



SAFETY AND ENVIRONMENT

This Handbook will help Total Construction Pty Ltd, its employees and contractors to develop and maintain a safe and healthy workplace. The manual is reviewed periodically to reflect changes in legislation and/or work practices.

All workers have a legal duty to work in a way that does not endanger your health or safety or that of any other person in the workplace.

Total Construction believes in the following practices;

1. Develop a positive attitude.
2. Never accept the idea that illness and injuries are part of the job.
3. If you see something wrong, fix it or report it.
4. We need all employees to help identify areas where we can improve our performance.
5. Health and safety is everybody's responsibility.

1. POLICIES AND RESPONSIBILITIES

COMMITMENT

At Total Construction Pty Ltd, our Workplace, Health and Safety and Environmental Policy is founded on our belief that the well-being of people employed at work or visiting our work, is the utmost priority and must be considered during all work performed on our behalf.

People are our most important asset and their health and safety is our greatest responsibility. Visitors and members of the public shall be given equal priority to that of our workers.

In line with our commitment for continual improvement, the WHS and Environmental policies are liable to change from time to time. The latest signed version is always on company notice boards at every office and site.

Please ensure you are familiar with and observe its contents.

WHSE MANAGEMENT RESPONSIBILITIES

Total Construction Pty Ltd will ensure health and safety forms an integral part of every manager and supervisors position. The key roles and responsibilities of our managers and supervisors, regarding safety on site, are outlined in the Project Management Plans and State Office Management Plans.

Total Construction's Chief Executive Officer has the following company responsibilities:

- > Defining the WHSE responsibilities for key position holders in the organisation.
- > Implementing the company WHSE procedures.
- > Managing compliance with WHSE legislation, regulations, standards and codes.
- > Ensuring all staff members are adequately trained in WHSE management requirements.

The Managing Director delegates these responsibilities to the Business Management Systems (BMS) Manager who reports directly to the Executive Management Team.

Safety Coordinators/Officers are appointed at each site to assist the BMS Manager in the discharge of those duties and to assist the Project Teams in compliance with their responsibilities.

WHSE EMPLOYEE RESPONSIBILITIES

All employees are responsible for their own health and safety and for the health and safety of any other person around them. They have a further responsibility to comply with all of the health and Safety and Environmental rules and practices and must therefore:

- > Read, understand and comply with all of the Safety and Environmental rules applying to their position as set out in our Project Management Plan, Site Rules and Personal Protective Equipment requirements.
- > Set an example to fellow employees in observance of health and safety programs and procedures.
- > Correct where possible, or report any unsafe situation immediately, including "near miss" incidents.
- > Operate in a safe manner so as not to cause injury to self or fellow workers. Follow all verbal or written safe work procedures, practices and directions.
- > Report all personal injuries immediately to the First Aider and to the supervisor as soon as possible.
- > Co-operate with and participate in all programs to make the work environment safer and healthier.
- > Maintain good housekeeping and hygiene standards at all times.
- > Observe all warning signs and notices.
- > Ask for specific instruction regarding the hazards associated with performing tasks with which they may not be completely familiar.
- > Wear clothing and footwear appropriate to their job and use all personal protective devices specified for the job.
- > Participate in any rehabilitation programs if injured or sick.
- > Assist in the rehabilitation of other employees as required.

HAZARD IDENTIFICATION, RISK ASSESSMENT & PROJECT MANAGEMENT PLAN

Prior to any work commencing on site, hazard identification and risk assessments are to be carried out to clearly identify any tasks or events that may occur during the project that may impact on workers' health and safety.

This information is to be used to formulate the site specific Project Management Plan and will include site specific information relevant to that particular project. When the Project Management Plan is completed it must be available to all workers on site for familiarisation.

VISITORS POLICY

All visitors on site are the responsibility of Total Construction Pty Ltd and must follow the same rules as employees. Contractors engaged in on-site work for Total Construction Pty Ltd are not classed as visitors but must also report to the site office prior to entering the workplace.

All visitors are required to register at the site office and are required to:

- > Attend the office (in accordance with signs) and to be inducted as a Visitor.
- > Be accompanied by a Total Construction Pty Ltd Supervisor or employee.
- > Wear approved high visibility vest, hard hat and approved feet protection on all construction sites.
- > Wear approved eye protection in designated areas
- > Wear hearing protection in designated areas
- > Comply with site specific requirements
- > Not enter designated restricted areas.



Children and animals are not permitted on site.

Signs are to be displayed prominently:

- > To indicate Authorised Personnel Only-Beyond this point OR in this Area.
- > At the entrance of the worksite to indicate that only authorised personnel and/or vehicles may proceed past this point. All enquiries must be made at the office.
- > To indicate areas in which hazardous equipment such as earth moving equipment may be operating, and to set out no parking areas in loading zones.

CONTRACTORS POLICY

All contractors and sub-contractors on site have been advised of, and are bound by, all site Safety and Environmental rules and procedures.

Any breaches observed should be reported immediately to management.

All contractors must be signed in by the person who arranged the services to be performed.

That person must ensure the contractor has been through the site induction process for contractors.

Contractors may not operate equipment unless trained and authorised to do so. Equipment brought on site must comply with all WHS/OHS and Total Construction's requirements.

2. WORK ENVIRONMENT

NOISE AND HEARING

Loud continuous noise damages the sensitive hair cells of the cochlea inside the ear. A person with damaged or destroyed hair cells can suffer hearing loss, tinnitus, dizziness, headaches or permanent deafness.

Loud noise can also cause lack of concentration, poor performance, poor communication, inability to hear warning signals and major accidents.

At Total Construction, you could be working in an environment where the noise exposure limit exceeds the current WHS/OHS (Noise) Regulations. For your own safety and health, you must wear the correct, properly fitted hearing protection in areas where hearing protection signs are displayed or when it is stated in the Safe Work Method Statement.

HEARING TESTS

New employees who are likely to be subjected to high levels of noise will be tested within 3 months of the commencement of their employment.

At least every 2 years hearing tests will be conducted for all employees likely to be exposed to high levels of noise with referral for specialist assistance if indicated by the audiogram.

Hearing tests results are confidential. Each employee will be provided with a copy of their own results and a copy will be held on their personnel file.

MANUAL HANDLING

It is the policy of Total Construction Pty Ltd to minimise the number and the severity of Manual Handling Injuries. In order that this can be achieved this Company and its employees will:

- > Endeavour initially to design or redesign tasks such that manual Handling is reduced to the minimum practicable level.
- > Provide and encourage the use of mechanical assistance where practical and when the load or object is more than can be comfortably managed by one or a team lift.
- > Develop and implement team lifting techniques when the load or object is more than can be comfortably managed by one employee.
- > Provide as a last resort to all employees training in the use of correct lifting and handling techniques as set out in the Manual Handling Code of Practice.

To assist and help improve the Manual Handling procedures at Total Construction Pty Ltd, all Manual Handling matters are to be addressed in Risk Assessments and Safe Work Method Statements.

LIFTING

To avoid back strain when lifting:

- > Stand close to the load, feet slightly apart, chin tucked in with back straight.
- > Bend knees and to grasp load underneath, elbows to side, back straight; grip with whole hand - use palm not just fingertips, then straighten up, using leg muscles to do the lifting - don't use your back.
- > Use strong leg muscles to lift load, keeping the back as straight as possible; don't twist around while lifting.
- > **NEVER** lift with legs straight and back bent over. **ALWAYS** lift with bent knees and a straight back

Whether you work in the plant or in the office you must lift correctly. Never lift objects that are too heavy for you or an awkward shape. Always get help from a workmate or use mechanical lifting equipment.

Check your workplace or workstation layout:

- > Are you constantly bending, twisting or turning?
- > Are things hard to reach?
- > Are benches or seats at the wrong height for you?
- > Is there enough space to move safely?

SCAFFOLDING

Anyone constructing, or directly supervising the workers constructing any scaffold, from which a person or materials could fall more than 4 meters, must have a valid WorkCover/WorkSafe certificate of competency appropriate to that type of scaffold.

This also applies to any alterations to the scaffold or dismantling of the scaffold. Prior to commencing, scaffolders must produce their certificates and a site record must be kept of up to date certificate holders.

Properly constructed stairways or ladder access is required on all working platforms. Ladders should be securely fixed to prevent movement, pitched at a gradient of not less than 1: 4, nor more than 1: 6, and extend 900mm above the platform so they can be safely climbed.

Work must not start from any scaffold until it is completed and the scaffolder in charge fills out a handover certificate. This must be kept on site until the scaffold has been dismantled.

No part of a metal scaffold should be closer than 4 meters from any live power lines.

All workers must use the scaffold safely. The platforms must not be overloaded or materials stored in a dangerous way where it could be knocked off the scaffold. Clear access must be maintained along the length of the platforms.

Any unlicensed worker found to have altered any section of scaffold is in breach of Company Policy and will be asked to leave the site.

DEMOLITION

Prior to any demolition works commencing, a full risk assessment and Safe Work Method Statement must be supplied and approved by the Site Manager and/or the Site Foreman.

DUST & FUMES

For some jobs, you will need to use breathing protection to reduce the effects of particles, vapours, gases or fumes. Exposure to these can cause rashes, sore eyes and respiratory problems.

The best safeguard is to intercept the dust, fumes etc. at the point of origin to prevent entry into the work area.

Some dusts can also be a potential explosion hazard.

You must wear a respirator for this work. However, no one style of filter cartridge will protect you from everything. Always ask your supervisor for the correct respirator and filter cartridge to suit you and the conditions and make sure you are trained to use it correctly.

DANGEROUS GOODS AND HAZARDOUS SUBSTANCES

We occasionally use chemicals at Total Construction. Although our policy is to store no Dangerous Goods on any of our sites, some chemicals used from time to time may be classified as dangerous goods and so need special handling and storage methods.

The Company will ensure that hazards associated with chemicals are reduced to the minimum practicable level; however, you may still be required to use some chemicals.

Make sure you are trained to use these chemicals correctly before you touch, pour, mix, work with, store or dispose of them.

Common substances are chemicals too and can be poisonous (toxic). These include:

- > Fuels disinfectants
- > Lubricants adhesives
- > Paints
- > Solvents
- > Detergents

All chemical spills (wet or dry) must be reported to your supervisor to be cleaned up and disposed of in the correct way.



The Company will ensure that Safety Data Sheets have been obtained from the supplier for all dangerous goods and hazardous substances used on premises.

The SDS shall be available at the point of use where possible, and in a master register and folder.

Where required, the manifest of dangerous goods and hazardous chemicals shall be in a prominently displayed box in a position where it is freely accessible to members of any State Emergency Service.

In the event of a chemical burn, you should immediately wash the affected area with cold running water for at least ten minutes.

PROTECTIVE EQUIPMENT

Protective equipment as specified in the SDS shall be provided by the company using the dangerous good/hazardous chemical, and must be used correctly by employees handling dangerous goods or hazardous chemicals.

HEAT STRESS

In accordance with WHS/OHS Legislation, the company has a responsibility to provide a healthy and safe working environment for its employees.

The company recognises that Heat Stress can contribute to hazardous situations in the workplace, in addition to affecting the well-being of employees.

Each site has developed procedures for dealing with this situation, which are available by asking your supervisor or Safety (WHS/OHS) representative. If you are affected by heat stress, report to your supervisor immediately.

3. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Minimum Requirement on Construction Sites: All Site Personnel, visitors and subcontractors on site are required to wear approved;

- > Hard hats, high visibility vests and steel-capped footwear at all times
- > Eye protection at all times in designated areas
- > Hearing protection at all times in designated areas

Gloves, safety harnesses, dust masks, etc. should be used when deemed required by the activity SWMS.

RESPONSIBILITY FOR CARE AND STORAGE OF PPE

It is the responsibility of the employee to store correctly and maintain personal protective equipment. Storage facilities are provided.

Glasses cleaning equipment is provided at various locations. Glasses will be supplied/ replaced in the first instance by contacting your supervisor.

Earmuff service kits are available upon request, as are respirator service kits.

Report any lost or damaged PPE to your supervisor immediately



4. INCIDENT, ILLNESS AND INJURIES

REPORTING

All incidents, work-related illnesses and near misses however minor, must be reported, recorded and investigated immediately.

At Total Construction, we have a policy of **NO BLAME**. There is never one cause of a hazard, near miss or incident. An immediate and thorough investigation can find the chain of events that caused the hazard, near miss or incident and consider what actions are necessary to eliminate, control or prevent it happening again.

When you report a suspected hazard, near miss or incident correctly, you may save a life or prevent a serious injury from occurring.

You must report:

- > Any suspected safety or health hazard (an unsafe condition, system or practice) which you cannot correct yourself
- > Any near miss which could have caused illness, injury or damage
- > Any incident, however minor, which did cause illness, injury or damage
- > All fires, no matter how small.

Total Construction's forms (Injury, Illness and Incident Report and Incident Dangerous Accident Investigation Report) will be used in this process. Your supervisor will help if required.

The investigation form is divided into 3 sections:

- Section 1.** For the employee and First Aider/Supervisor to fill in. This asks about your personal details, the event and any injury, as required by the Australian Standard.
- Section 2.** For the supervisor to complete in conjunction with you. This asks why the event happened and how it can be prevented from happening again.
- Section 3.** For the Site Manager to write down any instructions he wants followed.

MINOR ILLNESS AND INCIDENT PROCEDURE

1. Report illness/injury to your supervisor.
2. See your nearest First Aider if necessary (names and locations are on the First Aid boxes).
3. Get treatment.
4. Fill in the ***Injury, Illness, Incident form*** with the First Aider or your supervisor.
5. Give completed form to your supervisor.
6. Return to work.
7. Your supervisor will complete the form and pass it to the Site Manager within 24 hours. An ***Incident, Dangerous Accident Investigation Report*** will be completed by the Site Manager if applicable.



MAJOR ILLNESS AND INCIDENT PROCEDURE

1. **Make sure the situation is safe!**
2. **DO NOT MOVE** the injured person unless there is immediate danger.
3. If a fellow employee is seriously injured, arrange for a First Aider to be called in immediately if you are not a qualified First Aider yourself.

Before a First Aider arrives, there are four conditions requiring your prompt attention:

- > Arterial bleeding must be stopped at once. Untrained people can do this by applying pressure directly to the wound. **IF POSSIBLE, USE DISPOSABLE GLOVES TO REDUCE THE RISK OF DISEASE, BUT DO NOT HESITATE TO USE YOUR FINGERS AND HANDS. IT COULD SAVE A LIFE.**
 - > Electrical shock or stoppage of breath, artificial respiration should be applied - as per the poster on the noticeboard. **WITH ELECTRIC SHOCK, ENSURE THE VICTIM IS REMOVED FROM THE SOURCE OF THE ELECTRIC CHARGE BY TURNING OFF THE POWER, BEFORE ATTEMPTING ARTIFICIAL RESPIRATION.**
 - > Help an injured worker in shock by keeping him/her warm, quiet and reassured.
 - > In the case of poisoning, dilute the poison by giving water to drink and then phone the Poison Information Centre on 131126 for further information.
4. Let the First Aider/supervisor take charge of the situation.
 5. Arrange outside medical treatment or call Emergency Services (000) if necessary. You may need to get an outside telephone line first.
 8. Fill out the **Injury, Illness, Incident form** with the First Aider or your supervisor. An **Incident, Dangerous Accident Investigation Report** will be completed by the Site Manager
 6. Give the form to your supervisor immediately. The supervisor will complete it within 24 hours and hand it to the Site Manager.
 7. You will be advised of the corrective actions taken to prevent a recurrence of your injury. You should help the supervisor to identify these corrective actions.

HAZARD REPORTING

This form is in **4** sections:

- Section 1.** For the employee to fill in, describing the hazard and whether it has previously caused any incidents. You should be as clear as you can, and where possible, suggest a solution.
- Section 2.** For the supervisor to complete. This describes how he proposes to remove or reduce the hazard. He may recommend longer term actions which require approval for costs. He will note his actions in the Hazard Report book.
- Section 3.** For the Site Manager to complete. This ensures the appropriate action has been taken.
- Section 4.** For the manager to complete and return to you. This tells you what has been done to control the hazard you reported. If you don't think the solution is correct, discuss it with your WHS/OHS Representative who can advise how to get an independent opinion. (See Issue Resolution Procedure attached).



HAZARD REPORTING/ ISSUE RESOLUTION PROCEDURE

1. These report forms are to be available to ALL employees.
2. When a hazard is identified, the employee should complete a hazard report form and hand it to the site supervisor.
3. The site supervisor will rectify the problem or initiate action to do so. All hazard reports are to be registered on a hazard report register and actions are to be closed out by signing a copy of the report. The register is to be updated.
4. MOST IMPORTANT
 - a. If person lodging form is happy with action taken, then no further action.
 - b. If unhappy, bring to attention of the Workplace Health and Safety Committee representative for comment and further action.
 - c. If the issue is not resolved and not considered an immediate risk, the Health and Safety Representative may request that the Workplace Health & Safety Authorities be consulted, and the company shall do so as soon as practicable.
 - d. Where the threat is immediate and consultation does not lead to agreement, the Health and Safety Representative may direct that work shall cease and an inspector from the Workplace Health and Safety Authorities should be called immediately.

A notice showing the Management Representative is on the noticeboard. If in doubt, contact the Manager.

RETURN TO WORK & REHABILITATION POLICY

Total Construction has a recognised Return to Work Policy which is appended to this Handbook. Copies are placed on every site noticeboard.

The Return to Work Coordinator and nominated Rehabilitation provider are nominated on all company notice boards.

Total Construction recognises the need and benefit of establishing a workplace based rehabilitation program and are committed to maximising such benefits to the mutual advantage of both employer and employee.

Total Construction Pty Ltd also has a commitment to the prevention of occupational injury or illness by providing a safe and healthy working environment for its employees.

Rehabilitation programs are to be individually developed for the injured or ill employee by the Return to Work Co-coordinator in consultation with the employee, supervisor, Employee's medical practitioner, Rehabilitation Provider if required, and any other relevant parties.

Total Construction is committed to ensuring that participation in the Return to Work and Rehabilitation Program will not, of itself, prejudice an injured worker.

WORKCOVER/WORKSAFE PROCEDURES FOR EMPLOYEES

Our organisation goes to great lengths to help you avoid all accidents and to make sure that everyone works safely. We need you to help us, and help yourselves, by trying to prevent accidents.

1. Report any injury or accident immediately to your supervisor regardless of whether you require medical attention or not.
2. You must supply a Certificate of Capacity (issued by your medical practitioner) to your Supervisor, as soon as possible during any time off work which results from a workers' compensation injury.
3. Obtain a claim form from your Supervisor. Fill in the form carefully and completely. Ask for help with any section you don't understand.



4. The completed form must be submitted immediately to your Manager, together with all medical forms obtained.
5. Remember your claim has not been reported, and wages cannot be paid, until a claim form has been submitted.
6. Your Manager will then sign and date the claim form and give a copy back to you.
7. Your Manager will then arrange to complete an Employer Information Form and submit your claim to WorkCover.
8. You will be advised whether our insurer has accepted or disputed your claim within 10 days. If it is disputed you will be notified of the result within 28 days.
9. If your claim is accepted, payments at the appropriate rate, for any time lost will commence no later than 21 days after receipt of your claim form.
10. All Doctor, Hospital and other accounts, medical certificates or forms must be handed to your Supervisor as soon as possible after they are received.
11. While away from work on WorkCover Compensation keep in regular contact with your Supervisor, so that he is informed of your medical visits and your rate of recovery, and so that your wages can be paid to you.
12. If, after you return to normal duties your injury requires you to take further time off at a later date, a new claim form may be required.
13. We will make suitable alternate duties available as soon as appropriate. We will contact you and your doctor to discuss this.

REMEMBER - YOU CANNOT BE PAID COMPENSATION UNTIL YOU COMPLETE THE WORKERS' COMPENSATION CLAIM FORM AND THE INSURER APPROVES THE CLAIM.

5. SITE SAFETY AND ENVIRONMENTAL RULES AND PROCEDURES

MOBILE EQUIPMENT

Total Construction requires that all operators are current holders of the relevant certificate of competency for the particular equipment that they operate or equivalent. Training for employees will be provided if required to upgrade to this level.

All operators will undergo a regular review of the training and are to be retrained if required.

DO NOT attempt to operate company mobile equipment unless you are licensed and authorised to do so.

The company requires the daily checklist to be completed prior to operation each day. Any defects should be reported immediately to your supervisor.

Safe Operating Practices

- > Do not stand or walk under suspended loads.
- > Always use slings and ropes in the correct manner and report any kinked, crushed or defective lifting gear, to your supervisor. Do not use damaged slings or ropes.
- > Store ropes and slings properly after use.
- > All operators shall use the equipment in a safe manner, taking due regard for the safety and welfare of all employees and property.
- > Riding on mobile equipment is prohibited.
- > When operating Mobile Equipment, **YOU MUST:**
 - a. Machinery work area to be barricaded off, including signage, to prevent others from entering the area
 - b. Give way to pedestrians at all times

- c. Drive at a safe speed. (5kmh being the maximum)
- d. Slow down before entering any doorway or blind spot
- e. Sound horn before entering any doorway or blind spot
- f. Always ensure clear passage whilst reversing.
- g. Always look in the direction that you are travelling.
- h. Always be aware of tail end swing of your machine.
- i. Always reverse if forward vision is impaired by the load.
- j. Always report any damage or un-safe condition caused to or by your equipment.
- k. Make eye contact with the driver and/or pedestrian if movement underway.

NOTE: Mobile equipment to be returned to the designated parking areas when not in use and at end of shift.

HOUSEKEEPING

Total Construction requires all workers to maintain and promote a high standard of housekeeping over the whole site. If this is achieved it will assist in accident prevention, enable better working conditions, and help to lift the quality of our product.

Housekeeping is your responsibility and an important part of your job. Keep work area clean by clearing up any mess you make. Everything you use, has a home - keep it there when you are not using it!

- > **Prevent slips, trips and falls.** These are the causes of the majority of accidents. Put all scraps and waste material in waste containers immediately. Keep your area free from oil, grease and dangerous obstacles.
- > **Prevent falling objects.** Stack items neatly and safely or tie them on securely.
- > Clean and maintain all machines in accordance with procedures set down for each machine.
- > Keep work areas, aisles and passageways clean and clear at all times.
- > Store materials, tools and equipment safely and in its correct place.
- > Clean any spills or excess material as you go (Refer to specific instructions where appropriate).
- > Keep fire exits and equipment freely accessible.
- > Report all hazards immediately to your supervisor.
- > Always return borrowed tools when finished with.
- > Always clean up your mess when finished, particularly if you are working on someone else's section.
- > Good housekeeping is a major contributor to a safe work place.
- > Good housekeeping means cleanliness and orderliness. A place for everything and everything in its place.

A clean and tidy workplace is a healthy and safe workplace!

ALCOHOL AND/OR DRUGS

It is forbidden to bring alcohol and/or drugs of addiction onto site in any form or to report to duty if under the influence of alcohol and/or drugs of addiction.

MEDICATION

If you are on prescribed medication be aware of warnings relating to drowsiness, you could be endangering your own life or the lives of your fellow workers. You must notify your supervisor if you are taking medication which could cause drowsiness, before you start work.

SMOKING

You must SMOKE ONLY IN DESIGNATED AREAS. DO NOT SMOKE IN:

- > Offices or control rooms
- > Vehicles owned or leased by the company
- > Gas storage areas
- > Fuel storage areas
- > Lubricant storage areas
- > Paint storage areas
- > Canteen or crib rooms
- > Toilets
- > Any enclosed area.

Do not smoke while:

- > Refuelling equipment
- > Working on batteries or servicing any engine, hydraulic system, etc., OR where any flammable substance is present
- > Working near or with hazardous chemicals or dangerous goods.

Please ensure cigarette butts are disposed of in receptacles provided.

HAIR LENGTH

An employee who is exposed to risk of entrapment from machinery by their hairstyle is required to wear a hair net and to comply with the SWMS requirements.

PERSONAL JEWELLERY

In work areas, other than the office area, the following items of personal jewellery are not permitted:

- > Bracelets and bangles
- > Loose neck items, chains etc. **(except if items are required for medical reasons)**
- > Only studs or sleeper earrings allowed.

It is suggested that rings not be worn, as they constitute an entrapment hazard near machinery. Should an incident involve a hand injury, the ring may need to be cut off due to swelling. If rings are worn, they should be taped over to reduce the risk of entrapment.

LOOSE CLOTHING

Any item described below constitutes loose clothing and is NOT to be worn when working near operating machines.

- > Overalls not buttoned up
- > Torn or badly damaged clothing
- > Loose sleeves
- > Ties, hair ribbons or scarves that hang

ULTRAVIOLET PROTECTION

Hats and sunscreen are available to all employees exposed to UV radiation and their use is mandatory. Long sleeved shirts should be worn.

AUTHORISED ACCESS AREAS

Some areas of the worksite are subject to higher risk of injury or damage. These areas have limited access and are marked with "**AUTHORISED PERSONNEL ONLY**" signs. Entry to these areas is forbidden unless authorised by your supervisor and trained in the hazards present.

PEDESTRIAN SAFETY

- > Always be careful of moving traffic.
- > **Never** walk in front or behind a vehicle unless you are sure the driver has seen you.
- > Walkways include floors where marked, passageways, stairs, exit doors and fire exits.
- > When moving around the site you **must not** run!
- > Keep to walkways where possible
- > Keep clear of mobile equipment
- > Do not read while you are walking
- > Always obey warning and directional signs
- > Do not enter any prohibited area
- > Do not slide down railings
- > Be careful of wet or slippery areas.

PRACTICAL JOKES

Serious harm can be caused by thoughtless behaviour and playing practical jokes on others.

This sort of behaviour is not allowed at work.

DISCIPLINARY ACTION WILL BE TAKEN AGAINST ANYONE WHO TAKES PART IN A JOKE THAT COULD RESULT IN PHYSICAL OR PSYCHOLOGICAL INJURY.

STACKING

- > Always stack packs and materials correctly.
- > Do not stack wide material on narrow material or long on short.
- > When stacking do not obstruct walkway with materials.

LIGHTING

- > All work areas must have adequate natural or artificial light.
- > See your supervisor if there is a problem with lighting.

AUTHORITY TO OPERATE MACHINES

Only those employees who have received proper instructions and authorisations from the department supervisor are permitted to operate machines or equipment. Adjustments to any machinery may only be carried out by qualified tradesmen or trained authorised operators in agreed work areas.

MACHINE GUARDS

- > Machine Guards are in place to prevent injuries.
- > Only operate a machine if the guard is in place.
- > Tell your supervisor if there is anything wrong with the guard on your machine.
- > Only remove a guard to repair or adjust it and if you are authorised to do so.

If removing a guard to repair it:

- > Isolate the machine at the main switch.
- > Attach lockouts and danger tags.
- > Replace guard when finished.

TAGGING AND LOCKOUT SYSTEM

Tagging and Locks prevent the use of unsafe or unserviceable equipment.

Danger Tags protect people who maintain, repair or operate equipment and machinery.

Out of Service Tags protect equipment and people if the equipment is not safe to use.

Before working with or on any equipment where you could be injured:

- > Use isolation procedures, lockout wherever possible.
- > Use Danger Tags and Out of Service Tags.

Four Rules for Danger Tags:

1. Attach a Danger Tag to the correct isolation device.
2. Never touch a switch, valve, hatch or safety bar that has a Danger Tag on it.
3. Only remove your own Danger Tag, **never** someone else's.
4. Remove and destroy **only your own** Danger Tag when job is finished.

FIRST AID

First Aid boxes are located in

- > In the offices
- > At all sites
- > In the First Aid area.

The names and locations of First Aiders are on the noticeboards.

If there is an injury, follow the procedures in Section 4 of this booklet.

CONFINED SPACES

A confined space may be of any size. The characteristics which make an area a confined space include limited means of entry or exit, not designated for work, unfavourable natural ventilation, a contaminated atmosphere, be deficient of oxygen in the atmosphere.

Typical confined spaces include, but is not limited to:

- > Pipes and culverts
- > Manholes and inspection pits
- > Galleries through structures
- > Access towers
- > Tunnels
- > Pump wells
- > Valve pits
- > Siphons
- > Empty bath vessels
- > Spaces under bath vessels.

Entry into a confined space shall only be made following the site confined spaces permit system. Supervisors and managers are responsible for ensuring this is the case.

Employees who are unsure of whether a confined space may exist should call their supervisor before entering.

PUBLIC PROTECTION

The employee is to be aware of the obligation to protect the safety of the client's staff and the general public, and others property, in carrying out their duties.

This protection may extend beyond the boundaries of the site.

6. EQUIPMENT

TOOLS AND EQUIPMENT

DEFECTIVE OR DAMAGED tools **MUST NOT** BE USED. All defects must be reported to your supervisor and the machine, equipment or tools not used until the defect or damage has been repaired.

SLINGS AND LIFTING EQUIPMENT

Only use:

- > Lifting equipment if you are authorised to do so.
- > Approved lifting gear supplied by Maintenance Supervisor.
- > The right lifting equipment for the job.

Before using equipment:

- > Check slings and chains for the job.
- > Check that the equipment is safe.
- > Report any faults to your supervisor.

After using equipment:

- > Put it away in the right place.

Complex Lifting

Lifting complex loads is the responsibility of a Dogman with a Certificate of Competency.

If the load is difficult and you can't lift it with hooks, clamps or purpose-made jigs, ask a dogman to supervise the lift.

ELECTRICAL TOOLS AND EQUIPMENT

Before working on any electrical equipment authorised workers **MUST** isolate the power source by placing a lockout device on it.

However, don't go into **an electrical room or cabinet** unless you are qualified and allowed to do so with someone who is qualified and/or authorised.

All electrical leads and portable tools in both the plant and the office **MUST** be checked regularly, have a **current** inspection tag and only be used in the correct way.

All electrical leads on construction sites must be secured well above the floor level using suitable stands or overhead hooks so that they do not present a trip hazard or interfere with safe passage through the work area.

Check that the equipment has no visible damage and has a current inspection tag before using it.

If the equipment does not have a current tag or is unsafe, return it to your supervisor.

Double adapters **MUST NEVER** be used!

When you use leads and/or portable tools, make sure you use a Residual Current Device (RCD) which should be at the socket outlet. The RCD protects the lead, extension cord, the portable tool and you! Some sockets are already wired with RCD protection but if in doubt, use a portable RCD unit.

- > **YOU MUST CONSIDER ELECTRICAL EQUIPMENT TO BE ALIVE AND DANGEROUS AT ALL TIMES**
- > **SWITCH OFF ELECTRICAL EQUIPMENT IF IT FAILS**
- > **ONLY AUTHORISED PEOPLE ARE ALLOWED TO WORK ON ELECTRICAL EQUIPMENT**

GRINDERS, DRILLS, POWER SAWS, DROP SAWS & DEMOLITION SAWS

Before using these tools:

- > Check that the protective guards are in place.
- > Check that the work rests are secure and are a maximum 3mm from the wheel.
- > Check that the grinding wheel is not chipped or cracked.

REMINDERS

- > Only use these tools if you are trained and authorised to do so
- > You must wear eye protection when using grinders
- > Do not wear gloves when working with floor or bench standing machines or when using or sharpening drills

GAS BOTTLES & GASES FOR OXY-CUTTING AND WELDING

Oxy Cutting and welding are specialised tasks that you should not do unless you have been trained.

If you do this work, handle pressurised bottles of oxygen, acetylene and liquid petroleum gas (LPG) very carefully.

Store and use acetylene and LPG cylinders in an upright position. The bottles must always be chained or tied up to prevent them falling.

REMINDER

- > Do not use cylinders for rolling or work support
- > Do not store cylinders near a heat source
- > Do not let cylinders contact oils or greases
- > Do not take cylinders into confined spaces

Check your equipment thoroughly and do not use faulty gas equipment.

Make sure the surrounding area is clear of naked flame and clean of oil, paper and other rubbish. Make sure also that you know where the fire hoses and extinguishers are located and that you are trained to use them.

If people are in the area, use a screen or shield to protect them from sparks, welding flash and molten metal. When cleaning up after welding or cutting, always aim grinding sparks away from others working in the area.

COMPRESSED AIR, COMPRESSED AIR TOOLS & HIGH-PRESSURE WATER

Compressed air and high-pressure water can be extremely dangerous. They can cause eye injuries, ruptured eardrums and even death if incorrectly used. Always handle this equipment with care and use it only if you are trained and only for the work permitted.

NEVER point the hose outlet at anyone.

NEVER direct a stream of air or water at your body, your clothes or anyone else.

NEVER try to control the air by bending the hose when you connect or disconnect equipment.

Use minimum pressure possible.

Compressed air is only to be used for cleaning machinery which cannot be cleaned by any other method.

After cleaning down with an air hose store the hose so as to not create a hazard to any other person.

REMINDER

- > Safety glasses or a face shield **MUST** be worn when using compressed air, compressed air tools or high-pressure water
- > Never use damaged tools, replace them or get them repaired

PALLETS AND CRATES

- > Only use proper pallets and crates for transport.
- > Return damaged pallets to maintenance for repair or put them in the waste bin.
- > An approved safety cage only may be used to lift personnel.
- > **No person** should ride on a pallet or in a crate for any reason

LADDERS

NEVER - Use ladders that have splits, loose or broken rungs. Replace them or have them repaired.

ALWAYS

- > Tie tops and bottoms of ladders securely.
- > Follow the 1:4 base rule - i.e. the foot of a four-meter ladder should be at least one meter away from the wall.
- > Make sure the top of the ladder extends at least one meter above the landing.
- > Use a rope or hand line to pull up work tools or materials.
- > Face the ladder and use both hands when climbing up or down.
- > Don't over-reach past the sides of the ladder.
- > Use only clear preserving oils, clear varnish or clear plastic to paint timber ladders so you can see any crack faults.

FALL PROTECTION

Fall Protection Control measures include;

- > Carry out work on the ground rather than at heights where possible
- > Working on a solid construction provides an environment where the likelihood of a fall may be eliminated.
- > **STRUCTURAL STRENGTH** - Different types of work involve different loads on the supporting surface. The surface and its supports must be able to safely carry the expected loads,

including workers, materials, tools and equipment. When in doubt, have a structural engineer determine the safe load capacity before use.

- > Barriers (or edge protection) to prevent a person falling over edges and into holes should be provided on relevant parts of a solid construction.
- > Holes, penetrations and openings through which a person could fall should be made safe immediately after being formed.
- > Surfaces of solid construction should be non-slip, free from trip hazards and should generally not exceed 7 degrees (1 in 8 gradient). Cleated surfaces, which provide greater slip-resistance, should not be steeper than 20 degrees (1 in 3 gradient).
- > The solid construction must have a safe means for people to get to, from and move around the work area, for example permanently installed platforms, ramps, stairways and fixed ladders.
- > Portable ladders should only be used where the use of safer systems is not reasonably practicable.
- > Temporary Work Platforms- A 'temporary work platform' is a working platform, other than a permanently installed fixed platform, used to provide a working area for the duration of the job. These include, Fixed Scaffolds, Mobile Scaffolds.
- > Elevated Work Platforms (EWP) include scissor lifts, cherry pickers, boom lifts and travel towers.
- > Perimeter guard rails - at the edges of roofs, at the edges of mezzanine floors, walkways, stairways, ramps and landings, on top of plant and structures where access is required, around openings in floor and roof structures, at the edges of shafts, pits and other excavations.
- > Safety mesh - designed to prevent internal falls through a roof. If securely fixed, safety mesh provides fall protection for roof installers and offers long-term protection against falling for maintenance and repair workers.
- > Fall-arrest systems - intended to safely stop a worker falling an uncontrolled distance and reduce the impact of the fall such as Catch platforms
- > Individual fall-arrest systems - Individual fall-arrest systems consist of some or all of the following components: anchorages, lifelines, inertia reel, lanyard of fixed length, retractable lifelines, rope grabs, wire grabs, rail system, shock absorbers, both personal and industrial, harness, snap hooks (double or triple action to prevent rollout), karabiners (double or triple action to prevent rollout), rescue equipment.
- > Administrative controls may be used to support other control measures and may include 'no go' areas, permit systems, the sequencing of work and safe work procedures. Using administrative controls exclusively to minimise the risk of falls is only appropriate when it is not reasonably practicable to use a higher order control.

WELDING SCREENS

Electric welding operations must always be properly screened where practicable. Welding flashes can do serious damage to an unprotected eye.

7. EMERGENCY

EMERGENCY PROCEDURES

Regular emergency drills will be held, and all employees will receive training in emergency procedures.

All employees are responsible for raising the emergency alarm if they are the first person to see an emergency situation.



All employees **must**

- > Report any incident, accident or emergency immediately to the Works Manager, Supervisor and the closest Emergency Warden.
- > Tell everyone around the area.
- > Stay upwind of the incident.
- > Fight fire (only if you are trained and it's safe to do so).
- > Remove any casualties only if it does not put anyone else's life in danger, including your own.

The Emergency Control Organisation (ECO) is the control team if there is an emergency at Total Construction Pty Ltd. A chart of the people in the ECO is on the noticeboard.

You will be given training and instruction on the site emergency evacuation procedure. This procedure is tested regularly.

REMINDER – In an emergency, follow the instructions of your area warden. He or she will tell you what to do, do not panic and help those around you if required.

FIRE PROTECTION

Report all fires immediately.

There is fire-fighting equipment throughout the site and offices.

Make sure you know:

- > Where the equipment is and how to use it.
- > Where the fire exits are.

NEVER:

- > Block fire escapes, exits or stairways.
- > Lock fire escape exits during working hours.
- > Store materials in front of fire extinguishers, hydrants or electrical switchboards.

Always put flammable scrap, oil or solvent-soaked rags and rubbish in metal containers provided.

8. INDUCTION ASSESSMENT (QUIZ)

Place tick against the appropriate answer (to be completed at the time of this induction).

1. **Safety is**
 - a. Management's responsibility
 - b. Government's responsibility
 - c. Employee's responsibility
 - d. Everyone's responsibility.

2. **Who is responsible for providing a safe system of work?**
 - a. The supervisor
 - b. The government
 - c. The employer
 - d. The workers.

3. **Who is responsible for ensuring that Personal Protective Equipment is used where it is required?**
 - a. The supervisor
 - b. The Employee
 - c. The Company
 - d. All above

4. **If an employee is unfortunate enough to have an injury which prevents the employee from returning to normal duties, the employee should:**
 - a. Go home until fully fit
 - b. Contact the supervisor to arrange return to work on alternate duties as per Rehabilitation Program and doctor's recommendation
 - c. See own doctor without advising immediate supervisor
 - d. None above.

5. **The following need to be reported to a supervisor:**
 - a. Minor injuries
 - b. Dangerous occurrences/near misses
 - c. Serious injuries
 - d. All above.

6. **The following may result in disciplinary action:**
 - a. Not reporting an injury
 - b. Failure to comply with a safety instruction
 - c. Smoking inside a mess room
 - d. all above.

7. **To operate as a mobile equipment, I need the following:**
 - a. Authority from the company
 - b. To pass an exam
 - c. A permit or certificate from the relevant safety authority
 - d. All of the above.

Test continues on the next page



8. Eye protection is compulsory only in:

- a. Signposted areas
- b. Inside plant
- c. Designated jobs
- d. All of the above

9. Hearing protection is compulsory only in:

- a. Noisy areas
- b. Areas signposted
- c. Factories
- d. All above.

10. In case of an emergency on a site/factory, I should

- a. Run like hell
- b. Stay where I am and wait for instructions
- c. Make my work area safe and follow emergency procedures given during induction

11. If in my opinion something is not safe, I will:

- a. Wait to the next toolbox meeting
- b. Tell my supervisor as soon as possible
- c. Tell the WHS/OHS representative
- d. All above.