company Alcohol and Drugs Policy, and will be carried out in accordance with the relevant Standards. Persons who return a positive test result will be retested, and/or not allowed to start work until cleared, or, where company policy dictates, may be subject to suspension or dismissal. 

Clothing and Uniforms

Workers who are supplied with uniforms or corporate clothing must wear the uniform or clothing at all times that they are carrying out their normal duties. If we do not provide you with protective clothing or clothing of a corporate nature, we would expect that the clothing that you wear at work will be appropriate for the type of work that you are doing and reflect the values of the company.

Where you have been provided with items of a corporate nature, you should wear these at work unless you are working at a time when the business is closed to the public. Corporate clothing must always be worn whenever you are dealing with (or may be required to meet with) customers and members of the public. Corporate clothing and uniforms are not to be worn out of hours (travel to and from work excepted), and should not be mixed with non-wardrobe items.

You must ensure that uniforms and corporate clothing are kept in a clean, tidy and serviceable condition (i.e., no buttons missing, etc.), and properly laundered and ironed (where necessary). Issue of replacement items will generally be done annually unless urgent replacement of worn or damaged items is necessary. Workers who are responsible for the care and maintenance of uniforms and corporate clothing may claim these expenses as a legitimate tax deduction.

Care of Company Property

You must take all reasonable care in using our property.

Workers are to ensure that any property of the company entrusted to them as part of their work is properly cared for and protected from loss or damage as much as is practicable. This will include ensuring that storages, sheds, vehicles, toolboxes, etc, are secured or locked when a site is unattended, and protecting susceptible items and material from loss or damage due to weather or climate.

Any loss or damage must be reported to your supervisor immediately, and, if theft, vandalism or malicious damage to property is involved, to the nearest police station. On termination of your employment or upon request, you must return in good condition (subject to fair wear and tear) any property in your possession belonging to us.

Damage to Company Property

Normal wear and tear of plant, machinery and equipment is an accepted part of business. This can be minimised by regular maintenance and adherence to correct operating instructions, and by not using for other purposes. Pre-start checks must be carried out to ensure that an item is ready and safe for use before it is operated.

Where damage occurs to an item for any reason, use of the item should be ceased if it is safe to do so, or if continued use would create a risk to persons or property. All damage must be reported, together with details of how the damage occurred. If damage occurs as a result of an accident, an incident report must be completed, and the accident reported to the relevant statutory authority (if applicable).

Damage to company property due to negligence will result in counselling and, if necessary, disciplinary action. Malicious, wilful or deliberate damage to or theft of company property may result in dismissal.

Private Use of Company Property

Company property must not be used for private or personal purposes unless permission to do so has been obtained beforehand. The use of company equipment to carry out private work during work breaks may be permitted subject to the type of work involved and the availability of equipment to carry out the task, and the ability of the person to safely carry out the work.

Unauthorised use of company property may result in disciplinary action. Unauthorised removal of company property from a workplace for private use may result in counselling and appropriate disciplinary action being taken.

Use of Company Vehicles

You must have been given authority to do so and hold a valid driver's licence for the appropriate class of vehicle before operating a company vehicle on a public roadway. The authority to operate may be revoked if you no longer hold a valid driver's licence, or if any conditions imposed by the issuing authority prevent the use of a company vehicle, or because you have ceased to work for the company. We may also revoke the authority because of unsatisfactory driving or other disciplinary measures.

All use of the vehicle must be entered in the vehicle log book, and all required fields completed.

You must at all times take due care in the operation of the vehicle, and comply with all relevant rules and regulations regarding driving, parking, etc, of the vehicle. Any traffic

infringements or penalties incurred by you are your responsibility as the driver of the vehicle, and you must pay any fines arising out of the use of the vehicle.

Company vehicles must not be used for private purposes or for carrying passengers who are not workers of the company unless we have given permission to do so beforehand. All accidents and all incidents which cause any damage to the vehicle must be recorded in the log book and reported to your supervisor at the first possible instance.

Harassment

Harassment is any form of unwanted behaviour that may intimidate, humiliate or offend any person. Harassment of any person on the following grounds is illegal: age, disability (including intellectual, physical or psychiatric, and whether actual or perceived, and either present or past), marital status, race, colour, nationality or ethnicity, sex, sexuality or pregnancy. It is also illegal to harass a person on any of these grounds being applied to their relatives, friends or colleagues.

The following behaviours may be classed as harassment:

- material that is racist, sexist, sexually explicit, homophobic, etc.
- verbal abuse or comments that denigrate or stereotype persons,
- gestures that are sexually or racially offensive ignoring,
- isolating or segregating a person or group because of their sex, race, etc.
- sexual and common assault (also are criminal offences)
- initiation ceremonies involving unwelcome sexual, sexist or racist behaviour, and
- jokes based on gender, race, marital status, sexuality, disability or age.

We will take any reported cases of harassment seriously and take immediate action to investigate and deal with the issue. Both sides of the case will be listened to, and if verified, acted on to prevent further harassment. A person who lodges a complaint will not be victimised because of the complaint. If you are deemed to have harassed another person, you will be counselled, and if the harassment is continued, subjected to our disciplinary procedures.

Unacceptable conduct

All workers have a right to work in conditions that they find conducive and comfortable. Aggressive, loud, lewd, obnoxious and offensive behaviours and language may be considered inappropriate in workplaces where there is a mix of age groups, cultures and genders.

The following behaviour is unacceptable, and may result in dismissal or removal from the workplace or site:

- assaulting, threatening or interfering with other workers or persons, or fighting, or initiating a fight
- interfering with, wilful abuse, damage or destruction of property, or removing property without permission
- interfering with, bypassing, or rendering inoperative controls or equipment
- failing to adhere to safe work procedures and practices
- horseplay and practical jokes, and
- the display of offensive material, literature, magazines, posters, graffiti, slogans, etc.

Workers are expected to adhere to accepted community standards of behaviour and language in the workplace. Language and behaviour which could be considered offensive by any other person will be grounds for counselling, and continued inappropriate behaviour or language will result in disciplinary actions being commenced against offenders.

Discrimination

It is the intention of this company to achieve the principal object of anti-discrimination, which is to respect and value the diversity of the work force by helping to prevent and eliminate discrimination on the basis of race, colour, sex, sexual preference, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin.

Discrimination against a person is prohibited under State and Federal laws. If you feel that you have been discriminated against, you should take the matter up using the procedures listed below under "Grievances, Conflicts and Disputes". A person who feels that they have been discriminated against may apply to the federal Human Rights and Equal Opportunity Commission or a State tribunal; however, a second tribunal cannot deal with a complaint after it has been heard in another tribunal.

Grievances, conflicts and disputes

Grievances occur when persons feel that they have been unfairly treated in a matter between themselves and a person in a position of authority. Conflict occurs as a result of disagreement between individuals, or groups, or individuals and groups, and may more often be of a "social" nature rather than an "industrial" nature. Disputes occur more due to a difference in interpretation, and generally require the intervention of a third party to arbitrate on the matter. Disputes generally grow out of grievances or conflicts.

Where you are in dispute with another worker or your superior,

- the matter is to be discussed between you, the other worker/s and your superior

- if the dispute is not resolved at this level, the matter will be referred to the next superior person, until all avenues available in this process are exhausted
- where the matter cannot be resolved "in-house", then it may be referred to an external tribunal for decision.

All parties will abide by any decision made in resolution of the dispute.

Disputes are best settled at the lowest possible level. An accurate record will be kept of the settlement, and be signed off by all parties involved.

Workplace Bullying

Differences of opinion, conflicts, personality clashes and problems in working relationships are a part of working life. However, if this type of behaviour is repeated, or increases in intensity and becomes offensive, intimidating, humiliating or threatening to a person, then workplace bullying exists, and as a health and safety risk, must be stopped. Workplace bullying is classified as a breach of health and safety laws as well as a possible criminal assault, and recent cases have resulted in substantial fines for workers who engaged in the bullying and the employer and the company.

A single incident of harassing type behaviour is not considered to be workplace bullying. If you feel that you are being bullied (or witness another person being bullied), you should report the matter to allow proper action to be taken to prevent the situation from escalating.

Fitness for Work

Health and safety legislation places an obligation on employers to ensure that workers do not place their own health and safety and the health and safety of others in the workplace at risk. We will strive to ensure that all workers engaged by this company, either as workers or contractors, are in a fit condition to safely carry out their work, and that workers are not impaired in any way by the effects of alcohol or drug use, or fatigue or stress. To fulfil this obligation, we may prevent or limit access to a workplace or to carry out work while under the influence of alcohol or drugs, or suffering adverse effects of fatigue or stress, and it may be necessary to remove you from the workplace when we have cause to believe that the health and safety of yourself or other persons is being compromised.

All workers must ensure that they report to work in a physical, mental and behavioural condition that will allow them to perform their duties competently and in a manner that does not place themselves or others at the workplace at risk. Where impairment by alcohol or drugs is suspected, you may be required to undergo screening before being allowed to commence (or recommence) work. Screening may be carried out following an incident at the

workplace, on reasonable suspicion of impairment, or may be carried out randomly. (See Alcohol and Drugs Use).

Persons engaged in shift work, or who are required to work long hours, must ensure that they obtain adequate rest to ensure that they are fit for work at the commencement of each shift. We will take all reasonable precautions in the placement of workers to ensure that hours of work, shifts, rosters and workplace conditions do not create an unacceptable risk of fatigue. Workers will not be required to work more than 12 hours per day wherever possible, and work in excess of these hours will be subject to risk assessments to ensure the safety and well-being of workers.

Performance Appraisal

Performance appraisal is a valuable method of identifying any performance gap (the shortfall that occurs when performance does not meet the standard set by the organisation as acceptable), to inform the worker about the quality of his or her performance and allowing the appraiser to receive feedback from workers about job problems, etc.

Modern performance appraisal may be defined as a structured formal interaction between a worker and a supervisor, which usually takes the form of an interview in which the work performance of the subordinate is examined and discussed, with a view to identifying weaknesses and strengths, as well as opportunities for improvement and skills development. The performance appraisal process also allows workers to participate and assist in the identification of work areas and processes where improvements in productivity and efficiency can be achieved.

A performance appraisal is not something that people should generally be concerned about, as it can bring about positive outcomes for all parties when important issues are identified and addressed.

Personal Hygiene

We expect that all workers will adhere to accepted public standards of hygiene (bodily and clothing), and failure to adhere to these standards will result in the offender not being allowed to start work until they have met these standards to the satisfaction of their supervisor and company management. Persons working in public interface areas are expected to maintain a suitable standard of bodily cleanliness at all times.

Privacy

Fair Work laws allow us to obtain certain information about you, and regulate the type of information that we may obtain, and how that information is handled.

We will collect only what information about you as is necessary for employment purposes and for your well-being. This information will be collected only by lawful and fair means, and not in an unreasonably intrusive way, and will only be accessible to those persons who are specifically authorised to access the information under privacy laws.

At your request, we will let you know, generally, what sort of information we hold about you, for what purposes, and how it is collected, held, used and disclosed.

Return to Work and Rehabilitation

Rehabilitation is a programme designed specifically for a person who has suffered a work-related injury or illness to enable the person to return to normal work as soon as possible. In the event of injury or illness, it is your responsibility to cooperate in a rehabilitation programme when this is recommended as part of the recovery process. The programme may include alternative or modified duties as part of the rehabilitation process. Your cooperation may also be required to assist in a rehabilitation programme developed for a fellow worker who is recovering from an injury or illness.

Smoking

Smoking is prohibited by law in all enclosed areas of workplaces, and where other persons may be affected by by-products of smoking. This prohibition extends to everyone who works in or visits a workplace, including employers, workers, contractors, voluntary workers, visitors and customers. Smoking (if allowed at all) is only allowed in designated areas away from any entrance to a building or ventilation structure, or chemical or flammable materials storages, and will only be permitted during designated meal or tea breaks, or during breaks between shifts. You are not allowed to smoke in a company vehicle unless we have given you permission to do so, and then only when there is no-one else in the vehicle.

Workplace Representation

Workers at a workplace may elect a health and safety representative from within their workplace or work group to represent them in health and safety matters. There is no restriction on who can be elected as a HSR. An employer must allow an elected HSR time off work on full pay to attend an approved training course. They may only carry out their function in relation to the work group from which they were elected, but are able to go to any workplace where workers from their work group may be working.

First-aid Facilities

First aid facilities are provided for the welfare of persons in the workplace or on site who may sustain a non-disabling injury, and to provide initial treatment for an injured person before transfer to a medical facility. Unless otherwise advised, the first aid facility is not intended as an on-going treatment facility. All injuries, no matter how minor, must be reported and treated to prevent deterioration of the wound through infection, and to facilitate the healing process. You should familiarise yourself with the location of First Aid facilities, and the identity of first aid attendants or officers.

1. First aid facilities must not be used for any purpose other than for which they are provided.
2. All first aid injuries and treatments must be entered into the first aid register.
3. Hands must be washed before administering first aid or handling first aid equipment.
4. Advise your supervisor if any first aid stocks are getting low to allow replacement before they run out.

Incident Reporting

An incident is an accident where no person was injured (but may have been), and where damage did or may have occurred to plant, machinery, equipment, materials, property or the environment. All incidents must be reported to your supervisor immediately both verbally and by the Incident Report Form, giving all details as required on the form.

Safety and Warning Signs

Safety signs are provided in workplaces to warn of hazards, and to advise of actions which must be carried out, or are prohibited. You must obey the message or instruction given on the sign.

Persons found defacing or damaging safety or warning signs will be subject to disciplinary action.

Provision for Emergencies

A building owner must provide for the safety of occupants of the building in case of fire or other emergencies. Items such as fire extinguishers, hose reels, exit doors and escape routes are provided for your safety, and must be kept in good operating condition, and must be readily accessible at all times. Fire extinguishers should be placed on a holder attached to a wall, and not stood on the floor or be placed on a shelf or in a rack or cupboard, etc.

Fire fighting appliances must not be misused or used for purposes other than for which they have been provided. Any use of a fire extinguisher must be reported immediately so that it can be recharged and ready for use should a need arise. A fire extinguisher that has been used,

no matter how little, must not be placed back in position, but be serviced immediately. Misuse of equipment provided for emergencies is not allowed, and is an offence under Fire Safety laws.

Exit doors and passageways must be kept clear at all times, and be kept clean. Do not obstruct doorways, even for a short period, or store or place flammable materials or dangerous goods in, at or near an emergency exit.

Procedures for Emergencies

Emergency procedures have been developed to cover different types of emergency situations which may occur while you are at work. You should learn what to do before the emergency happens so that if an emergency arises, you are able to follow the procedure and avoid any panic or confusion. You should also know who the persons responsible for overseeing control of emergencies are in your workplace. In a small workplace, everyone should be aware of what to do in any emergency which may occur. Training drills must be taken seriously, as these will need to be followed should a real emergency happen. Additional procedures or instructions may be necessary in some workplaces, and you must also be aware of these.

Do not attempt to use a fire extinguisher or hose reel to fight a fire unless you have been trained in the use of the appliance. Use of the wrong extinguisher could result in injury or even death if, for example, a water type of appliance was used on a flammable liquid fire or a fire involving electrical equipment. You must follow instructions when evacuating the premises for any reason. All workers are required to meet at and remain at the designated emergency assembly area until the all clear is given or you are told to do otherwise. This is to ensure that all persons on the premises are accounted for, and to allow further instructions to be given.

Safe Work Procedures

You must follow safe work procedures provided when using plant, machinery and equipment. These procedures are designed to protect you from hazards which may be encountered during the use of the plant, machinery or equipment, and failure to observe the procedures may expose you to an unacceptable risk of injury or illness. Where a safe work procedure specifies the use of protective clothing or equipment, this must be used when carrying out the procedure.

Safe work procedures will be found either at the location where the item is used or the task is carried out, or they will be located in the special wall holder provided for them.

Hazard Reporting

A hazard is anything which can cause injury, loss or damage to a person, property or the environment.

If you detect something which is hazardous, you should –

- Immediately Remove or rectify the problem if it can be done safely
- Report the hazard (verbally to the person in control of the area) and by completing the Hazard Report Form
- Prevent others from coming into contact with the hazard (barricade, sign, etc)
- Avoid placing yourself at risk of injury or illness through contact with the hazard.

Site Safety Rules

Building and construction sites contain many hazards not found in other workplaces, and by their very nature can pose a serious injury risk to persons entering the site. Site safety rules are to be communicated to all persons entering the working areas of a site, and should be displayed in a conspicuous area. Site safety rules must be followed at all times, and the principal contractor may remove persons who fail to comply from the site.

1. ALL personnel are required to sign in at the designated location when arriving on site, and sign out when leaving the site.
2. All accidents and equipment damage must be reported immediately to the superintendent or supervisor.
3. All persons requiring first-aid treatment are to contact the First Aid Attendant who will provide treatment and enter details of the injury in the First Aid Register. All injuries, no matter how minor, must be reported.
4. Appropriate safety footwear must be worn. Thongs, sandals or other similar footwear are prohibited, and any persons found wearing unsafe footwear will be asked to leave the site immediately.
5. Head protection (safety cap or hard hat) must be worn at all times on a construction site.
6. Hearing protection must be worn in areas where harmful noise levels are or may be present. These areas will be identified by hearing protection signs.
7. Eye protection must be worn when work being performed may cause an eye injury, or in areas where risk of eye injury is present. These areas should be identified by eye protection signs.
8. 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. All protruding nails in timber or sheets must be removed or bent over.
9. Access ways and paths of travel must be kept clear at all times.
10. Exercise care when using compressed air, and always follow the rules for the safe use of compressed air. (See COMPRESSED AIR in the SPECIFIC WORKPLACE ISSUES section).

11. Flammable materials and fire hazards must be eliminated or precaution taken to prevent ignition.
12. All persons should be aware of the location of fire extinguishers, and know how to use them.
13. All openings in floors are to be adequately and securely covered or guarded.
14. Electric leads must not be stretched and must not lie on the ground or floor, but must be supported above floor or ground level on insulated or non-conductive supports.
15. Never attempt to carry out unfamiliar work or work for which you are not qualified to carry out without instructions.
16. Never attempt tasks beyond your physical strength — always seek assistance. Always follow the principles of correct lifting and handling of loads.
17. Do not work in areas which have insufficient lighting or ventilation.
18. Should you consider your work or work location to be unsafe, stop and inform the site supervisor immediately.
19. Never attempt tasks beyond your physical strength — always seek assistance. Always follow the principles of correct lifting and handling of loads.
20. Do not work in areas which have insufficient lighting or ventilation.
21. Should you consider your work or work location to be unsafe, stop and inform the site supervisor immediately.
22. Do not allow another person to work in an unsafe manner.
23. Do not ride on the roof of a man and materials hoist, in buckets or on crane loads. An approved lifting cage must be used when lifting persons with a crane.
24. All working platforms, hoists and scaffolding must comply with statutory requirements. Ladders must be of an industrial type only, and be secured against movement at all times.
25. Guard rails must be provided where a person is likely to fall, and must not be removed without approval.
26. Safety harnesses and fall protection equipment must be used and properly secured when working at heights and where no other edge protection is available.
27. Welding operations must be screened to protect other personnel from risk of eye injury.
28. No machinery, power tools or other types of equipment are to be used unless fitted with adequate and effective guards.
29. All plant and equipment supplied to or used on the project must be safe, be appropriately maintained and serviced, comply with statutory requirements, and be provided with certification and instructions for use.

30. All electric power tools and equipment (including extension leads) must be tested and tagged by a qualified person before being brought on to a site. All equipment must be checked for wear or damage before use.
31. Exercise care when using power-actuated tools. High-velocity type tools must only be used where permitted by site supervisors, and where approval to use them is granted, must only be used by a competent person.
32. Safe speeds must be observed by drivers of vehicles or mobile plant on the site.
33. Prior to bringing any substance on site, whether for incorporation into the contract or subcontract works or for other use, the contractor or subcontractor must provide the principal contractor with a current Material Safety Data Sheet for the substance, and obtain approval from the principal contractor for the use of the substance.

Confined Spaces

Safe work procedures must be followed when a confined space is to be entered. A risk assessment of the space must be carried out, and an approved safe entry permit is required before entry. All instructions on the permit must be followed. Failure to do so may result in serious injury or death. Persons must not remain within a confined space if any change occurs within the space which may lead to the space becoming unsafe, or a change occurs in the levels of contaminant within the confined space which may render present controls inadequate. A means of communication and monitoring conditions inside the space by a stand by person must be maintained as long as the confined space is occupied.

Electrical Safety

Electric tools or appliances must be connected to a safety switch or to an outlet on a circuit protected by an RCD.

Use only flexible leads of an industrial type fitted with a shrouded socket in a workplace. Keep leads off the floor or ground where possible, and protect them from physical damage and tripping by the use of covers. Leads must not be run through water on the floor or ground. Where possible, they should be run overhead on suitable stable supports.

All power tools, flexible leads, safety switches and power boards should be visually inspected before use for any signs of physical damage (eg, cracked or broken casings, missing bolts or screws, etc) or malfunctioning switches. Do not use faulty or damaged equipment, but place an "out of service" tag on the unit, and take it out of service until it has been repaired by a competent person. Electrical equipment used on sites must be inspected and tested for

safety by a qualified person and a tag fixed to the unit showing the due date of the next inspection of the unit.

Check portable safety switches for physical damage and operation by using the test button. Check power boards for physical damage. Take care that the total load placed on a power board or safety switch with multiple outlets does not exceed the rated capacity of the unit, or of any power lead feeding the unit. The use of double adaptors and “piggy back” fittings is prohibited in workplaces.

Explosive Powered Tools

Explosive powered tools use an explosive charge to fire fixings into concrete, steel and timber. Due to the high velocity attained by the fixing, they have a potential to cause serious and even fatal injury if misused. Only those persons who have been trained in the safe use of the tools and who have attained a satisfactory level of competency are to use an explosive powered tool. The following rules for the safe use of the tool must be followed by all users:

- always wear appropriate eye and hearing protection
- place warning signs around or at entry points into area where tool is to be used
- never leave a tool in a loaded condition
- all tools must be inspected regularly and maintained in accordance with the manufacturer’s recommendations, and appropriate records kept of inspections and maintenance
- tools and live charges must be securely locked away when not in use.

Excavations

Excavations of all types require barricading to prevent persons falling into them. Barricades must not be removed unless necessary for access to the trench or excavation, or for the carrying out of work in the immediate area. Ladders must be used for access to trenches unless other safe means of access are provided, and must extend at least 1 metre above the surface of the trench. Trenches and excavations must not be entered until a competent person has inspected the site and ensured that it is safe to enter.

Shoring or trench struts must not be removed from the trench or excavation unless work has been completed and all persons have left the danger area. Persons working within a trench or excavation must wear head protection at all times, and appropriate foot protection. Ventilation of trenches and excavations may be required in situations where vehicle or machine exhausts may contaminate the atmosphere within the trench or excavation. Shoring of trenches and removal of shoring must only be carried out by (or under the direct supervision of) a competent person.

Hazardous Materials

Strict safety rules apply when using hazardous substances and dangerous goods. All safety data should be available at the place where substances are used, and protective clothing and equipment recommendations followed to prevent exposure to the substance. Always ensure that your protective clothing and equipment is serviceable, and fits properly.

A current Material Safety Data Sheet (MSDS) must be available before a substance is used, and the prior approval for the use of a substance may be required. All precautions and safety requirements set out in the MSDS must be adhered to, and advice regarding the use of the substance should be sought from your supervisor if you are unsure of any aspect relating to the use of the substance.

You must not use a substance for any purpose other than that for which it has been obtained. Never substitute a substance for another unless you have been specifically instructed to do so. Private use of substances used in a workplace is prohibited. Always follow instructions for clean up and disposal of waste or spilt material.

Hot Materials

Hot work is any activity that can generate flames, heat or sparks. In many workplaces or sites, a hot work permit must be obtained for all tasks involving gas cutting, welding or other work that may create a source of ignition. Always ensure that there are no fire or explosion hazards (e.g., rubbish, paint, solvents, fuels, gas, combustible materials, etc) and associated containers that may be affected by the work before commencing hot work.

Never use welding or cutting equipment unless you are authorised to do so. Persons carrying out hot work must wear appropriate personal protective clothing and equipment, and ensure that appropriate fire extinguishing equipment is available.

Ladders

Strict rules apply to the use of ladders in workplaces. The correct style of ladder should be chosen for the type of work to be carried out, with the use of extension ladders and step ladders restricted to access or tasks which can be performed with one hand only. Platform ladders should be used for work such as accessing stock, and for work of a longer duration (e.g., painting, fitting of electrical fixtures, etc). Trestle ladders only are to be used for support of planks, and should not be used for access purposes.

The following guidelines and rules are to be followed when using ladders:

- industrial ladders only are to be used in a workplace – domestic ladders **MUST NOT BE USED**

- always inspect ladders for damage or distortion before use – DO NOT USE A FAULTY LADDER
- timber ladders must not be painted (up to 300mm on foot may be painted for identification), have broken or splintered stiles, or have loose, broken or missing rungs
- ladders used for access should extend at least 1 metre above level being accessed, and be secured against movement
- always place single and extension ladders at an angle of 1 in 4, and ensure that both feet are securely set and cannot slip
- do not carry anything in hands when climbing or descending ladders – use a bucket to raise or lower tools, etc
- never use a metal ladder in the vicinity of electrical installations or for electrical work
- ensure that footwear and ladder rungs are free of mud, oil and grease
- always face ladder, and maintain three points of contact when climbing or descending a ladder.

Lifting Equipment

Lifting equipment must only be used for moving loads, and must be used in the manner for which it was designed. You should not use lifting equipment for purposes other than lifting loads, and the equipment must be used in the correct manner. Never expose any lifting equipment to heat unless it is specifically designed and provided for that use.

General safety rules for the use of lifting equipment -

- inspect slings before use – if in doubt, have them checked by a competent person before using
- inspect shackles, hooks, rings, etc for distortion, wear, damage or cracks
- ensure that chain blocks are operating smoothly – “tight” spots generally indicate worn or distorted parts, and should not be used.

Machine Guarding

Accidents involving machinery are one of the most common injury causes, and severe injuries and fatalities occur through contact of persons with moving parts of machinery. Safety rules when working near moving parts of machinery and plant include –

- do not wear loose clothing or jewellery, and contain long hair, beards, etc
- do not wear gloves when using rotating machinery or around moving machine parts
- do not operate machinery without guards fitted

- do not remove guards unless you have been authorised to do so, and only do so when machine is “off”
- wear eye protection at all times, and use hearing protection in noisy conditions
- keep clear of moving machinery and machine parts.
- Guards are designed to protect persons from moving parts, and must always be in place when the machine is in operation. The following guidelines are to be observed:
- no item of plant or machinery is to be operated unless all guards are correctly fitted, in good condition, secured in place and operating correctly
- guards are only to be removed by authorised personnel after the machine has been stopped and locked out
- guards must be refitted before machinery is restarted
- all workers must follow safe work procedures when operating plant or machinery.

Lock-out and Tag-out Procedures

Lock outs are designed to prevent injury to persons when working on machinery by preventing the machine being started or operated. Only devices that incorporate a lock or can accommodate one or more padlocks are suitable lockout devices. Except in cases of emergency when the person who placed the lock is unable to, a lock out should only be removed by the person who placed it.

A tag is not an effective isolation device, and acts only as a means of providing information to other persons in the workplace. A lock should be used in preference to a tag as an isolation device.

Personal danger tags (red on white) are used to inform that an item of plant or machinery is in an unsafe condition, and that operation of the machine may endanger the person who placed the tag. Out of service tags (Black on yellow) are used to prevent the use of an item where it could cause injury due to a fault. Out of service tags must not be relied upon to provide personal protection.

Manual Handling

Injuries resulting from over-exertion are generally permanent or cumulative in nature, and may result in permanent physical disability, and an inability to work or even carry out normal everyday duties without pain and difficulty.

You must always follow the safety rules when moving loads or exerting force and effort –

- size up the task, and check the weight of a load – if it feels too heavy, get assistance
- do not move loads unnecessarily - avoid double moving of objects if possible

- use mechanical aids (trolleys, etc) to move heavy loads or to move loads over longer distances
- always observe correct manual handling and safe lifting practices.

The rules to follow for safe lifting are -

- "plan the lift" – ensure that you have good access to the object, and your travel path is clear
- make sure the load is safe to move (no loose or moving parts, container in sound condition, etc)
- get close to the load you want to move
- get a good grip – use gloves when handling rough, sharp, hot or cold objects
- keep back straight – bend knees to access job, and use legs (not back) to lift the load
- keep the load close to your body when lifting and carrying
- obtain assistance with long, heavy or awkward loads, or when moving over a long distance.

Plant and Machinery

You must be authorised to operate plant, machinery or equipment, and must have received appropriate instruction and training before doing so. You must hold the appropriate certificate or licence to operate the plant, machinery or equipment. Note: A licence is required to load or unload plant on to or from vehicles or equipment used to move the plant.

Items of high-risk plant and machinery must be inspected and maintained in accordance with statutory requirements and manufacturer's instructions. Mobile plant should be checked and controls tested before use, and attachments and equipment must be visually inspected to detect any damage before use.

Details of inspections and tests of plant and machinery must be entered into a log book, with the details of the test including –

- the date and time of the inspection,
- the results of the inspection, and
- the name of the person who carried out the inspection.

Any faults must be entered into the log book, and reported to the person in charge of the machinery or the job on which it is being used. Unserviceable tools and equipment must be tagged and returned to the issuing tool store or the supervisor of the work area.

Regular cleaning should be carried out to allow easy visual inspection for worn and broken parts, oil leaks, loose or missing fasteners, and damage. Remove excess oil and grease to reduce adhesion of abrasive particles to moving parts.

High-risk Work

Specific categories of work and occupations require the person carrying out the work to hold an appropriate licence (e.g., rigger, scaffolder, dogger, crane operator, etc). Trainees undertaking training in the workplace must generally be under the direct supervision of a licence holder while carrying out the high risk work.

Trades and Competencies

No worker is to carry out such work or work outside of his or her recognised area of expertise or skills without proper authorisation. This includes trades and skills such as electrician, fitter, welder, gas fitter, etc.

Scaffolding

- All scaffolds where a person may fall 4 metres or more must only be erected by a licensed scaffolder.
- All other scaffolds must be erected by a competent person in accordance with manufacturer's instructions.
- Scaffolding must be erected on a firm, stable base.
- Damaged components must not be used, and should be removed from the site or workplace.
- Never mix components from different types of scaffolds, or substitute components.

Safe means of access is to be provided to all working platforms, and climbing on the outside of a scaffold is prohibited. Mobile scaffolding must not be moved if any person is on the scaffold, and wheel locks must be actuated before entry is made to the scaffold. Scaffolding (including footings) should be regularly checked by a competent person to ensure that it is safe for use.

Tools and Equipment

Tools and equipment must only be used for the purpose for which they were provided, and be protected from damage or loss. Wear and tear due to correct use is inevitable, and tools should be correctly maintained and sharpened. Handles should be kept free from damage and splinters, and not be allowed to become loose. Unserviceable tools must not be used, but returned to store for repairs or replacement. General safety rules apply to the use of hand tools –

- use tools only for their intended purpose, and do not exceed design limits for the tool

- keep tools sharp and remove burrs and “mushroom” heads check that handles are not loose or damaged, and inspect bearing, mating and striking surfaces for cracks and wear
- always wear eye protection when using hand tools for striking, chipping, etc.

You must not use a power tool for any purpose other than that for which it was provided. You must not overload a power tool, but use it only within its design limits, and according to the manufacturer’s instructions. Private use of power tools is not permitted unless permission to do so has been granted.

Vehicles

You must not drive company vehicles unless you are authorised to do so. Drivers must hold a current licence for the class of vehicle unless the vehicle is not to be driven on a public road and the person is authorised to operate the vehicle. Daily pre-start checks must be carried out and entered in the log book. Seat belts must be worn at all times where fitted, and passengers must not be carried in other than a seat provided for a passenger.

General road rules will apply where two-way traffic is encountered in a workplace, including use of indicators, flashing beacons and reversing alarms. Speed limits must be adhered to, and traffic signs obeyed. Riding in the back of open utilities or trucks is prohibited.

Working at Heights

All precautions to prevent persons falling from heights must be observed, and safety equipment worn when there is any risk of falling from an unprotected edge. Increased risk of falling is present where –

- roof materials are potentially slippery, such as highly glazed roof tiles, or a wet or “mossy” roof
- roofs with a high pitch (greater than 25 degrees)
- the roof material is brittle or fragile (AC sheeting, alsynite, etc), or
- a hazard is presented by the area on which a falling person would land.

Where a walkway is provided across a roof, you should stay on the walkway unless it is necessary to move off it to carry out work. Where roofing is brittle or fragile, crawl boards or planks should be placed across roof purlins for support. Where there is a risk of a person falling, and guardrails are not fitted, a safety harness and fall arrest or fall restraint system must be used. Safety harnesses must be correctly fitted and adjusted, and fall arrestors or lanyards must be secured to an approved anchor point. A person who can render assistance must be on hand in case of a fall.

Workplace Housekeeping

Many workplace accidents and incidents occur because of poor housekeeping in workplaces. You should keep your workplace in a clean and tidy condition as much as possible to avoid time wasted in trying to locate items, to provide a workplace free of hazards, and to maintain a satisfactory work environment. Floors should be kept clear, and items which could fall placed in secure locations. Paperwork should be filed or stored in such a way that an item can be located easily if, for any reason, you are not able to be at work.

Rubbish must not be allowed to accumulate, but should be placed in bins, and bins emptied on a regular basis. Putrescible waste (food scraps, etc) must not be placed in workstation bins, but instead be placed in special bins provided for this purpose.

Recyclable materials should not be disposed of as general waste, but be placed into special bins provided for recyclable materials. Recycling bins should be used correctly, with only the type of material for which they are provided placed into them. Waste chemicals, oil, paints, and cleaning materials, etc, must be disposed of as hazardous waste, and not be placed into general waste bins.

Workplace Security

You must take all practicable steps to ensure that company property is protected from theft, malicious damage or unauthorised use when property is left unattended for any period. The degree of security warranted will depend on the circumstances – a site left wholly unattended will necessitate a greater degree of security than one left unattended during a work period when there are persons working within sight distance.

Worksites where members of the public may be put at risk if they enter must be protected with appropriate guarding, barricading or fencing, dependant on the class and numbers of persons who may access the site. Where unauthorised entry may place a person at immediate risk to life, health or safety, the site must be made as secure as possible at all times when unattended, and measures taken to prevent unauthorised entry at all other times. No person is to enter designated “no go”² areas without authorisation, and barricading and signage must be respected.

Protective Clothing

Protective clothing and equipment must be worn wherever there is a risk of exposure to hazards in the workplace. Protective equipment requirements are listed on safe work procedures, and these recommendations should be followed as a minimum requirement. Protective equipment must be properly cared for and maintained to ensure that the equipment is ready for use when needed and will function correctly and protect the user when worn.

Protective clothing and equipment is generally issued on a personal basis, and should not be used by another person unless steps to ensure the hygiene of the clothing or equipment have been taken.

You must correctly use and care for the safety and protective equipment or clothing provided for you. You must ensure that you know our health and safety rules and procedures, and ensure that safety procedures are followed at all times. You must not misuse any equipment, plant or process that is provided to ensure workplace health and safety. You will be disciplined under company policy if you do not comply with the rules and procedures, and you may also be at risk of heavy fines if a workplace inspector finds that you have committed a breach of health and safety laws.

Work Clothing

Protective clothing and equipment must be worn wherever there is a risk of exposure to hazards in the workplace. Protective equipment requirements are listed on safe work procedures, and these recommendations should be followed as a minimum requirement. Protective equipment must be properly cared for and maintained to ensure that the equipment is ready for use when needed and will function correctly and protect the user when worn.

Protective clothing and equipment is generally issued on a personal basis, and should not be used by another person unless steps to ensure the hygiene of the clothing or equipment have been taken.

You must correctly use and care for the safety and protective equipment or clothing provided for you. You must ensure that you know our health and safety rules and procedures, and ensure that safety procedures are followed at all times. You must not misuse any equipment, plant or process that is provided to ensure workplace health and safety. You will be disciplined under company policy if you do not comply with the rules and procedures, and you may also be at risk of heavy fines if a workplace inspector finds that you have committed a breach of health and safety laws.

Body Protection

Body protection in the workplace can range from outer clothing to protect from dirt, cuts, abrasions, and minor burns and splashes, to heavy duty garments giving protection against fire, ionising radiation and hazardous substances. The simplest form of body protection is provided by standard types of work clothing, and basic types of protective clothing such as overalls, coveralls and dust or laboratory coats. These items are generally made from medium to heavy weight cotton drill, although lighter weight garments are available for less arduous conditions.

High Visibility Clothing

For added safety in traffic and construction situations, many items of clothing are available in high-visibility colours for road workers and persons working in close proximity to industrial machinery and vehicles (eg, safety vests, shirts, jackets, overalls, etc). Reflective strips are fitted to many items for persons who may be required to work at night or in poor light conditions. You must always wear clothing of this type when traffic is a risk to your safety.

Head Protection

Safety helmets and caps are constructed with an ABS plastic or polycarbonate head shell with an impact absorbing adjustable harness for personal fitting. They offer protection to the head from falling objects, impact with a fixed solid object, contact with live electrical wires and parts, exposure to ignition sources and intense heat, and are available in a range of colours. Accessories such as ear muffs and face shields can be attached to safety caps.

Head protection is mandatory on construction sites, mining operations and many heavy engineering and fabrication workplaces. Areas in places of work where a risk of head injury exists should be declared as a head protection area, and be clearly identified by use of appropriate safety signs. Any person entering a head protection area must wear appropriate head protection.

Eye and Face Protection

Eye injuries are one of the most common types of injury in industry, and one of the most avoidable. A wide range of eye protection is available, and can provide excellent protection from injury due to flying objects, dusts, chemicals, glare and solar radiation. Safety spectacles can be obtained with prescription lenses where they are required to be worn for long periods. Side shields or “wrap around” styles offer better protection from side impact particles. Working areas where a high risk or ongoing risks of eye injury exist will be declared an eye protection area, and any person entering the area must wear appropriate eye protection.

Hearing Protection

Noise-induced hearing loss generally occurs over a long period, with persons at risk often unaware that their hearing is deteriorating. Industrial hearing loss may result in a shift in the hearing threshold, a lessened ability to hear different noise frequencies, a diminished hearing capacity, or conditions such as Tinnitus (ringing in the ears). All of these conditions are irreversible.

Hearing loss can occur over a long period, or may be caused by an exposure to a single or repeated loud noise event, such as an explosion or hammering noise (“impact” noise). Persons who work or are present in areas where there is a risk of exposure to potentially damaging noise levels **MUST WEAR** appropriate hearing protection **AT ALL TIMES** that they may be exposed to noise.

Hearing protectors may be either disposable (e.g., ear plugs) or non-disposable (ear-muffs or reusable inserts). Reusable protectors must be used only by the person they are issued to, unless they have been effectively cleaned and sterilised before re-issue. Hearing protectors must be cleaned and maintained in accordance with the manufacturer's instructions, and stored in a clean location. Do not use damaged or defective items, but replace them immediately.

Respiratory Protection

Respiratory protective devices (respirators and face masks) are designed to protect the wearer against contaminants in particulate form (fumes, dusts, and mists) and contaminants in gaseous form (such as gases and vapours). Air-purifying devices are not suitable for atmospheres which may be deficient in oxygen.

Always ensure that the respiratory protection that you are using is the correct choice for the task. If you are in any doubt, ask. Respiratory protectors (with the exception of single-use dust masks) must be cleaned after use and stored in a clean, dust-proof container or storage. Respiratory protection is not to be shared with other persons unless it has been thoroughly cleaned and disinfected before re-use.

Hand Protection

Suitable hand protection is available for persons who may be exposed to a risk of hand injury at work. Different types of hand protection are designed to protect against a particular hazard or types of hazard, and you must be careful to select the right glove for the task you are carrying out, especially when handling and using chemicals. All gloves (single-use latex types excepted) are to be properly cared for when not in use. Gloves which are worn, torn or damaged must be replaced immediately.

Gloves must not be worn when they will pose a risk of injury in certain situations. Gloves must not be worn when working on or with rotating machinery or moving parts due to the risk of a glove becoming caught in the moving parts, and dragging the hand into the machine.

Footwear and Foot Protection

Footwear must be suitable for the type of workplace that you are working in. Enclosed footwear is a minimum requirement in most workplaces, with a need for protective footwear in areas where a higher risk of foot injury may be present. "Fashion" footwear may be unsuitable in most workplaces, and guidelines for footwear to be worn with corporate clothing and uniforms should be followed.

Protective footwear is designed to protect the feet from falling objects, hot materials, and penetration injuries, and must be worn wherever there is a risk of injury to the feet from hazards in the workplace. The type of footwear that you wear in a workplace should be

selected taking into account the types of hazards that exist there. Waterproof footwear with safety toecaps and midsoles should be worn instead of normal safety footwear in wet conditions.

You are to properly care for your footwear according to the care instructions provided by the manufacturer. A proprietary dressing should be applied regularly to leather uppers to prevent the leather “drying out”², and footwear allowed to dry after working in wet conditions. Footwear which is worn, damaged or otherwise unserviceable should be replaced.

If you have difficulty understanding any of the content of this induction, seek further advice from your supervisor as soon as possible.