

THE SAFETY MANAGEMENT SYSTEM

That part of the overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the OSH policy, and so managing the OSH risks associated with business of the organisation.

THE SAFETY PLAN

The Occupational Safety and Health Management Plan (OSHMP) is a document which describes the activities and processes established to ensure the safety of employees, subcontractors, customers, visitors and employees of the client.

Objectives

The objectives of SEABREEZE CONTRACTING are:

- a) Providing and maintaining a safe working environment.
- b) Ensure that all employees have an understanding of the General Duty of Care and the duties and responsibilities laid down in the Occupational Safety and Health Act and Regulations. **Refer to the OSH Regulations & Act PART 111 – GENERAL PROVISIONS RELATING TO OCCUPATIONAL SAFETY AND HEALTH 19.** These provisions clearly identify in the Organisation who is the employer and who is the employer's representative in respect to Occupational Safety and Health Management.
- c) Providing guidelines for Safety & Health Policy.
- d) Preventing injuries to persons and damage to property at the workplace.
- e) Providing guidelines for the development of safe working practices.
- f) Setting Occupational Safety & Health performance objectives.
- g) Describing methods of hazard identification and control.
- h) Defining Occupational Health & Safety rules.

These guidelines have been developed around four key elements, i.e.

- Management Commitment.
- Consultation.
- Hazard Management.
- Training.

GENERAL WORKPLACE DUTIES (DUTY OF CARE)**DUTIES OF EMPLOYERS**

- (1) An employer shall, so far as is practicable, provide and maintain a working environment in which the employees of the employer are not exposed to hazards and in particular, but without limiting the generality of the foregoing, an employer shall —
 - (a) provide and maintain workplaces, plant, and systems of work such that, so far as is practicable, the employees are not exposed to hazards;
 - (b) provide such information, instruction, and training to, and supervision of, the employees as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards;
 - (c) consult and cooperate with safety and health representatives, if any, and other employees at the workplace, regarding occupational safety and health at the workplace;
 - (d) where it is not practicable to avoid the presence of hazards at the workplace, provide the employees with, or otherwise provide for the employees to have, such adequate personal protective clothing and equipment as is practicable to protect them against those hazards, without any cost to the employees; and
 - (e) make arrangements for ensuring, so far as is practicable, that —
 - (i) the use, cleaning, maintenance, transportation and disposal of plant; and
 - (ii) the use, handling, processing, storage, transportation and disposal of substances, at the workplace is carried out in a manner such that the employees are not exposed to hazards.
 - (f) In determining the training required to be provided in accordance with subsection (1)(b) regard shall be had to the functions performed by employees and the capacities in which they are employed.

DUTIES OF EMPLOYEES

- (1) An employee shall take reasonable care —
 - (a) to ensure his or her own safety and health at work; and
 - (b) to avoid adversely affecting the safety or health of any other person through any act or omission at work.

Without limiting the generality of subsection (1), an employee contravenes that subsection if the employee —

- (a) fails to comply, so far as the employee is reasonably able, with instructions given by the employee's employer for the safety or health of the employee or for the safety or health of other persons;

- (b) fails to use such protective clothing and equipment as is provided, or provided for, by his or her employer as mentioned in section 19(1)(d) in a manner in which he or she has been properly instructed to use it;
 - (c) misuses or damages any equipment provided in the interests of safety or health; or
 - (d) fails to report forthwith to the employee's employer —
 - (i) any situation at the workplace that the employee has reason to believe could constitute a hazard to any person that the employee cannot correct; or
 - (ii) any injury or harm to health of which he or she is aware that arises in the course of, or in connection with, his or her work.
- (3) An employee shall cooperate with the employee's employer in the carrying out by the employer of the obligations imposed on the employer under this Act.

1.0 MANAGEMENT COMMITMENT

Management is committed to the safety and well being of all persons, including employees, contractors, customers and visitors.

Objective

To establish and maintain a safe workplace environment in which persons will not be exposed to hazards.

Management shall achieve this by:

- Developing an occupational safety and health policy that increases awareness and understanding of the organisation's high level of commitment to safety management;
- Promoting high standards of achievement;
- Understanding the relevant occupational safety and health laws and make arrangements for the organisation to comply with them;
- Establishing in consultation with employees the organisation's occupational safety and health objectives;
- Developing appropriate OSH training programmes specific to the needs of levels of employment;
- Ensuring that all employees including line managers have clearly defined OSH responsibilities and accountabilities. Strategies shall include introducing OSH responsibilities into Job Descriptions and performance Improvement programmes.
- Allocating adequate financial resources specifically directed to safety, e.g. training, protective equipment, materials and equipment to improve safety standards, and
- Assign competent people to safety management activities.

Management shall display leadership by being actively involved in safety management activities, e.g.

- Attend the organisations safety meetings.
- Be involved in the development of safe working practices / procedures.
- Conduct workplace safety inspections and audits.
- Be involved in the investigation of accidents / incidents.
- Be visible in the workplace.
- Timely response to employee safety concerns.
- Develop an Occupational Safety & Health Policy.

1.0.1 Management Self Audits

Management shall conduct annual audits of the OSHMP, OSH Systems and Procedures to ensure that aims and objectives are being met and that it is up to date with industry standards and out-comes of the Critical Task Analysis.

Non-conformances shall be recorded and remedial actions programmed.

Refer "MANAGEMENT OS&H SELF AUDIT TOOL" – APPENDIX 18.

1.0.2 OCCUPATIONAL SAFETY & HEALTH POLICY

Refer Occupational Safety & Health Policy – APPENDIX 1.

Objective

To increase employees, contractors and visitors safety awareness.

Policy Statement

SEABREEZE CONTRACTING is committed to providing a safe and healthy work environment to ensure that high standards of Occupational Safety and Health for all employees, including contractors and sub-contractors are maintained. Management shall make every reasonable effort in the areas of accident prevention, control and removal of hazards and injury protection.

This will be achieved by:

- Implementing and maintaining Best Practice by developing and implementing, in consultation with our employees, an effective Occupational Safety and Health Management Plan (OSHMP);
- Ensuring that all laws and regulations are complied with. Where adequate laws and regulations do not exist develop and apply, in consultation with and involvement of its employees, standards and work practices that reflect management’s commitment to high levels of safety and health;
- Implementing risk management programs for the control of hazards;
- Providing training to ensure that high standards of work and safety are maintained;
- Demonstrating a commitment to continuous improvement in occupational safety and health and safety performances, e.g. continual review of - Safe Work Procedures, minutes of safety meetings, workplace safety inspections;
- Complying with all the safety rules of our clients, and
- Ensuring that no task shall commence if safety and health standards are compromised.

All employees are responsible for their own safety and the safety of their fellow employees. The success of a safety and health programme is dependent on the total commitment and cooperation of all employees of the organisation, including management. The safety committee and employee initiatives shall be supported by management.

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Michael Venables

Managing Director

Date

The OSH Policy shall be reviewed annually to ensure objectives are still relevant and met.

1.0.3 Emergency Planning

All potential emergency situations shall be identified that could have an adverse effect on the organisation such as:

- Fire - Refer **4.0.26 FIRE PROTECTION & PREVENTION**
- Cyclones, e.g. securing of plant, premises and equipment. Sending home of work force.

FOR ALL EMERGENCIES DIAL 000

Police	9143 7200
Fire Station	9143 1227
Ambulance	9185 1222
Hospital	9143 2333
SES	9144 1848

When reporting an emergency clearly state:

1. Your name
2. Exact location of accident
3. Nature of the emergency
4. Resources needed
5. How many people involved and
6. the nature of their injuries, if possible

Always be the last person to hang up

2.0 CONSULTATION

Objective

To comply with the requirements of the OSH Act and of our organisation in promoting the use of a consultative process in the resolution of OSH issues and hazard management systems.

Consultation

Consulting with employees regarding the organisation's safety management is a legal requirement and it also makes good business sense.

Employees often have a good understanding of high-risk activities in their work areas. By setting up a system for two-way communication, where management listens to and cooperates with employees, management can make sure safety management decisions are based on all the information available.

Occupational safety and health laws are based on consultation and cooperation between employees, their elected representatives and employers. If everyone in the organisation understands the legal requirements, they will be in a better position to comply with them.

Management of our organisation shall work with employees to achieve shared objectives. This way employees are more likely to understand management decisions and actively support and action them.

2.0.1 Consultation Mechanisms

Management shall disseminate information on Safety and Health issues to their workers and provide an opportunity for employees to give feedback to management. The mechanisms for consulting with employees include:

- a) Workplace Safety and Safety "Toolbox meetings".
- b) Safety and Health Committee made up of management and employee representatives.
- c) Suggestion boxes.
- d) Training sessions.

2.0.2 Safety Meetings

Safety meetings provide a forum for consultation between managers and employees on safety and health issues. Safety meetings shall be conducted at least once a month and all employees shall attend. The meetings shall be minuted detailing issues that were discussed, who attended, and what action shall be taken, when and by whom. Employees are encouraged to present their own ideas as to how to improve safety, health or the environment.

Once actions have been completed they must be signed off on the minutes.

2.0.3 Safety Representative

Safety Representatives, elected from the shop floor, shall be appointed where appropriate. Duties of the Safety Representative include:

- Attending safety meetings;
- Conducting workplace safety inspections;
- Accident investigation;
- Hazard Investigation.

The safety representative shall be provided with the appropriate training and allocated sufficient time to successfully undertake the role.

A supervisor is the person currently designated as the Safety Representative.

Refer written appointment APPENDIX 2.

3.0 HAZARD MANAGEMENT

Objective

To effectively identify and manage workplace hazards and risks.

The identification and management of hazards in the work place is the basis on which our Safety Management System is built.

Employees are required to report hazards in the workplace. The Non-Compliance register is to be utilised for this purpose, refer **APPENDIX 11 "NON-COMPLIANCE REGISTER**.

Procedure

The identification of, and managing, workplace hazards shall be achieved by applying the three stages of hazard management, i.e.

- **Hazard Identification** Identify all situations where employees, contractors and visitors to a workplace may be exposed to hazards.
- **Risk Assessment & Setting Priorities** Work out which situations are more likely to cause injury or harm to the health of employees, contractors and visitors and how serious the injuries or the harm might be.
- **Risk reduction & Controlling Risks** Take action to prevent the injuries and harm that may occur.

Statutory obligations shall also be complied with. "Duties of Employers to Manage Hazards" is clearly defined in the Occupational Safety and Health Act 1984 Section 19(1). It details the duties of employers in respect to providing and maintaining a working environment where employees are not exposed to hazards.

These steps are set out in occupational safety and health laws. The responsibility for completing the three steps shall rest with management, a main contractor, a self-employed person or person with control over the workplace or access to it.

The three-step hazard management approach shall be part of our safety management system that integrates planning, implementation, monitoring, review and continuous improvement.

3.0.1 IDENTIFICATION OF HAZARDS

A Critical Task Analysis shall be made of all tasks to identify hazards that employees may be exposed to in the workplace. Hazards to be considered could include:

- Manual Handling hazards.

- Handling of Hazardous Substances - Chemical, Radiation Materials.
- Excavation.
- Oxy Cutting Drums, although this work is done by specialist companies
- Plant and Equipment.
- Working from heights.
- Use of Cranes, Hoists etc.
- Traffic Management.
- Working in Remote or isolated locations.
- Working in Heat and/or exposure to elements.

3.0.2 CRITICAL TASK ANALYSIS

List of tasks performed by SEABREEZE CONTRACTING:

1. Vehicle driving – trucks & light vehicles
2. Trenching
3. Working in Confined Spaces
4. Electric Grinders
5. Ladders
6. Manual Handling
7. Operating electric and pneumatic power tools
8. Working with electricity
9. Scaffolding
10. Operating skid steer loaders
11. Excavation
12. Operating forklift trucks

A further analysis of these tasks shall be carried out in order of priority using the process of **Job Hazard Analysis**. Safe Work Procedures shall then be developed for each task.

A “Critical Task Analysis” manual has been developed to assist in the analysis of critical tasks. **Refer sample Critical Task Analysis worksheet, APPENDIX 16.**

A strategic plan shall be developed for the implementation of OSH objectives. The plan shall address the development and implementation of SAFE Work Procedures.

Refer Strategic Safety Plan - APPENDIX 3.

These factors have been considered when assigning a priority for analysis of jobs.

- Accident frequency and severity; jobs where accidents occur frequently or where they occur infrequently but result in disabling injuries.
- Potential for severe injuries or illnesses; the consequences of an accident; hazardous condition; or exposure to harmful substances are potentially severe.
- Newly established jobs. Due to lack of experience in these jobs; hazards may not be evident or anticipated.
- Modified jobs. New hazards may be associated with changes in job procedures.
- Infrequently performed jobs. Workers may be at greater risk when undertaking non-routine jobs and a JHA provides a means of reviewing hazards. The four basic steps shall be applied in conducting JHA.

Sub-contractors shall be required to conduct a Job Hazard Analysis (JHA) relevant to their workplace tasks.

Job Hazard Analysis (JHA) describe, in outline format, procedures required to carry out a particular job or task safely. It identifies the work/tasks in logical sequence, the hazards associated with the work tasks, the relevant health and safety risk control measures and the training and qualifications required to carry out the work safely. The JSA may also specify other relevant standards and of line management responsibilities where appropriate.

Sub contractor Supervisors will act as JSA team leaders in the development of the documents and employees will have the opportunity to discuss and provide meaningful input into the content of each JSA. When completed all employees will be required to conduct work in compliance with the relevant procedure.

Job Safety Analysis documents must not be altered or modified without the authorisation of the relevant supervisor or team leader.

3.0.2 (a) Four basic stages in conducting a JHA:

- a. Selecting the job to be analysed
- b. Breaking the job down into a sequence of steps
- c. Identifying potential hazards
- d. Determining preventative measures to overcome these hazards

3.0.2 CONTROL PROGRAMME

Risk control programmes shall be established that specifically address the hazards identified as part of the hazard identification process. Refer to Hierarchy of Control.

Hierarchy of Control

The “Hierarchy of Control” or Preferred Order of Control will help you to decide the best way to control risks. This ranks control strategies from the most effective to the least effective strategy. Not all types of strategies will be practicable and more than one type

of strategy may be needed to achieve the best protection, for example ventilation and gloves.

a) Elimination

Eliminate the process, equipment, material, substance or hazardous work process from the workplace. This is the most effective control measure.

b) Substitution

Substituting or replacing a hazard or hazardous work practice with a less hazardous one.

c) Engineering Controls

If the hazard cannot be eliminated or substituted an engineering control is the next preferred measure. This may include modifications to tools or equipment, providing guarding to machinery or equipment.

- Design: Aim to ensure that hazards are 'designed out' when new materials; equipment and work systems are being planned for the workplace.
- Adopt a safer process: Alterations to tools; equipment or work systems can often make them much safer.
- Enclose or isolate the hazard through the use of guards or remote handling techniques and
- Provide effective ventilation through local or general exhaust ventilation systems.

d) Administrative Controls

Includes introducing work practices that reduce the risk. This could include limiting the amount of time that a person is exposed to a particular hazard, i.e.

- Job rotation to reduce boredom; or timing the job so that fewer workers are exposed.
- Routine maintenance and housekeeping procedures and
- Training on hazards and correct work procedures / written safe work procedures.
- OS&H signage

e) Personal Protective Equipment (refer 4.0.19 Personal Protective Equip.)

Provide suitable and properly maintained personal protective equipment and training in its use. PPE should be considered only when other control measures are not practicable or to increase protection.

Note that personal protective equipment does not control the hazard.

3.0.4 Refer Job Hazard Analysis - APPENDIX 4.

3.0.5 MONITORING SYSTEMS

Hazard Management processes shall be monitored to ensure risk controls prescribed are working.

Monitoring shall include specific evaluation systems for specific hazards incorporating:

- (a) Regular work site inspections.
- (b) Daily/Weekly Plant, Vehicle and equipment checks.
- (c) Incident/Accident reports.
- (d) Accident Statistics.
- (e) Observation of the job and employee behaviour.
- (f) Review of SWP's.

Take Five Hazard Analysis shall also be conducted prior to commencement of a task.

3.0.5.1 Stop Take Five

“Stop Take 5” safety processes (step back five paces and take five minutes to think about the job) shall also be applied in conjunction with the safe work procedures. The “Stop Take 5” process is additional to, and should not be confused with Job Hazard Analysis (JHA).

For example, a safe work procedure may have been developed from the JHA process for the removal of concrete footings, and the work commences. However, on return to site the following day the Stop Take 5 process may identify that the job has now changed as scaffolding has been erected in the vicinity creating the potential for your machinery to come into contact with the scaffolding.

A decision is now required to prioritise which of the jobs shall proceed. Management may need to become involved in the decision making exercise.

Refer Stop Take Five – APPENDIX 5.

3.0.5.2 Accountabilities

Management is accountable for:

- a) Ensuring that hazardous tasks are highlighted using operator, workplace and industry experience, analysis of injury statistics or whenever a process is introduced or changed;
- b) Subjecting identified hazardous tasks to a formal Job Hazard Analysis (JHA) and ensuring that outcomes of the JHA are used to reduce risks by preparation and implementation of written Safe Work Procedures (SWP).

The *Supervisor* is accountable for ensuring that:

- a) Hazardous tasks have an SWP and that each team member is aware of, and uses these when performing the tasks;
- b) SWP's are available at the workplace when hazardous tasks are undertaken, that team members use them; and
- c) That new employees are given appropriate instruction in their use.

Refer Risk Matrix following page.

3.0.5.3 The Risk Matrix

	Consequence			
Probability	Catastrophic	Critical	Marginal	Negligible
Frequent	1	1	1	3
Probable	1	1	2	3
Occasional	1	2	3	4
Remote	2	2	3	4
Improbable	3	3	3	4
	Assessed Risk Level			
	1 = High	2 = Moderate High	3 = Moderate Low	4 = Low

QUALITATIVE CONSEQUENCE

Catastrophic – Death, loss of system or plant, release to environment, such that significant public interest or regulatory intervention occurs or reasonably could occur.

Critical – Severe injury, major system damage or other event which causes some loss of production, unplanned localised damage to environment, effects more than one department, or could have resulted in catastrophic consequences under different circumstances.

Marginal – Minor injury, major system damage, minor confined and non-damaging environmental exposure, or other event confined to one department.

Negligible – Less than the above.

QUALITATIVE PROBABILITY

Frequent – Likely to occur often during the life of an individual item or system or very often in operation of a large number of similar items.

Probable – Likely to occur several times in the life of an individual item or system or often in operation of a large number of similar items.

Occasional – Likely to occur sometimes in the life of an individual item or system, or will occur several times in the life of a large number of similar components.

Remote – Unlikely, but possible to occur sometimes in the life of an individual item or system, or can reasonably be expected to occur in a large number of similar components.

Improbable – So unlikely to occur in the life of an individual item or system that it can be assumed not to be experienced, or it may be possible, but unlikely, to occur in the life of a large number of similar components.

* *Ask yourself this question*

Using the risk calculator, which aspects of the work my organisation does introduces a risk rated as Moderately High or High? *These risks may appear as a result of your organisation not managing the risk adequately, no planning undertaken, no procedure in place or it is reasonable to believe that an incident may occur as a result of situations out of the control of your organisation while undertaking the work. E.g.*

- A person is required to work in a trench 1800mm deep or deeper;
- A person is required to work at height outside of fixed barriers;
- A person is required to undertake hot work near fuel storage facilities;
- A person is required to handle ships lines in heavy weather;
- A person could be required to work extended hours on mentally or physically demanding work and then drive some distance to their place of rest;
- A person is required to work alone in remote areas; or
- A person is required to near moving parts.

a) Risk Assessment

A risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

Utilising the process of Job Hazard Analysis conduct a Risk Assessment by following these four steps:

1. Identify The Hazards
2. Assess the Risk
3. Develop and Implement Controls
4. Ongoing Monitor and Review

3.0.6 WORKPLACE SAFETY INSPECTIONS

Monthly workplace safety inspections shall be conducted and a system of checklists and reporting procedures has been developed for this purpose. Contractors shall also be required to conduct inspections and audits of their own work locations and checks shall be made of them to ensure they comply.

**Refer Workplace Safety Inspection Checklist / Worksheet – APPENDIX 10 & 11.
Refer sample workshop Demarcation APPENDIX 12.**

Regular audits of the safety systems shall also be conducted. Management shall be required to participate in workplace safety inspections and audits. Remedial actions as required shall be quickly implemented.

3.0.7 HOUSEKEEPING

All employees are responsible for ensuring that work areas / places shall be maintained in a clean and tidy condition, e.g.

- Clean and tidy workbenches, yards and workshops free from superfluous materials and equipment;
- Clearways, access ways and locations of emergency equipment and exits kept free from obstructions;
- Clean up oil spills immediately;
- Tools and equipment stored away neatly in designated locations;
- Crib rooms and toilets maintained in a clean condition.
- Provision of adequate rubbish/scrap containers;
- Regular disposal of rubbish/scrap; and
- Demarcation applied where appropriate.

All spills of hazardous substances, e.g. acid solvents; oils; fuel; chemicals; cleaning agents must be cleaned up as soon as practicable. Under no circumstances shall

hazardous substances be disposed of into drains. They shall also be disposed of in an approved location, e.g. shire rubbish tip.

Regular housekeeping inspections shall be conducted and recorded.

3.0.8 SUB-CONTRACTOR MANAGEMENT

The Safety plan shall address the safety and health procedures the sub-contractors shall be required to meet. As a minimum, all sub-contractors shall be required to meet SEABREEZE CONTRACTING OS&H standards. The requirements would include:

The Sub-contractors Occupational Safety and Health Policy.

- a) Induction of Sub-contractor employees.
- b) Competencies, registration and licences required.
- c) Agreement to comply with the organizations Occupational Safety and Health Policy; and
- d) Must be able to produce the appropriate insurance policies.

Sub-Contractors shall be required to attend formal induction training to ensure their OS&H responsibilities and obligations are clearly understood.

3.0.9 MANUAL HANDLING

Manual lifting tasks often results in serious injury and management shall take the appropriate steps in eliminating or reducing the need for manual lifting.

Requirements

- 1) It is policy that employees who regularly perform manual lifting shall be trained in manual handling techniques, and risk identification, assessment and control.
- 2) Mechanical lifting equipment shall be used where practicable to eliminate or reduce the need to perform manual lifting tasks. No person shall lift weights heavier than 15kg on their own.
- 3) Employees shall be trained in the use of mechanical lifting aids.

3.0.9 (a) Safe Manual Handling Techniques:

Individual Lifting

- 1) Plan the lift. If possible, place your feet apart, one foot beside the load, one foot behind it.
- 2) Bend your knees and hold firmly with both hands.
- 3) Raise your head and pull your chin in to keep your back straight.
- 4) *Lift the load to your waist slowly by straightening your legs, keeping your elbows close to your body.*
- 5) Do not twist your back.

- 6) To put the load down, bend your knees and
- 7) Keep your back straight.

Team Lifting

- 1) If the load is too heavy seek appropriate assistance
- 2) Plan the lift. If possible, place your feet apart, one foot beside the load, one foot behind it.
- 3) If practicable, have a leader to give all directions. Plan the lift together.
- 4) Bend your knees. Hold the load firmly with both hands. Keep backs straight.
- 5) Lift by straightening your legs.
- 6) Walk together, leader calling the steps.
- 7) To put the load down, bend your knees and keep your back straight.

3.0.10 MACHINERY

Procedures shall be established for the positive lock-out/tag-out isolation of plant and machinery for the purposes of maintenance.

Machinery shall be adequately guarded as appropriate and fitted with emergency stop devices.

Registers shall be developed for the purpose of inspections of classified plant and records maintained of the inspections.

Machine guards are not to be removed for any reason other than maintenance. If guards are removed, the machine must be tagged out.

Do not remove "Tags" unless you are authorised.

3.0.11 LOCK-OUT / TAG-OUT ISOLATION

Equipment and machinery not properly isolated can cause serious injury. Management shall provide a system for isolating all sources of hazardous energy and hazardous substances for maintenance purposes.

a) Accountabilities

Management is accountable for ensuring:

- a) Written Isolation Procedures are available and that all personnel use them where appropriate, including contractors;
- b) All plant and machinery is capable of having hazardous energies and substances isolated and locked out.

Each *employee* is accountable for satisfying themselves that the appropriate isolation procedures have been followed, and all reasonable precautions taken, before commencing work on any plant or machinery.

b) Requirements

All energy sources, e.g. electric, hydraulic and pneumatic that are potentially hazardous to personnel shall be isolated before any work is done on a piece of equipment. No person shall commence work on isolated equipment unless they have satisfied one of the following requirements:

- a) Placed their Personal Lock and / or Danger Tag on the lockout on the isolation point(s); and
- b) Been instructed in a safe working procedure if a normal isolation cannot be effected.

All breaches of isolation procedures shall be reported.

The procedures must, where practical, include a test to verify all energy has been safely dissipated or isolated. In situations where it is not practical to dissipate or isolate and lock out hazard sources, a Safe Working Procedure must be written and authorized by management.

3.0.11 (a) Isolation Procedures

Tag and lock out procedures on a work site are designed to protect personnel and property from hazards associated with energy sources used in the work process, with defective equipment or when repairs, maintenance or inspection are being undertaken. Examples of isolation requirements include:

- (a) Switch off power and remove lead from GPO when changing grinding wheels on a pedestal grinder;
- (b) **Mobile Equipment:** Turn off master switch, remove the key and attach a danger tag when maintaining mobile equipment, including the checking of fluids.

Site specific induction will confirm each site's particular requirements.

a) Personal Danger Tag

A personal danger tag is designed to give you personal protection where there is a risk of injury to you from the operation or movement of plant.

Tags must be fitted to an isolator or any isolation or earth device whenever there is a danger of personal injury.

Unsure the appropriate isolation device is isolated correctly. If in doubt seek assistance from your supervisor.

b) Out of Service Tag

An out of service tag is designed to place unsafe or faulty equipment out of service, to prevent injury to personnel or damage to plant.

Securely attach the out of service tag to the isolation device handle, plug or valve and ensure the tag is clearly visible. Do not place the tag on a lock.

IF YOU ARE IN ANY DOUBT AS TO THE LOCATION OF THE ISOLATION DEVICE
CONTACT A SUPERVISOR.

3.0.12 HAZARDOUS SUBSTANCE CONTROL

Our aim is to ensure that our employees can work safely with hazardous substances. We shall comply with the relevant Australian Standards and OSH Regulations and endeavour to minimise the use of hazardous substances wherever possible.

Accountabilities

Management shall ensure that studies are made to identify all hazardous substances that are used by the organisation. On completion of the study:

- a) Material Safety Data Sheets shall be obtained as required;
- b) An alphabetical master list of all hazardous substances shall be established; and
- c) A master file of all Material Safety Data Sheets (MSDS) in hard copy format shall be established and maintained.

The *Supervisor* shall ensure that:

- a) All employees are fully instructed and familiar with the use, handling and storage of hazardous substances.
- b) Material Safety Data Sheets (MSDS) are available and used.
- c) The appropriate Personal Protective Equipment is provided to and used by persons working with hazardous substances.

Hazardous Substances include:

- Dusts
- Asbestos
- Flammable liquids
- Corrosives, e.g. caustic soda, acids
- Toxic gases, fumes and vapours

Approval must be gained from management before introducing new chemicals to site.

Management shall ensure that all hazardous substances and their container (waste, used or otherwise), when no longer required, are disposed of in approved locations in accordance with the relevant regulations.

Written procedures shall also be developed for the drilling / cutting of asbestos wall board and disposal of the asbestos waste.

3.0.12 (a) HAZARDOUS SUBSTANCES IN USE BY SEABREEZE CONTRACTING:

- Leaded and unleaded fuel
- Two stroke fuel
- Diesel fuel
- Hydraulic Oil
- Solvents
- Paint
- Corrosives

3.0.13 NOISE EXPOSURE

Where it is likely noise levels exceed 85 dB(A) or impulse noise exceeds 140 dB(C) or 140 dB(lin), a survey has been conducted and areas signposted.

Approved hearing protection shall be worn when operating or working around equipment that produces noise levels in excess of 85 dB (A). All practicable steps shall be taken to eliminate or reduce the levels of noise, e.g.

1. Reduce the level at the source
2. Isolate the source
3. Reduce exposure by moving worker
4. Provide Personal protective equipment.

Consequences of exposure to excessive noise

- a) Noise induced hearing loss
- b) Communication problems
- c) Stress

3.0.14 BARRICADES

Trenches and other excavations, openings in walkways and floors shall be barricaded to prevent persons falling into them.

3.0.14 (a) Excavation Safety

Working in or around excavations can be hazardous if safety procedures are not strictly followed. Never enter an excavation before ensuring the excavation is protected from collapse using support structures such as trench boxes or batter the sides.

Work in an unsupported or un-battered trench can be conducted if the safety of the trench has been assessed by a competent and authorized person.

- Never drive or park a machine or vehicle close to an un-supported trench or excavation.

- Never take a petrol, distillate or LPG driven machine into a trench or excavation unless there is adequate ventilation.
- Never jump into a trench or onto a pipe or similar object that is in a trench.

3.0.15 Signage Warnings

Safety, advisory and symbolic signs shall be located as appropriate and maintained in a good condition.

All signs and warning notices shall be complied with. Ignoring these warnings could have severe consequences, e.g. serious injury or fatality. Signs shall be erected to advise of a hazard as appropriate, e.g. excessive noise, eye injury, hand and feet injury.

3.0.16 PERSONAL PROTECTIVE EQUIPMENT

A study shall be made of the organizations activities to determine the requirements for PPE and list them accordingly.

Approved PPE shall be provided by the employer as required and used and maintained in a serviceable and clean condition by the employee.

Examples of PPE

- Safety Helmet
- Safety Footwear
- Eye Protection with appropriate side shields
- Hearing protection
- Hand protection
- Respiratory protection

1. Safety Helmets

Safety helmets must be worn in all plant areas or other areas as designated. Safety helmets must be worn when there is potential for objects falling from above.

2. Safety Footwear

Approved safety footwear shall be worn at all times. Covered in footwear may be approved in certain circumstances.

3. Eye Protection

Safety glasses fitted with side shields shall be worn in designated areas. Face shields or goggles shall also be worn for additional protection when performing specific tasks, e.g. grinders; power tools; welding equipment.

4. Hearing Protection

Approved hearing protection shall be worn when operating on or working around equipment that produces noise levels in excess of 85 dB (A). All practicable steps shall be taken to eliminate or reduce the levels of noise.

5. Hand Protection

Approved and appropriate hand protection shall be worn when there is a danger of hand injury when performing specific tasks, e.g. handling steel; handling chemicals; welding; cutting / grinding. Gloves shall NOT be worn when handling moving machinery.

6. Respiratory Devices

Approved respiratory protection shall be worn when handling toxic paints and other toxic or hazardous substances. Ensure that a suitable fit is established around the face otherwise the device will be ineffective. Beards will render the device ineffective.

7. Clothing

A long sleeved shirt, fitted with a collar shall be worn at all times. T-shirts are not permitted. Additional protective clothing shall be worn as required for specific tasks, e.g. overalls and wide brimmed hats.

Safety tips applicable to all personal protective safety equipment:

- Check for wear and damage before use;
- Maintain items in a clean and serviceable condition and;
- Store items correctly.

All personal protective equipment must comply with the appropriate Australian Standard.

8. Skin Protection

Skin Cancer

Our harsh conditions present a high risk of skin cancer. Employees shall protect themselves, as far as is practicable, from the hazards associated with excessive exposure to sunlight. Refer **7. Clothing**.

Skin Care

When working in the open the use of 30+ sunblock is mandatory to protect against the harmful effects of exposure to sunlight.

To protect against dermatitis, wash hands frequently with mild soap and water. Barrier cream shall be applied to the hands before starting work.

Paint shall be removed from the skin with vegetable oil rather than with mineral turpentine. Dirt and grease can be removed with vegetable oil or with a waterless hand cleaner. With either method the hands should be rinsed with water and barrier cream re-applied.

Refer to **5. Hand Protection**.

Refer PPE Matrix APPENDIX 7.

3.0.17 CONFINED SPACE ENTRY

Any work area believed to be a confined space is to be the subject of a risk assessment to ascertain if the area is in fact a confined space and what hazards are involved and allocated safe control measures. Hazards to consider - restricted access or entry, oxygen-deficiency, toxic atmosphere.

An entry permit shall be raised prior to any confined space activities being performed. All Confined Space work shall have a Job Hazard Analysis prepared. All personnel involved with confined space work shall be trained in accordance to the Australian Standard AS 2865 - Safe Working in a Confined Space.

3.0.18 INCIDENT REPORTING & INVESTIGATION AND INJURY MANAGEMENT

3.0.18.1 INCIDENT REPORTING AND INVESTIGATION

a) Reporting Incidents

All incidents, whether or not they result in personal injury or property damage, shall be reported. "Near Misses" or incidents where there was potential for serious injury or disease shall also be reported.

All necessary information about the work-related injuries and diseases that are occurring shall be obtained so action can be taken to prevent similar events in the future as set out in occupational safety and health laws.

Serious accidents and minor injuries resulting in the need for first aid treatments shall be recorded using the same basic principles. This is because sometimes a minor injury could have been much worse in slightly different circumstances.

Serious incidents or accidents shall be reported to WorkSafe Western Australia or the Department of Minerals and Energy if the incident occurs on a mining site. They are:

- a) A fracture of the skull, spine or pelvis;
- b) A fracture of any bone –
 - (1) In the arm, other than in the wrists or hand;
 - (2) In the leg, other than a bone in the ankle or foot;
 - (3) An amputation of an arm, a hand, finger joint, foot, toe or toe joint;
 - (4) The loss of sight of an eye; and
 - (5) Any injury other than an injury of a kind referred to in paragraphs (a) to (d) which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred.

Employees shall be trained in the reporting process and confirm that data collection is accurate and reliable.

Procedure:

If you are the victim of an accident, no matter how small or have been involved in a near miss incident, you must report it immediately to your supervisor or manager.

For a vehicle accident obtain an incident report and complete these details:

- Name
- Address
- Vehicle Registration
- Insurance Company
- Damage to vehicle
- Name and Addresses of witnesses
- Sketch of accident location

In the event of personal injury complete a personal injury incident form.

b) First Aid and Medical Treatment

First aid will be administered if necessary and the details and causes entered in the Accident / First Aid Record Book and complete incident report. First Aid should be given in this order of priority, no matter what the injury is:

1. **SAFETY:** Preserve life – yours and the injured person'. Prevent the injury from getting worse. (Move the patient only if necessary.)
2. **PROMOTE RECOVERY:** Apply the “ABC of life” if you are trained to do so.
3. **PROTECT THE UNCONCIOUS** by putting them in the coma position.

Do not disturb the site of a serious accident or move any equipment in the area **unless necessary to make the area safe.**

Every accident and injury no matter how minor is to be reported to your supervisor immediately on the day it occurs.

If an injury is such that a doctor's attention is required, a safety co-ordinator or supervisor must accompany the person. The doctor's certificate (1st Medical Certificate) and any further certificates and chemist accounts are to be forwarded to your supervisor as soon as possible and you must complete an insurance claim form. Your compliance with this procedure will minimise the risk of delay in the payment of workers' compensation benefit in the case of you being put of work.

Small injuries sometimes cause problems later in life and a near miss incident is usually a forewarning of a major accident.

NB: It is important that you do not attempt to diagnose the seriousness of minor injuries as later claims have been rejected because people say “I didn’t think it was serious at the time”.

Report unsafe conditions to your supervisor.

3.0.18.2 Investigating Incidents

All work-related injuries and diseases shall be investigated to determine the causes and take action to prevent similar events in the future. This is consistent with the overall approach to reduce the risk of work-related injuries and diseases.

NB: Work shall not resume until remedial actions have been put in place to prevent a re-occurrence.

Serious accidents and minor injuries resulting in the need for first aid treatments shall also be investigated, but it is reasonable to expect serious events to be investigated more thoroughly.

“Near Misses” or incidents where there was potential for serious injury or disease shall also be investigated.

Refer Incident / Accident Report Form - APPENDIX 6.

3.0.19 FIRST AID

First Aid facilities shall be located in the workplace. First Aid Kits shall be renewed every twelve months.

Processes shall be established for the checking and replenishment of the contents of first aid kits. Records of the issues from the kits shall be maintained.

A brief account of the reason for treatment shall also be recorded in the booklet and an investigation of the incident conducted.

3.0.20 CONDITION MONITORING

A system of registers and other processes, including inspections, shall be developed for the management of plant and other equipment to ensure they are maintained in good and serviceable condition. This equipment includes:

1. Mobile Equipment
2. Electrical Equipment
3. Hand Tools
4. Fire Protection Equipment

1. Mobile Equipment / Vehicles

No person shall drive or operate any vehicle, plant, or equipment, unless they have been instructed in its safe and correct operation by a competent person.

Such information, instruction and training on precautions to be taken to ensure the safe and correct use of vehicles, plant or equipment, must be provided by your supervisor who will obtain the relevant information from manufacturers, suppliers etc.

Operators of mobile plant/equipment, not deemed “High Risk” work as per **Occupational Safety and Health Regulations 1996, Schedule 6.3 – High risk work**, shall undergo **Verification of Competency** assessment, and the results of the assessment recorded. The assessment shall be conducted by persons competent to do so. **Refer APPENDIX 14 & 15**

Preventative maintenance processes are essential to ensure that motorised equipment is regularly maintained and that they comply with statutory requirements as a minimum.

Maintenance

The operators and drivers of motorised equipment are accountable for checking their equipment daily, prior to use, by the use of a “Daily Pre-start Checklist”.

- a) Results of the check shall be recorded on the daily pre-start form.
- b) Faults as appropriate shall be rectified prior to use; and
- c) Unserviceable equipment shall not be operated.

Operators of one driver equipment (designated vehicle), shall conduct safety checks of their equipment on a weekly basis.

All incidents involving mobile equipment shall be reported and thoroughly investigated.

Licensing

- a) All operators / drivers shall be the holders of the appropriate licence and/or certificates as per the legal requirements of the State of Western Australia;
- b) The licence / certificate shall also be appropriate for the work; and
- c) Employees shall ensure that licences / certificates are current.

Seat belts shall be worn at all times.

Refer Vehicle Pre-start Safety Checklist – APPENDIX 9.

2. INSPECTION, USE & TESTING ELECTRICAL EQUIPMENT

2 Rules

All portable power tools and electrical leads used on construction sites must be inspected and tagged by an appropriately licensed person. Coloured tags shall be used to define the period of currency.

- Red Tag** -- **January – March**
Green Tag -- **April – June**
Blue Tag -- **July – September**
Yellow Tag -- **October - December**

It is a requirement under the General Duty of Care that all equipment is routinely checked before use by the user and placed out of service if defective.

Other relevant points for personal electrical safety:

- The use of RCD (Residual Current Devices) is mandatory.
- Only use the tools for the purpose for which it has been designed.
- Keep electrical leads up from the ground and out of water or damp conditions.
- Extension cords must not be more than 30m long.
- Do not attach power leads to scaffolding.
- Only licensed electricians are permitted to repair electrical equipment.
- Dangers from electricity are not self evident. An electrical conductor looks the same whether it is alive or dead. Always assume that electrical wire and equipment is alive and treat with caution.
- Report any exposed electrical wires to your supervisor immediately.
- Check leads and cables for damage before you use electrical equipment or tools.
- Do not leave extension leads on the floor across accessways.
- Always turn off the source of supply before connecting any piece of equipment, no matter how small, or insignificant it may seem.
- Do not lay electrical leads around sharp corners or draw them taut in any direction.
- Do not hang or support electrical equipment by its power cord.
- Do not allow water or rain to come into contact with electrical equipment, help management to protect you by covering the equipment up.
- Don't overload circuits.

Portable RCD's shall be inspected quarterly, using the same colour coded system.

3 Hand Tools

Introduction

Many injuries are caused by the use of hand tools that are in poor condition. Hand tools include items such as brooms, rakes, picks, shovels, garden forks and wheelbarrows. Hand tools shall be maintained in good condition.

- 1) Always select the correct tool for the job. Screwdrivers should not be used as chisels, pliers should not be used as a wrench;
- 2) Tools shall be kept in good condition;
- 3) When using spanners ensure that they are the correct size and the jaws are not worn. A worn or poorly fitted spanner can slip and cause an injury;
- 4) Tools are not left lying in walkways or any place where they could be tripped over;
- 5) When working above other persons, tools are not put down where they can be knocked or will fall;
- 6) Cutting tools shall be kept sharp. Sharp tools are more efficient, require less effort to use, and as a result reduce the risk of accident; and
- 7) Any special tools shall be properly designed for the application.

3 (a) Electric Power Tools

All electrical power tools must be maintained in a safe working order.

If you are issued any electrical power tool or equipment that appears to be in poor condition you must not use it until the equipment has been fully checked by an authorised person.

If an item of plant is identified as being unsafe to use you should bring it to the attention of your supervisor without delay. The faulty item of plant should be isolated or de-energised and an out of service tag fixed in a prominent position on the plant.

3 (b) Safe Use of Angle Grinders

Angle grinders of various sizes and designs are widely used throughout industry. They can be very dangerous if not used properly and maintained in good operating condition.

Angle grinders shall not be used for cutting. This is because the disc is prone to grabbing or binding which can cause the operator to lose control of the grinder resulting in severe injuries if the disc comes into contact with the body.

Safety rules when using an angle grinder:

- Persons shall be trained in the use of the equipment;
- Ensure the grinding disc and grinder are compatible.
- Only use grinders on materials they are designed for.
- Only use a grinder that has been inspected and deemed safe by a competent person.
- Replace grinding wheels that are damaged or excessively worn.
- Do not apply excessive downward pressure to the machine when grinding.
- Do not apply any sideways pressure to the disc when grinding as this could cause the disc to explode.
- Use the correct size angle grinder for the job.

- Make sure you keep a firm grip WITH BOTH HANDS on the grinder at all times.
- Make sure the grinder is fitted with an appropriate guard.
- Keep all other employees at a safe distance when grinding.
- Protect people and materials from grinding sparks. (Use screens if possible.)
- Do not use grinder near flammable materials or liquids.
- Electrical leads should be protected from damage.
- Do not place electrical leads where they could be tripped over.
- Make sure electrical grinders are fitted to an RCD (electrical safety switch).
- Report any defective equipment.
- The wearing of appropriate personal protective equipment is mandatory, i.e. Eye, Ear and Face Protection, long sleeved shirt.

4 (b) Fire Protection Equipment

All portable fire equipment shall be inspected and tested every six months. This is a statutory requirement. Registers have been developed for this purpose.

Regular in-house inspections of the physical condition of this equipment shall also be conducted, e.g. perished - split hoses, gauges in the red, corrosion of cylinders.

3.0.21 FIRE PROTECTION & PREVENTION

Adequate and appropriate fire fighting equipment shall be located in accessible locations. The area in front of the equipment shall be kept clean and free from obstructions. All employees shall be trained in the use of the equipment. If you use a fire extinguisher, tell your supervisor so that he can arrange a replacement.

NOTE: Fire extinguishers have about half a minute duration once activated so ensure you are at the fire scene before activating a fire extinguisher.

3.0.22 GENERAL SAFETY RULES

3.0.22.1 ALCOHOL AND OTHER DRUGS IN THE WORKPLACE

Under the Occupational Safety and Health Act 1984, everybody at the workplace has a Duty of Care to take reasonable care of their own safety and not to endanger the safety of others. Being impaired by the use of alcohol, drugs or other deleterious substances at work is a breach of this duty.

Employees shall be required to undergo drug and alcohol testing prior to employment. They shall also be required to undergo further random testing as required during the course of their employment.

Employees who are required to use prescription drugs shall report the need for their use to the employer.

This requirement shall apply to all persons who come on to the worksite, including the employer, employee, contractors and visitors.

1. Blood Alcohol Content (BAC)

If the BAC is greater than 0.00%;

4. the sample will be treated as a positive result;
5. the person will be removed from site and will not be permitted to return until the BAC is 0.00%;
6. the person shall be counseled;
7. a written warning shall be issued.

Further breaches may result in termination of employment.

REFUSAL TO TEST

Where a person refuses to participate in, or co-operate with, an alcohol or drug test, it will be treated as a positive result.

Additional Rules:

Consumption of drugs of any description is prohibited on sites in any location at all times. Any employee who is under the influence of drugs must not enter a worksite or commence work.

Where a person is required to use prescription drugs, they shall report the need to their employer.

3.0.22.2 SMOKING

Occupational Safety and Health Regulations prohibit smoking in all enclosed workplaces. The Employer and their employees have a Duty of Care to protect other employees from the hazards associated with passive smoke and for general safety purposes relating to workplace fire hazards.

General smoking rules.

Smoking is not permitted:

- In any indoor areas including offices, lunch rooms, amenities, toilets and change rooms and workshops
- While using any hazardous substances
- While refuelling vehicles or equipment
- In any other area where smoking is restricted; and
- Smoking is only permitted in a "Designated Smoking Area".

All employees shall also comply with the client's smoking policy.

3.0.22.3 CHILDREN AND DOGS ON A WORKSITE

Children or Dogs are not permitted on a worksite under any circumstances. There are no exceptions to this rule.

3.0.22.4 PRACTICAL JOKES AND HORSEPLAY

It is an offence to engage in practical jokes or horseplay in the workplace. Failure to comply could result in accidents and personal injury. It could also result in the termination of a person's employment. This type of activity is prohibited at all times.

3.0.22.5 FIGHTING, VANDALISM & STEALING

Fighting, damage to property and stealing are serious offences and must be reported to the Area Manager. This behaviour may be grounds for termination of employment.

3.0.22.6 EMPLOYEE RECORDS

An appropriate system has been developed for maintaining employee records. Records may include;

1. Driver's licences and classes. The expiry date should also be recorded to reduce the possibility of employees driving company vehicles although their licence has expired/been suspended.
2. First Aid Certificates.
3. Certificates that are required to operate specific items of equipment.
4. Training courses attended.
5. Riggers ticket.

An Employee Records Matrix has been developed for this purpose.

3.0.22.7 Refer Employee Records Matrix APPENDIX 13.**3.0.23 DISPUTE RESOLUTION****a. Introduction**

There are procedures, set down by law that should be followed for the resolution of occupational safety or health issues in the workplace.

A worker has the right to cease work until such time the issue has been resolved.

b. The Procedure

In the event that an employee(s) has an issue in relation to occupational safety and health in the workplace, the employee(s) shall:

- a) In the first instance, attempt to resolve the issue with the employer.

If attempts by the employee(s) to resolve the issue with the employer are unsuccessful then the employee(s) shall:

- b) Refer the issue to the safety and health representative.

If attempts by the safety and health representative in resolving the issue are unsuccessful, then:

- c) The safety representative shall refer the issue to the occupational safety and health committee for resolution.

Where attempts to resolve an issue as mentioned in parts a), b) and c) are unsuccessful, and where there is a risk of imminent and serious injury to, or imminent and serious harm to the health of any person, the employee may notify a WorkSafe inspector.

An inspector shall then attend at the workplace and either:

- a) Take such action under the Act as considered appropriate; or
- b) Determine that the circumstances no action is required.

Reference:

The Occupational Safety and Health Act 1984 Part 24 (1) to (4) and Part 25 (1) to (2) (b).

3.0.24 DISCIPLINE

a. Purpose and Scope

The purpose of this procedure is to define the process to be followed in dealing with personnel who repeatedly infringe SEABREEZE CONTRACTING Occupational Health & Safety requirements.

This procedure will apply to all SEABREEZE CONTRACTING and contractor personnel engaged in activities at work sites.

This procedure should be applied with due regard to any employment or industrial agreements or awards which may apply to the work site. In the case of conflict between this procedure and any such agreement or award then the agreement or award must be applied.

a. First Infringement

Formal verbal warning by the employee's supervisor.

The employee's supervisor shall:

1. Advise the employee of the behavior that is deemed to be unsatisfactory.
2. Advise the employee of what action to take to correct the problem.
3. Advise the employee of the consequences of continuing the unsatisfactory behavior.

b. Second Infringement

A formal written warning shall be issued to the individual by the employee's supervisor.

An employee whose behavior continues to be deemed to be unsatisfactory shall receive a second warning. This warning shall be issued in accordance with the procedure for the first warning but in addition the employee shall be advised that further unsatisfactory behavior shall result in the employee's dismissal.

The warning shall be in writing.

This warning would be classified as the final warning and no further warnings will be given.

c. Third Infringement

An employee who has received these warnings and who continues to engage in unsatisfactory behavior shall be dismissed. The dismissal shall be confirmed in writing.

3.0.25 HEAT STRESS

Much of our work is performed out in the open in hot and humid conditions. This may lead to some personnel experiencing physical and physiological behavioural changes. The following guidelines shall be considered at each work site for managing site personnel health and safety in heat stress conditions:-

a) *Shade/Shielding*

Where continuous work is required in direct sunlight, endeavours shall be made to ensure the work area is shaded.

b) *Water*

Cool drinking water shall be readily available at all work sites for all personnel exposed to hot conditions. Personnel will be actively encouraged to take frequent small drinks to replace body fluid lost through sweating. Employees should be discouraged from drinking large amounts of tea, coffee or soft drinks, as these are all diuretics. Alternate drinks of cordial and cool water are best. Electrolytic drinks are of little value when preventing dehydration.

c) *Rest Breaks*

In extreme temperatures the work group will structure the work to enable regular rest breaks.

d) *Ventilation*

Natural and mechanical ventilation shall be used wherever practical and possible to provide and supplement the flow of fresh air through the workplace.

e) *Clothing*

Clothing should be as loose fitting as is safe and practicable.

f) *Personal Protection*

Maximum protection sunscreen lotions and add-on brims for safety helmets will be provided.

3.0.26 FATIGUE

Fatigue can be caused by many factors. Often a number of factors combine to increase fatigue to the point where a person may put their own or another person's safety at risk. As a result, both employers and employees have a role to play in making sure any risks associated with fatigue are minimised.

a) What is fatigue?

Fatigue is mental or physical exhaustion that stops a person from being able to function normally. Fatigue is mainly caused by a lack of sleep. However, fatigue is more than just feeling tired or drowsy — it is normal to become tired through physical or mental effort.

Fatigue significantly affects a person's ability to function. It is associated with the following factors:

- spending long periods of time awake
- obtaining an inadequate amount of sleep over an extended period
- obtaining an insufficient quality of sleep over an extended period.

Fatigue is also caused by prolonged periods of physical and/or mental exertion without enough time to rest and recover. The level of fatigue varies, and depends on the following:

- workload
- length of the shift
- previous hours and days worked
- time of day or night worked.

b) The most common effects associated with fatigue are:

- desire to sleep
- lack of concentration
- impaired recollection of timing and events
- irritability
- poor judgment
- reduced capacity for effective interpersonal communication
- reduced hand-eye coordination
- reduced visual perception
- reduced vigilance
- slower reaction times

- Lack of concentration
- Impaired recollection of timing and events;
- Irritability;
- Poor judgement
- Reduced capacity for communicating with others
- Reduced hand-eye coordination
- Reduced visual perception
- Reduced vigilance
- Reduced capacity to judge risk; and
- Slower reaction times.

Evidence also suggests that fatigued people are more likely to engage in risk taking behaviour.

Each of the above effects is relevant to all occupations. Not only do these effects decrease performance and productivity within the workplace, but they simultaneously increase the potential for accidents and injuries to occur.

People working in a fatigued state may place themselves and others at risk, most particularly:

- when operating machinery (including driving vehicles)
- when performing critical tasks that require a high level of concentration
- where the consequence of error is serious.

c) Managing Fatigue

According to the hierarchy of control, the ideal solution when managing fatigue is to completely eliminate factors that contribute to fatigue. This may involve the elimination of night shifts and extended working hours. If this is not possible, there are a number of control options that may be used alone, or in combination, to minimise and control exposure to fatigue.

Because fatigue is caused by a combination of factors, the most effective way to manage it is by using a combination of risk control measures. Examples include:

- limiting shift work to essential jobs and tasks that must be completed at night
- redesigning work practices so that routine administrative tasks are minimised for night shift workers, allowing them to focus on core duties during night work
- scheduling later start times so that maximum night sleep can be obtained before starting work (however this can affect those on night shift)
- scheduling low risk work during periods of high fatigue, such as night time (especially during the hours of 12am to 6am) and/or in the latter half of shifts
- scheduling complex tasks to be performed only during the day.

Fatigue may arise from both work and non-work related activities and can have an effect on an employee's state of alertness.

3.0.27 TRAVEL TO WORK IN DISTANT AND REMOTE LOCATIONS

When employees are required to travel to work in distant locations, they shall:

1. carry with them 20 litres of water
2. sufficient emergency food rations
3. ensure the vehicle is in roadworthy condition by conducting a safety pre-start inspection
4. carry an additional spare wheel
5. notify a responsible person of their departure time and expected arrival time
6. notify that person when they arrive at their destination

4.0 TRAINING

Objective

To ensure all employees understand and can meet their responsibilities under work safety and health laws.

Employees shall be provided with training to ensure they understand and can meet their responsibilities under work safety and health laws. New employees and employees who change their work duties, or who have been away from work for an extended period, are particularly vulnerable to injury. These employees shall also be given adequate training and supervision.

Training will be a balance of structured on-the-job training and formal training sessions provided internally or externally. In many cases safety training can be incorporated into skills and task training already provided by the organisation.

4.0.1 Training Needs

Training needs shall be identified and provided as appropriate. Training should be designed to:

- Enable employees to work in a safe manner;
- Enable the organisation to achieve its occupational safety and health objectives; and
- Meet training requirements in occupational safety and health laws.

4.0.2 Types of Training

Training needs may include:

- a) Standard rules and procedures;

- b) Competency Based;
- c) Incident Investigation;
- d) Risk Management;
- e) Job Hazard Analysis;
- f) Developing Safe Work Procedures;

Training programmes shall be regularly reviewed to ensure ongoing organisational relevance.

4.0.3 Induction and Job Safety Training

Objective

To protect employees, contractors and visitors and have employees competently perform work.

We shall achieve this by the provision of Safety Inductions and On-The-Job Safety Training to lower the risk of incidents and to ensure that people are competent to perform the work required of them.

Accountabilities

Management shall be accountable for ensuring that all new employees are able to work safely by:

- a) Implementing site induction;
- b) Involving them in general safety training before they begin the job;
- c) Ensuring that they are trained and equipped to carry out their work according to safe work procedures and that their competence has been tested;
- d) Ensuring that they have on the job safety training;
- e) Ensuring that training is ongoing; and
- f) Making sure all contractors utilised by the organisation undertake induction and that they are committed to working safely.

The *Safety Representative* is accountable for assisting management with the provision of general safety training for new employees, contractors and visitors.

The *Supervisor* is accountable for giving top priority to the safety of all employees by ensuring that they understand the Job Hazard Analysis and the condition of the work environment.

An Induction and Job Safety programme shall be developed for all employees and sub-contractors who will be used by our organisation. The program includes the basic information relating to the organisations hazards and the reporting and consultative mechanisms.

4.0 Competency Assessment & Training

All tasks require a specific set of knowledge and skills. This varies depending on the type and complexity of the job. Assessing people using their knowledge and skills in an on the job situation is the key to competency assessment.

Procedures are in place to assess the competencies of personnel to perform assigned tasks safely and competently. The competencies shall be assessed on the basis of task skills and skills achieved through education, training or experience. The assessment shall also take into account Occupational Safety & Health Policies, procedures and systems.

Competency Assessments shall be conducted of all personnel, including contractors and visitors. Further training shall be undertaken as required.

Refer Appendix 14 "Operation of a Backhoe" and Appendix 15 "Follow workplace procedures for hazard identification and risk control".

ADDITIONS:

5.0 WORK AT HEIGHTS

When there is a requirement to work at heights a risk assessment shall be conducted prior to commencement of work. Appropriate risk control measures shall then be implemented and employees adequately trained in the use of the procedures and equipment.

Scaffolds, elevating work platforms or temporary guardrailing are the most effective fall prevention measures. Where it is not practicable to use these higher order controls, employers may need to consider the use of travel restraint or fall arrest systems.

Travel restraint systems are fall prevention measures that limit the travel of workers to ensure they do not reach an edge from which they may fall. Fall arrest systems, also known as "fall injury prevention systems", arrest the user in the event of a fall. These systems can be anchored to one point or to a horizontal lifeline.

a) Safety Harness

Regardless of the risk assessment If you are at risk for falling three meters or more at your workplace, a safety harness shall be worn, e.g. when working around unprotected edges on walls; platforms and roofs. The maximum safe fall allowed by an effective safety harness is 1.8 meters.

If the fall protection is required, establish a complete fall protection program if one is not in place. The program should include:

- a) The training of workers;
- b) The selection of equipment;
- c) Fit testing;

- d) Inspection of the equipment and
- e) Maintenance.

Employees shall be provided with accredited training in the use of a safety harness. No work shall commence on the roof of a building until the roof has been inspected to assess its structural integrity. The harness shall be attached to an approved anchor point.

Inspection of Harnesses

Inspections shall be made of harnesses and recorded.

Examples of defects and damage

- a) A knot in the lanyard, other than those intended by the manufacturer;
- b) Surface abrasion across the face of the webbing and at the webbing loops;
- c) Abrasion at the edges;
- d) Cuts to the webbing, rope or stitching, particularly at the edges, e.g. where the lanyard may have been choke-hitched around steel work;
- e) Chemical attack which can result in local weakening and softening - often indicated by flaking of the surface. There may also be a change to the colour of the fibres;
- f) Heat or friction damage indicated by fibres with a glazed appearance which may feel harder than surrounding fibres; and
- g) Damaged or deformed fittings, e.g. karabiners, screwlink connectors, scaffold hooks.

6.0 INJURY MANAGEMENT & REHABILITATION (at this time all injury management and rehabilitation will be managed by the Workers Compensation process)

Definitions

'Injury Management' and 'Rehabilitation' is defined as:

a) *INJURY MANAGEMENT*

Injury management is a workplace managed process incorporating employer and medical management from time of injury to facilitate where practicable, efficient and cost effective maintenance in or return to suitable employment.

b) *REHABILITATION*

Rehabilitation may be part of the injury management process and where necessary can include but is not limited to the use of physical and vocational services.

a) Injury Management

The Injury management process covers a range of aspects including human resource management, industrial relations practices, claims management procedures and return to work processes.

The basic principles include:

- Recognition that employers and injured workers are the primary stakeholders within the workers' compensation system;
- Maintenance in or a safe return to work is the expected outcome;
- Medical practitioners and employers play a central decision making role in the return to work of injured workers;
- The focus of all services should be workplace based;
- The injury management process should be a transparent, cost efficient and effective process;
- Early intervention and proactive injury management is critical in achieving return to work goals; and
- When vocational rehabilitation is required all parties are involved in a process that is transparent and requires joint decision making.

b) Rehabilitation

As a means of facilitating an early return to work following an injury employees may be offered alternative work, other than the work they would normally perform. In the event of an injured employee being offered alternative work the client shall be advised of this arrangement prior to the employee entering and working on the client's work site.

The process should involve:

- a) Initial assessment;
- b) Support counseling;
- c) Aids and appliances that may be required;
- d) Training and education;
- e) Workplace assessment; and
- f) Placement activities.

7.0 FIRE DRILLS

Employees need to be trained in the procedure including how to raise an alarm and any designated role they have been assigned. Fire evacuation drills should be conducted at least annually. The drill must be recorded detailing:

1. The date and time of the drill;
2. The names of participating personnel;

3. The time taken for personnel to evacuate the building following the sounding of the alarm;
4. Personnel who did not respond and why, e.g.
 - May not have heard the alarm (may need a more audible alarms, insufficient numbers of alarms throughout the workshop);
 - Contractors who had not been inducted;
 - Visitors who had not been inducted;
5. Post drill review meeting;
6. Actioning of issues arising out of the review meeting; and
7. Evaluating the effectiveness of recommended corrective actions.

References

- The Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- The Mines Safety & Inspection Act 1994 & Regulations 1995
- Australian Code for the Transport of Dangerous Goods by Road and Rail (ADG Code); or which meet the classification criteria of the ADG Code.
- "Fire precautions" OSH Regulation 3.9
- Australian Standard 1851.1. – 1995 Clause 2.2.1 (a) type 1. (six monthly inspections)
- Pilbara Iron Iron Safe Safety Standards
- Australian Standard 2359.2 - 1985
- Australian Standard 2550.1 – 1993
- Australian Standard 3775 – 1990
- "GUIDELINES ON THE REQUIREMENTS FOR DOGGERS TO BE CERTIFIED"
- National Model Regulations for the Control of Workplace Hazardous Substances* [NOHSC:1005(1994)].
- National Commission's National Code of Practice for the Labeling of Workplace Substances [NOHSC:2012(1994)].
- Australian Standard 2359.2.
- Australian Standard 2550.1 – 1993 Section 8 Maintenance, Inspection and Repair 8.2 (a) (b).
- Hamersley Iron Isolation Regulations (Revision D) May 1999
- Main Roads WA Guideline for Occupational Safety and Health Safety Plan development for Contracts.
- WorkSafe Western Australia WorkSafe Plan
- The World Wide Web