



## WORKCON & MOONYAH WORKFORCE HEALTH AND SAFETY INDUCTION BOOKLET

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## 1.0 INTRODUCTION

This Induction outlines the safety management strategy to always be utilised by Workcon or Moonyah Workforce (“The Employer”) employees during the labour supply contract on our clients’ projects. The objectives of The Employer’s **health and safety program** are to achieve a work environment in which no person is injured, and no plant and equipment is damaged. The Employer genuinely wants our employees to be safe and return home after work injured free.

The following prerequisites are necessary to achieve these objects:

- A Safe Place to Work
- A Safe System to Work
- A Safety Conscious Workplace

This Induction is not intended to encompass all aspects of safety throughout all worksites. Further detailed instructions and procedures will be discussed at site specific inductions. Safety begins with a positive and responsible attitude both on and off the job. It is in your own interest and the interest of your co-workers for you to carefully read, understand and follow these guidelines and procedures. This Induction was prepared by Workcon & Moonyah Workforce management with continual improvement through consultation with our employees.

## 2.0 SAFETY POLICY

Our Occupational Health and Safety and Rehabilitation Policy is based on a belief that the well-being of people employed at work, or people affected by our work, is a major priority and must be considered during all work performed on our behalf. People are our most important asset, and their health and safety are our greatest responsibility. The public shall be given equal priority to that of our employees.

**The objectives of our safety policy are:**

- To establish measurable targets to ensure continued improvement aimed at achieving an accident and injury free workplace.
- To comply with legislation, standards, codes, and other accepted industry guidelines.
- To make health and safety an integral part of every managerial and supervisory position.
- To ensure health and safety is considered in all planning and work activities.
- To involve our employees in the decision-making processes through regular communication, consultation, and training.
- To provide a continuous program of education and learning to ensure that our employees work in the safest possible manner.
- To identify and control all potential hazards in the workplace through hazard identification and risk analysis.
- To ensure all potential accident/ incidents are controlled and prevented.
- To provide effective injury management and rehabilitation for all employees.

**The success of our health and safety management is dependent on:**

- Pro-active planning of all work activities with due consideration given to implementing HSE controls that are suitable to each given situation.
- Understanding the total work process and associated HSE risks.
- Ensuring the team is totally committed to achieving our objectives.
- Ensuring that open and honest communication exists between management and all employees.

## 3.0 HSE CONSULTATION STATEMENT

We recognise that workers’ participation is critical in ensuring a safe workplace, through improved hazard identification, risk assessment and implementation of agreed control measures, and will also create a positive safety culture which will result in reduced incidence of illness and injury. Due to the highly changeable nature of labour hire, it is critical for the management of health and safety to have an effective process for communicating safety information.

We will communicate through different means to workers regarding Occupational Health and Safety issues through:

- Where applicable holding pre-start safety briefings, this may be in conjunction with the host contractor.
- Toolbox meetings.
- Regular newsletters.
- Notice boards.
- Safety Alerts.
- Phone calls / Text messages / Emails

An Occupational Health and Safety Committee maybe established on site in conjunction with us and/or by the host contractor. These may include the following responsibilities:

- Assisting in education of the workforce in Occupational Health and Safety matter.
- Motivating and encouraging employee participation in Occupational Health and Safety Activities.
- Reviewing incidences and other Occupational Health and Safety and Injury Management Statistics and recommending appropriate corrective action to management.
- Assisting in incidents investigation on an individual member basis, according to the work area in which the incident occurred.

- Ensuring effective application of corrective actions for identified non-conformance.
- Participating and supporting the risk assessment process with management and assisting in the development of Safe Work Method Statements (“SWMS”).
- Setting an example to other employees in the use of PPE and compliance with Workcon / Moonyah Workforce safe work procedures.

### 3.1 YOUNG WORKERS POLICY

Workers identified as being less than 18 years old are not to undertake any high-risk work activities. They will only perform basic work duties such as cleaning and manual labouring.

**Here are a few tips to help stay safe at work for young workers:**

- Undertake training and learn how to identify hazards, manage risks, and work safely before you start.
- Ask your site supervisor to watch and check that you are doing the job correctly.
- Speak up and let your site supervisor know if you think a task is too dangerous or difficult for you.
- Ask questions and check with supervisors and co-workers when you are not sure or cannot remember how to do the job safely.
- Learn what to do and where to get help in an emergency.
- Always follow the safety rules and procedures.
- Always wear any personal protective equipment (PPE) provided by your site supervisor or Employer’s area manager.
- Report all injuries (minor or major), OHS incidents and near misses to your site supervisor or Employer’s area manager.
- Look out for and report hazards.
- Keep an eye on your co-worker, especially if they are new to the workplace and are unfamiliar with OHS issues.
- Try to get a good night’s rest before heading into work. Feeling tired can lead to dangerous mistakes.
- If you have a safety concern, talk with more experienced workers such as supervisors, co-worker, or your family to get some advice.

### 3.2 WORKPLACE INJURY MANAGEMENT POLICY

We regard the health and safety of our employees as paramount. Injury management of our employees will be managed in accordance with the Injury Management Plan. We believe that any employees incapacitated by, or during his employment, is entitled to the best available care and assistance towards the restoration of his physical, mental, social, vocational, and economic wellbeing in the shortest possible time.

**Workcon & Moonyah Workforce is committed to:**

- Ensuring that return to work as soon as possible by an injured worker in normal practice and expectation.
- Providing suitable duties/employment for an injured worker, as an integral part of the rehabilitation process.
- Consulting with our workers and any Third-Party Providers representing them to ensure that our rehabilitation programs operate effectively.
- Ensuring that participation in rehabilitation program will not, of itself, prejudice, and injured worker.

### 3.3 FIT FOR WORK – DRUGS, ALCOHOL & FATIGUE POLICY

All our employees are medically fit to perform the tasks they have been assigned to perform. Further they are all inducted into the Workcon and Moonyah Workforce Drug and Alcohol Policy. Workers who are affected by fatigue or alcohol and other drugs can be a danger to themselves and/or others, this matter will be treated as a safety issue. All workers have an obligation to look after their own safety and the safety of others in their workplace. Worker must adhere to relevant awards & legislation pertaining to adequate breaks between shifts to ensure they are not affected by fatigue.

- A. The policy applies to everyone without distinction.
- B. A worker who is affected by alcohol and or any other drugs will not be allowed to work until he/she is deemed safe to do the work.
- C. A worker who is affected by fatigue will not be allowed to work until he/she is deemed safe to do the work.
- D. A joint decision on a person’s ability to work in a safe manner will be made by the site supervisor and/or our management.
- E. A worker who is unable to communicate effectively within the workplace due to the effects of drugs and alcohol will not be allowed to work until they are able to communicate effectively, as effective communication is vital to the operation of a safe workplace.
- F. If a worker who is affected by alcohol and or other drugs is sent home, he/she will not be paid sick leave for that day.
- G. A person affected by drugs or alcohol will be cautioned in accordance with the agreed procedure.
- H. On each occasion the worker is affected by alcohol or drugs, he/she will be given a written warning and made aware of the availability of treatment or counselling.
- I. If a worker refuses help under the Drug and Alcohol policy, he/she may lose the protection of the policy. A worker refusing assistance under the policy will be dealt with under the company disciplinary procedures.
- J. Where an employee is requested to leave the workplace, effort will be made to ensure that the employee is not in breach of the Motor Traffic Regulations. Alternate transport arrangements will be offered.

#### **4.0 WORKCON or MOONYAH WORKFORCE SAFETY REPRESENTATIVE**

- Ensures that on-site supervisors receive up to date information on all relevant health and safety controls and governing legislation is, in conjunction with the HSE Manager.
- Attend Safety Committee Meetings and maintain records of meetings including any recommendations made.
- Conduct inspections of the workplace to ensure the observance of the health and safety standards and take corrective measures and requirements.
- Investigate and report all hazards and incidents and take corrective action to prevent the re-occurrence of such hazards and incidents.
- Ensure all injuries, work related illness and dangerous occurrences are investigated and recorded.
- Ensure adequate protective clothing and equipment is available and is being used correctly by all persons in the workplace.
- Check on all plant and equipment to ensure maintenance records comply with the manufacturer's specifications.
- Maintain up-to-date records when applicable for:
  1. Weekly workplace inspections
  2. Hazard reporting
  3. Injury reporting and accident investigations
  4. Plant and equipment register.
  5. Daily mobile plant status and Pre-Start Checklists

#### **4.1 EMPLOYEE RESPONSIBILITIES**

All employees are responsible for:

- Working in a manner that will not endanger yourself or any other person.
- Using protective clothing or equipment as provided by the employer.
- Reporting to the supervisor, or safety committee immediately of unsafe conditions or activities' dangerous occurrences, or injury in the workplace.
- Assisting new employees in the proper work procedures and practices.
- Not using any defective or damaged protective clothing, equipment, but return the item to the supervisor for replacement.
- Not removing or interfering with anything that has been provided in the interest of Health & Safety in the workplace.
- If in doubt of any item on Health & Safety, which could affect yourself, or any other person, check first with the on-site supervisor or employer area manager.

#### **Disciplinary Action**

On the first occasion where poor safety performance becomes a matter of concern, the immediate supervisor or area manager shall speak to the employee and remind him of the company disciplinary procedures, and that this is the first warning. The supervisor or area manager shall record such interviews in a diary as well giving notice of the cautionary interview to the host contractor.

If poor safety performance persists, the employee shall be interviewed (this may take place in the presence of the supervisor and/or area manager) and then given a written warning summarising the particulars of the issue and necessary desired changes.

Failure by an employee to affect the desired improvement after issue of this final written warning, the employee may be stood down or given notice of dismissal. Additionally, persons will be instantly dismissed or removed from site for acts of sabotage or theft, particularly where the Health and Safety of employees are placed at risk.

#### **5.0 RESPONDING TO ACCIDENTS/INCIDENTS AND INJURIES**

##### **Reporting:**

All injuries will be reported to the appropriate First Aid Officer on site. Injuries will be recorded in the Site Injury Register and by a safety representative of Workcon or Moonyah Workforce. Reporting requirements will include:

- Incidents involving a fatality or serious injury, or illness will be reported to the appropriate governing body (ie WorkCover for workers in Queensland or icare for New South Wales) immediately and the Workers Compensation Insurer within 48 hours.
- Other incidents involving injury or illness where worker's compensation is payable or may be payable, we will notify the Workers Compensation Insurer within 48 hours.
- Serious incidents that are immediately life threatening but result in no injury or illness, e.g., the collapse of an excavation with no injury, will be reported to the appropriate governing body (ie WorkCover for workers in Queensland) immediately.
- Other incidents that are not immediately life threatening, e.g., exposure to specific substances such as asbestos, will be reported within 7 days
- Records will be kept for a minimum of 7 years or 30 years where exposure to a carcinogenic substance occurs, e.g., asbestos.

## 6.0 STATUTORY REPORTING

### Reporting of work injuries and diseases

All deaths and certain types of injury or disease, in connection with work, must be reported. Failure to report could lead to prosecution. Reporting must be done by the relevant employer whenever death or certain types of injury occurs in connection with the relevant employer's business.

#### 6.1 REPORTING IS REQUIRED FOR:

- Employees who suffer death/injury/disease at work or at employer provided residential premises.
- Non-employees who suffer death/injury/disease at a workplace or in connection with the business of an employer or a self-employed person; and
- Self-employees people who suffer death/injury/disease at work or in connection with work.

#### 6.2 TYPE OF INJURIES THAT MUST BE REPORTED:

- A fracture of the skull, spine or pelvis.
- A fracture of any bone in the arm, other than in the wrist or hand, or in the leg, other than a bone in the ankle or foot.
- An amputation of an arm, a hand, finger, finger joint, leg foot, toe or toe joint.
- The loss of sight of an eye.
- Any injury other than those referred to above which, in the opinion of a medical practitioner, is likely to prevent the employees from being able to work within 10 days of the day on which the injury occurred.

#### 6.3 TYPES OF DISEASES THAT MUST BE REPORTED:

Infectious diseases: tuberculosis, viral hepatitis, legionnaire's disease and HIV where these diseases are contracted during work involving exposure to human blood products, body secretions, excretions or other material which may be a source of infection. Occupational zoonosis: Q fever, anthrax, leptospirosis and brucellosis where these diseases are contracted during work involving the handling of, or contact with, animals hides, skins, wool, hair, carcasses or animal waste products.

## 7.0 WORKERS COMPENSATION AND REHABILITATION

### 7.1 REHABILITATION POLICY:

- Commitment to preventing injury and illness by providing a safe and healthy working environment.
- Commitment to ensuring that the occupational rehabilitation process is commenced as soon as possible after and occupational injury or occupational illness in a manner consistent with medical judgment.
- Commitment to ensuring that return to work as soon as possible by an injured worker is a normal practice and expectation.
- Commitment to providing where possible, suitable duties / employment for an injured worker, as integral part of the rehabilitation process.
- Commitment to consulting with our employees, and where necessary, any industrial union of employees representing them, to ensure that our rehabilitation program operates efficiently.
- Commitment to ensuring that participation in a rehabilitation program will not disadvantage and injured worker.

## 8.0 HSE INDUCTION

### 8.1 PROCEDURE:

We will ensure that persons carrying out the nominated work have relevant training including Occupational Health and Safety (OHS) Induction Training. Workers will not carry out construction work until they have received the minimum requirements for OHS induction training:

1. Industry (general) Induction;
2. Where applicable Work Activity OHS induction; and
3. Where applicable Site Specific OHS Induction.

#### Selection and use:

- All workers will receive the above three minimum OHS induction training requirements before work onsite commences
- The induction includes a Manual Handling Safety induction.
- The induction includes Noise Exposure Limits.
- Induction in Workcon / Moonyah Workforce Rehabilitation Procedure.
- Training in their safety responsibilities and disciplinary action.
- Record their skills & competencies.
- Acknowledge Receipt of personal protective equipment.
- Be made aware of all other sections in our Project Safety Plan.



## 8.2 MANUAL HANDLING

Manual handling means using your own strength to lift, move or support objects rather than using machinery or equipment to bear the load. All tasks must be assessed for risk of injury and must comply with the Manual Handling Code of Practice.

Manual Handling refers to any activity that involves human force to lift, lower, push, pull, carry, restrain or hold a load. After assessing the situation, if manual handling is the only method available, the following steps should be adhered to,

- Use the proper lifting techniques.
- Size up the load.
- Keep your back straight.
- Bend your knees.
- Hold the load close to you.
- Use the power of your legs.
- Avoid twisting and turn using your feet.
- Ensure your view is clear.
- Break down the load.
- Make extra trips if necessary.

Most jobs involve some type of manual handling and workers are at risk of manual handling injury. Manual handling causes around 25% of all workplace injuries.

The following factors should be considered in managing manual handling on site:

- the intensity of the work
- repetition of the work
- muscle size
- boredom
- fitness

## 8.3 NOISE MANAGEMENT CONTROL PLAN

Workcon / Moonyah Workforce considers the following objectives to be applicable to the workplace through collaboration and consultation:

- Providing a safe workplace for employees and sub-contractors through consideration of the effects of noise (i.e. hearing loss, tinnitus, annoyance, poor communications, personal and social consequences and possible effects on health, safety and productivity).
- Meeting legislative obligations in complying with the applicable state regulation and code of practice.

### Administrative control measures:

In situations where engineering controls are rendered ineffective or not feasible, Administrative Noise Controls Measure may be utilised. These control measure shall take the form of:

- Job Rotation
- Job Redesign and
- Rosters

When utilising Administrative Noise Control Measures, regular checks shall be conducted to ascertain whether or not minimum requirements are being maintained.

### Personal Hearing Protection:

In the case where engineering and administrative noise control techniques are ineffective or not feasible, Personal Hearing Protection shall be utilised in order to reduce the exposure to excessive levels of noise.

- Hearing Protection Areas - Areas where persons may be exposed to noise levels which exceed those set by the Occupational Health and Safety legislation, shall be signposted as "Hearing Protection Areas". The signs are to comply with AS 1319 specifications. Where signage is not possible, warning notices will be attached to plant / equipment advising of the risk of operating without hearing protection. Written or verbal instructions will be issued for the use of hearing protection, and supervision of known hearing protection areas will be maintained.
- Selection of hearing protection - Personal hearing protection shall comply with AS1270, and are to be placed at the entrances of hearing protection areas.
- Inspection and maintenance - Regular checks to ensure ear plugs are continually available will be undertaken.

### Education:

The following topics (in regard to excessive noise exposure) to be on both toolbox talk meeting agendas and part of the site induction syllabus are:

- What is Noise.



- The range of health effect due to noise.
- The social handicaps of noise induced hearing loss and tinnitus.
- The exposure to noise in their workplace.
- The specific control measures which are necessary in relation to each employee's job (these measures may include instruction in correct use and maintenance of noise control equipment and correct methods of operation for minimizing noise levels).
- The reasons for, and nature of, the general noise control measure which are to be used to protect them and other people who might be affected by their work.

## 9.0 HAZARD REPORTING AND RISK ASSESSMENTS

### Procedure:

We recognise that, because of their familiarity with their work tasks and work environment, our staff are best placed to identify workplace hazards that may arise from time to time. Accordingly, the following procedure shall be implemented when workplace hazards are identified:

- 1) If it is safe to do so, Workcon / Moonyah Workforce employee shall immediately take all reasonable steps to control the risk arising from a hazard in the short term.
- 2) Staff members shall notify their site supervisor or Workcon / Moonyah Workforce area manager of the hazard.

The Site supervisor shall immediately eliminate or control the risk arising from the hazard to the lowest level reasonably practicable.

### Assessment:

When a hazard is identified in the workplace a Risk Class will be assessed immediately using the categories outlined below. The Risk Class will determine the appropriate level of response required to protect the health and safety of workers – i.e. immediate, within 24 hours, within 48 hours and so on.

**Risk level 1: High Risk**

*Does the hazard have the potential to kill, or permanently disable you?*

**Risk level 2: Medium Risk**

*Does the hazard have the potential to cause a serious injury or illness which will temporarily disable you?*

**Risk level 3: Low Risk**

*Does the hazard have the potential to cause a minor injury which would not disable you?*

## 10.0 SAFE WORK METHOD STATEMENTS (SWMS)

SWMS will be developed and assessed on a case-by-case basis, with proper consideration given to factors such as:

- Foresee ability or risk to health and safety.
- Likelihood of risk to health and safety.
- Consequences of the risk to health and safety.

The development of the SWMS is to be carried out by relevant site supervisors and employees in conjunction with OHS Representatives. A SWMS is to be developed to determine any hazards inherent in a particular task, the risk arising from those hazards and the elimination or control strategies required to be implemented in order to reduce the risks to the lowest level reasonably practicable.

The SWMS will:

- Describe how the work is to be carried out.
- Identify the work activities assessed as having safety risks.
- Identify the safety risks.
- Describe the control measures that will be applied to the work activities.
- Include a description of the equipment used in the work, the standards or codes to be complied with, the qualifications of the personnel doing the work and the training required to do the work.

SWMSs shall be reviewed by the site supervisor and/or area manager periodically, when there is a change in the system of work, plant, equipment or materials used in the relevant work process or task or when injury or illness results from the work process or task.

## 10.1 SAFE WORK PROCEDURES (SWP)

### SWP#1 – Safe Use of Angle Grinder

When angle grinders are being used by our employees the following procedures will be followed.

#### Basic abrasive cutting procedure:

- Describe how the work is to be carried out.
- Be sure work piece is securely held down (both sides of the cut if practical).

- Start the cut gently – Do not 'bump' the wheel to start a cut.
- Feed the wheel through the work as fast as possible without slowing the wheel in the cut.
- Do not 'baby' the wheel through the cut.
- The abrasive cutting operation generates a great deal of localised heat which causes rapid expansion to the piece being cut. Wheel operated at a speed significantly below an efficient speed, or if fed through the cut too slowly, will generate excessive heat, resulting in rapid wheel wear, fraying around the edge of the reinforced wheels and wheel breakage.

#### **Basic Grinding Procedures:**

- Do not 'baby' the wheel through the cut.
- Do not 'Bump' when starting to grind or while grinding. Do not use excessive pressure, allowing the wheel to do the work.

#### **Fitting the cutting off wheel:**

- These units have correct flanges for the cutting off wheel (minimum 1/3 wheel diameter) with 16mm centre hole size (100mm), 22mm (225mm) and 20mm.

#### **Disconnect grinder from power supply:**

- Remove locking nut by placing one spanner on shaft near machine head, place the other spanner on the locking nut and turn anti-clockwise (clockwise on 300mm) to remove (some models have a locking button on the gear box and requires one spanner only).
- Remove top flange.
- Place cutting off wheel on remaining flange fitting the centre hole over locating ridge on (100mm + 300mm).
- Replace top flange (225mm fit locating ridge into centre hole on disc). (300mm only) replace locking nut ensuring correct fit into the centre of the flange.
- Tighten flange firmly by turning clockwise (300mm anti-clockwise). Apply firm pressure to spanner insufficient pressure result in 'snapping' up on nut when the wheel is placed on the job making it very difficult to remove.

#### **Fitting the guide Frame:**

- Loosen the wing nuts on the clamping screws until the screws are loose in the guide slots. Position the screws diagonally in the slots of the guide frame
- Hold the guide frame at an angle to the hole in the guard. The screws can now be inserted in the holes in the guard. When the guide frame is swung parallel to the guard
- Adjust the height and tighten the wing nuts. To remove the guide frame, reverse the above sequence.

#### **Switching on or off:**

4" – (100mm)

The machine is switched on and off by means of the sliding switch. Switch the machine on by sliding the switch forward. Release the switch and the machine will stop automatically. Slide the switch back to stop. Do not place the machine on a hard surface until the wheel has stopped completely. Newer models have an overload switch built in. This is located near the cable entry point and can be reset by depressing the button.

9" – (225mm)

The machine is switched on and off by means of the sliding switch. Switch the machine on by sliding the switch forward. Release the switch and the machine will stop automatically. Do not place the machine on a hard surface until wheel has stopped completely.

12" – (300mm)

The switch is switched on and off by means of the switch in the integral hard guard. Switch the machine on by depressing the switch. Release the switch and the machine will stop automatically. Do not place machine on a hard surface until the wheel has stopped completely.

#### **Safety Precautions:**

- When using electrical tools, basic safety precautions should be followed to reduce risk of fire, electric shock and personal injury. Read all instructions before attempting to operate the product.
- Eye protection must be worn when using these machines. (Full face shield required over safety glasses)
- Hearing protection should be used, also use face or dust mask if operation is dusty.
- Do not transport machine with blade attached.
- Wheels are to be stored in a dry place and protected from blows and vibrations.
- Wheels must be able to be fitted on to the mounding fixture by hand easily.
- During cutting off, roughing, and grinding with wheels, the guard must always be used.
- Damaged wheels must not be used.
- Before changing the wheels or carrying out any work on the machine, always remove plug from socket.
- Consider work environment – Do not expose power tools to rain. Do not use power tools in presence of flammable liquids or gases.

- Keep children and visitors away. Do not let children contact tool or extension cable.
- Do not misuse cable – never carry tool by cable or yank it to disconnect it from the socket.
- Keep cable from heat, oil, and sharp edges.

#### **Follow instructions for changing wheels:**

- When new wheels are fitted, test run at full operation speed without load before commencing operation.
- Ensure angle grinder is fitted with a dead-man switch.
- Ensure all electrical equipment is in good condition and checked and tagged for current period prior to use.

#### **SWP#2 – Safe Use of the Circular Saw**

All operators should be trained in the safe use of the circular saw, including emergency stop procedure's, they should read the manufacturer's instructions before using the machine. Guards should be in good working order.

- Use suitable PPE
- Clothing should be close fitting and long hair should be tied up out of the way of machinery parts.
- Use a sharp blade designed for the job at hand. Never twist the blade while cutting and never use a circular saw that vibrates or seems unsafe in any way.
- Check the retracting lower blade guard often to make sure that it works freely. It should cover the teeth as completely as possible as well as the portion of the blade that it is not cutting. Never hold the retracting lower guard in the open position
- Let the saw reach full power before cutting.
- Make sure the lower blade guard is fully returned before putting the saw down.
- Disconnect the saw from the power supply before adjusting or changing the blade.
- Use both hands to operate the saw one on the trigger switch the other on the front knob handle. Keep the motor and it's housing clean free from oil, sawdust and woodchips.
- Keep the upper guard and the retracting lower guard clean and free of sawdust.
- Choose the proper blade for the work being cut and always allow it to cut steadily. Do not force it.
- Check that the saw blade has been fitted correctly and will rotate in the right direction.
- Do not over tighten the blade-locking nut.
- Check the saw often to see that the blade is spinning smoothly and evenly.
- Clamp or wedge the work being cut so that it cannot move.
- Never place your hand under the shoe or guard of the saw.
- Make sure to check the material to be cut for nails and screws before starting.
- Never over-reach. Always keep a firm footing and proper balance.
- Never force the saw at any time during cutting.

#### **SWP#3 – Safe Use of Electrical Drills**

Anyone operating a power drill should be trained in its safe operation. They should also read the manufacturers' instructions before using the drill and understand how to stop the drill in an emergency.

#### **When using power drills make sure that:**

- The drill you are using is suitable for the task in hand.
- Make sure you wear safety glasses or a face shield and ear protection.
- Limit the use of gloves when working close to rotating pieces of machinery.
- Long hair is to be tied up out of the way of the drill bit and close-fitting clothing is worn.
- Air vents in the drill are kept free from dust, oil and wood, plastic, and metal scraps.
- Make sure the chuck is well tightened.
- Make sure the chuck key has been removed before starting the drill as it could fly out and blind you.
- The work piece being drill cannot move.
- You reduce pressure on the drill just before breaking through the other side of the piece being drill
- You drill a small pilot hole to act as guide before drilling large hole.
- You never use a bent drill bit – it reduces your control of the drill.
- The manufactures recommended loads or drilling capacities for a drill are never exceeded.
- High speed drill bit is always used when a hole saw cutter is in use.
- Make sure you never stretch to get at the work piece and always keep a proper footing and balance.

#### **When drilling a small piece of wood, metal or plastic:**

- Choose the bit or attachment that suits the size of the drill and the job to be done.
- Make sure that bits and attachments are properly seated and tightened in the drill chuck.
- Follow the manufacturer's instructions when choosing and using a bit or attachment.

#### SWP#4 – Safe Use of Electrical Equipment

- All electrical equipment, including extension leads and Residual Current Devices (RCD) will be checked and tagged in accordance with the industry code of practice monthly.
- Extension leads will be kept off the ground/floor and will be conveyed via lead stands and/or insulated lead hooks. RCD's will be used on all connections to power supplies (site power boards)
- All electrical equipment will have a current inspection tag prior to the usage of the equipment on site. Electrical appliances in site shed will be checked and tagged prior to their usage on site.

#### SWP#5 – Manual (Materials) Handling

Manual Handling refers to any activity that involves human force to lift, lower, push, pull, carry, restrain or hold a load. After assessing the situation, if manual handling is the only method available, the following steps should be adhered to,

- Use the proper lifting techniques.
- Size up the load.
- Keep your back straight.
- Bend your knees.
- Hold the load close to you.
- Use the power of your legs.
- Avoid twisting and turn using your feet.
- Ensure your view is clear.
- Break down the load.
- Make extra trips if necessary.

#### SWP#6 – Plant and Machinery

Where any plant and/or machinery is required for use on sites the following needs to be adhered to:

Where any plant or machinery is to be set up near any overhead powerlines, consult with your onsite site manager or supervisor. You can also contact your employer / area manager if unsure:

- Consider the possibility of the overhead powerlines swing in windy conditions.
- Where certification is required to operate any plant or certification issued by a statutory authority, a check will be made to ensure appropriate certification is held by the operator. **Do not operate plant or machinery if you are not qualified to do so.**
- All plant and machinery used will be maintained in accordance with the manufacturer's specification or not exceeding monthly intervals.
- Operators of hired plant or machinery will be required to produce for inspection a copy of plant or machinery records prior to commencing work and then at monthly intervals. This is in accordance with Australian Standard AS2294.
- Personnel working in the vicinity of plant will be required to wear high visibility vest.
- Mobile phones and/or personal radios will not be used by operators of any plant or machinery, or those in the vicinity of the plant and machinery.

#### Safe Working Distances (Overhead Powerlines)

Where any moving plant, machine or scaffold is to be set up and or operated adjacent any overhead powerlines, consult with on-site management to see if the powerlines need to be decommissioned or protected whilst work is carried out. Ensure that persons at work, their plant, tools or other equipment and any materials used or arising from the work, do not come into proximity with overhead electrical powerlines.

Ensure that a thorough examination of the approaches and surroundings of the site is carried out before taking plant to the site or setting it up. This examination is to determine what precautions need to be taken to prevent any part of the plant, any load carried on it and any persons on it coming within the following distances to overhead powerlines.

**The minimum working distances from any electrical powerlines are as follows:**

Voltage	Distances
Up to 132 000 Volts	3 meters
Above 132 000 and up to 330 000 Volts	6 meters
More than 330 000 Volts	8 meters

In calculating these distances, the following should be considered:

- The sag of the cables.

- The swing of the load during handling.
- The effect of wind forces.

## SWP#7 – Confined Spaces

Only employees trained to work in or on confined spaces will be authorised to carry out such work.

### A confined space is defined as:

“An enclosed or partially enclosed space, at atmospheric pressure, not designed or intended primarily as a place of work. It may have restricted access / egress, contain unsafe levels of oxygen, contain contaminants or cause engulfment”. Before any work can be carried out in or on an area deemed to be a confined space, the following items are to be put in place;

- Entry permit (This is required for all entries including the team that is to carry out the initial assessment of the space).
- Risk Assessment
- Emergency Procedure
- Safe Work Method Statement
- Tool box talk / meeting
- Confined Space Permit
- Log in / out register

The titles of the people involved are as follows

1. The responsible / competent person assessing the said confined space.
2. The authoriser
3. The standby person
4. The persons entering the confined space

### Confined spaces include, but are not limited to the following:

- Storage tanks, tank cars, process vessels, boilers, pressure vessels, silos and other tank-like compartments usually having only a manhole for entry.
- Open-topped space of more than 1.5m in depth, such as pits or degreasers which are not subject to good natural ventilation, including pipes, sewers, tunnels, shafts, ducts and/or similar structures.
- Any shipboard spaces entered through a small hatchway or manhole, cargo tanks, cellular double bottom tanks, duct keels, cofferdams, ballast and oil tanks and void places (but not cargo hold).

The detailed list below is for guidance only and should be considered when developing a Safe Work Method Statement for any confined space work.

- No person suffering from claustrophobia shall be allowed to work within confined spaces.
- Mechanical ventilation shall be provided where normal ventilation is inadequate.
- Artificial lighting shall be provided where normal lighting is inadequate.
- When using hazardous chemicals (i.e. PVC Glue, Primer) respiratory protection must be used.
- Ear protection shall be used when using electrical equipment or anything exceeding approved noise levels.
- A safety harness shall be worn where there is a hazard of falling during ascent or descent and spaces with one entry / exit.
- Eye protection shall be used when oxygen and acetylene brazing or using electrical equipment and plant.
- Establish emergency entry and exit procedures.
- Ensure there is adequate fire protection.
- Consider all hazards that may be encountered.
- Consider the atmospheric testing to be undertaken and the parameters to be assessed before entering the confined space.
- Evaluate all proposed operations and work procedures particularly those that may cause a change in the conditions in the confined space.
- Ensure signposting and where necessary barricading at each entry of the confined space.
- Ensure there is a person standing by observing the person within the confined space. The person on standby outside a confined space (vessel) is there for the safety of those inside. You must be in contact with them at all times. Never enter the vessel.

### Do you know:

- How many people are inside?
- What type of work they are doing?
- Are fumes being generated?
- Can a fire occur?
- Is there rubber or other flammable materials inside?
- How to communicate with them?
- Whom to call for assistance?
- How to call for assistance?

- How fresh air is entering the vessel?

If you see a person inside fall, collapse, have a heart attack or look dizzy, Do not enter under any circumstances.

- Tell everyone to vacate immediately.
- Quickly check the air flow is adequate.
- Call for assistance stating SCBA sets (Self Contained Breathing Apparatus) are urgently required.
- Turn off and remove / isolated all welding and oxy cutting equipment.
- Provide additional fresh air if available.

When assistance arrive one trained person wearing SCBA should enter the vessel and evaluate the situation. If the patient is still breathing, identify and treat the problem. If the patient is not breathing remove the patient from the vessel and commence resuscitation.

## SWP#8 – Electrical Impact Hammer Drill

When any work is carried out using Electric Impact Hammers the following procedure will be followed.

### Preparation:

- Ensure you are wearing hearing protection, eye protection and gloves
- Ensure there is an Earth Leakage or Residual Current Device fitted to your power supply.
- Do not use any electrical tool in wet or moist conditions.
- Do not use any electrical tool in the vicinity of flammable gases or vapours.
- Check the run of the extension cord to ensure it is clear of pedestrian or equipment traffic and it is not sitting in damp or moist areas.
- Beware of any electrical cable, conduit, water or gas pipe that may be in the work area you are drilling or breaking up
- Extension cords are recommended to be a maximum length of 30m and a minimum of 15 amp rating
- Excessive length of extension cord with low amperage rating will damage the electrical motors in these tools
- Ensure the electrical tool is unplugged and switch off when fitting or changing accessories e.g. drills, moil points and chisels

### Starting:

- Check that the shank of the drill, moil point or chisel is clean and free of burrs.
- To fit the accessory, open the retainer latch or stirrup and insert the shank into the nose piece. Note that the recess in the moil point or chisel must face the latch pin.
- Never run an electrical hammer without the drill moil point or chisel placed in it.
- Some electric impact hammers (kango range) may need a warmup period before they may become effective. In cold weather press the drill, moil point or chisel against the work an allow it to run until it is warmed up

### Operating:

- Switch the hammer on by pressing the trigger.
- Apply firm pressure to the hammer when drilling or hammering.
- No blows will be struck unless the tool is firmly placed up to the work
- If breaking up a concrete slab or brickwork, try to start the job on the edge rather than the centre. This will prevent the point from jamming.
- Avoid using the hammer and accessory as a lever to break away the concrete
- If drilling into a wall or concrete slab, it is good practice to clear the hole of the dust and debris during the drilling process. Compressed air may be used to do this.

### Stopping

- Release the trigger to stop. If your hammer has a lock button, squeeze the trigger beyond normal than the button will snap out of engagement.
- Switch off the power point before unplugging the hammer.
- Remove the accessory from the hammer and clean hammer if required.

### Tips:

- Always use the 'D' handle on the hammer in any work where there may be a risk of contacting a concealed electrical cable.
- The forward 'D' handle gives the operator more control over the torque of the hammer while drilling.

### Safety Precautions:

- Eye and hearing protection must be worn.
- Use glove for maximum grip and control.
- Ensure there is an earth leakage unit or residual current device fitted to your power supply
- Do not use in wet or moist conditions.
- Ensure you have a firm stance before operating.
- Always use handles provided to ensure control is maintained.
- When drilling, clean the hole periodically to prevent jamming.
- Avoid operating the electrical hammer without a tool located and locked in the nose piece.



## SWP#9 – Hazardous Substances





All required protective measures will be taken when using hazardous substances or chemicals in the course of our works. Employees will be trained in the safe usage of the substance / material and provided with the required PPE and / or clothing. Hazardous substances will be stored used and disposed of in accordance with the requirements of the material safety data sheets, local council and Environmental Protection Authority.

### Remember:

- If you don't know how to use it safely don't use it.
- If skin and breathing problems occur seek first aid medical attention.
- The necessary signs shall be displayed in areas where solvents or chemicals are in use.
- If protective clothing is required, make sure you have it and make sure you wear it.
- Never smoke where solvents are being used or stored.
- If using solvents or chemicals make sure you wash yourself thoroughly after use.
- Ensure storage areas for solvents and chemicals are correctly ventilated (if required use fans).
- Never mix solvents or chemical unless specified.
- Some people may be allergic to the products used.

## SWP#10 – Signage

All employees of Workcon and Moonyah Workforce will be instructed to observe and obey all signage established on site in the interest of Occupational Health and Safety. Any signage required as part of our works i.e.: core drilling, laser usage and road works etc will be supplied by the company and erected as required by our safe work procedures.

There are four types of signs with different colours and shapes that mean different things	
A red circle with a line through it means this is something you must not do. This is an example of such a sign. It means 'Do not enter'.	
A yellow triangle warns you of danger or risk to your health. This is an example of such a sign it means 'Caution, High noise area hearing protection required'.	
A green rectangle shows you where emergency safety equipment is kept. This is an example of such a sign. It means 'First Aid'.	
A blue circle tells you that you must wear some special safety equipment. This is an example of such a sign. It means 'You must wear a Hard Hat'.	

## SWP#11 – Working in Hot and Cold Environments

### Possible effects from exposure to hot and cold environments:

- **High air temperature:**

Discomfort, Sweating, Flushed skin, Fatigue, Dizziness, Muscle Cramps, Nausea, Vomiting, Dehydration and Excessive or Erratic Pulse.

- **Low air temperature:**

Discomfort, Shivering, Loss of Motor Co-ordination, Slurred Speech.

- **Humidity:**

Discomfort, Sweating, Flushed skin, Fatigue, Dizziness, Muscle Cramps, Nausea, Vomiting, Dehydration and Excessive or Erratic Pulse. Severe exposure may collapse, Heat Stroke and Hypothermia.

- **Air movement (high):**

In Cold conditions discomfort shivering, cold related illnesses.

- **Air movement (low):**



In Hot Conditions Discomfort, Sweating, Flushed skin, Fatigue, Dizziness, Muscle Cramps, Nausea, Vomiting, Dehydration and Excessive or Erratic Pulse.

## SWP#12 – EWP Emergency Procedure

### Emergency evacuation plan for Elevated Work Platforms (EWP):

Prior to any person working on an elevated work platform, workers must be familiar with emergency decent controls and procedure/s. Workers should be aware that EWP's may have more than one emergency decent device.

Should a worker require rescuing from a EWP because of;

1. Equipment failure
2. Injury of illness
3. Fall from machine.

The following procedure may need to be implemented:

1. Dial emergency services on 000
2. If possible, use the emergency decent device controls to carefully lower the platform (be aware that the ground controls will override the platform controls for emergency purposes). Ensure that no persons are underneath the platform when using the emergency decent device.
3. Where it is not possible to use the emergency decent device a second boom or scissor shall be used to retrieve the injured worker.

Note: At no time shall a worker place his own safety at risk in order to perform these procedures.

Be aware that if a person is suspended by a harness, there is limited time to retrieve the worker before further injury or death results. It is therefore essential that all workers have a thorough knowledge of this procedure prior to starting work on a EWP.

## SWP#13 – Emergency Rescue – Fall Arrest

### Purpose:

Where it is not possible or practical to manage 'working at heights' risks with scaffolding; Elevating work Platforms; passive fall arrest systems – handrails; exclusion zones; barricades and other edge protection systems, personal fall protection systems may need to be implemented. The purpose of this procedure is to provide guidelines and information to emergency response personnel, to ensure that there is an effective emergency rescue – fall arrest procedure in place in the event of a 'fall arrest' experienced by persons using personal fall protection systems.

### Scope:

This procedure applies to all Workcon and Moonyah Workforce employees and our Sub-contractors when applicable.

### Emergency Rescue – Fall Arrest

1. Persons using 'personal fall arrest' systems must be properly trained and supervised in the selection and use of the 'personal fall protection' systems used and must familiarise themselves with the emergency rescue procedure for personal fall protection systems.
2. Persons using 'personal fall arrest' systems must do so, in accordance with the relevant instructions or requirements of the manufacturers and suppliers' specification.
3. No person using 'personal fall protection' equipment is permitted to work in isolation. Prolonged suspension resulting from fall arrest can lead to orthostatic intolerance or suspension trauma and if not addressed immediately can lead to death.
4. Emergency rescue must be carried out with care, when moving a person (following a fall arrest) into a horizontal position and has been known to cause a large volume of de-oxygenated blood to move to the heart, where a person has been known to cause a large volume of de-oxygenated blood to move to the heart, where a person has been suspended for a prolonged period. The heart may not cope with a sudden increase in blood flow and can result in cardiac arrest.
5. In the event of an emergency rescue, following a fall arrest, the following steps must be taken.

### Factors to be considered prior to undertaking a rescue:

- Can the rescue be undertaken safely in less than 5 minutes of the fall arrest (Motionless suspension in a upright position for more than 5 minutes can lead to unconsciousness and possible death).
- Are sufficient resources readily available for a rapid rescue response and is it safe to do so? If not, contact Emergency Services by dialling 'triple zero' (000) and ask for the Police Rescue of Fire Brigade?
- Determine the condition of the fall arrested person.
- If self-rescue is not possible, or a rescue cannot be performed promptly, persons must be encouraged to pump their legs frequently to activate the muscles and prevent the onset of venous pooling.

### **A Crane Suspended Work Box (Man Box) is present and available at the site:**

- Notify the Supervisor, First Aid Officer and Crane Crew that their immediate assistance is required to rescue a fall arrest and provide clear and accurate data in relation to the incident, enabling effective decision making.
- Experienced Crane Operator and Dogger to bring the Crane suspended workbox alongside the injured person fall arrest location, slowly and carefully to avoid potential crushing injuries.
- Open the access gate of the Crane Suspended Workbox and manoeuvre the fall arrest person inside the box, keeping them in an upright position, where possible.
- Once safely in the Crane suspended workbox, disconnect the fall arrest system and lower the person to a safe area to be assessed by the First Aid Officer.

### **An Elevating Work Platform (EWP) is present and available at the site:**

- Notify the supervisor, first Aid Officer and a person who is competent in the operation of an EWP that their immediate assistance is required to rescue a fall and provide clear and accurate information in relation to the incident, enabling effective decision making.
- Experienced Operator to manoeuvre the EWP alongside the injured persons fall arrest location, slowly and carefully to avoid potential crushing injuries.
- Open the access gate of the EWP and manoeuvre the fall arrest person inside the box, keeping them in an upright position, where possible.
- Once safely inside the EWP disconnect the fall arrest system and take the person to ground level to be assessed by the First Aid Officer.

### **An EWP or Crane Suspended Workbox is not present and available at the site:**

- Notify the Supervisor, First-aid Officer and persons in the immediate area that their assistance is required to rescue a fall arrest and provide clear and accurate information in relation to the incident enabling effective decision making.
- If possible and with assistance pull the arrested person back to safety or lower them to the ground.
- If there is a mobile scaffold on castors in the immediate area and it's safe to do so, position the arrested person onto the platform to relieve suspension.
- Once safely retrieved from the fall arrest position, and only if safe to do so lower person to ground level to be assessed by the first aid officer.

## **SWP#14 – Procedure for Fire and Other Emergencies**

### **Fire:**

If you see a fire in the workplace, do not panic.

- Raise the alarm – notify others in the workplace. If the fire is large or appears as if it may get out of control, ring the Fire Brigade, giving all details (name and address of fire location, type of fire, persons trapped, etc). Do not hang up until advised to do so by the brigade.

If you hear an alarm sounding, do not panic.

- Check your surrounding area for any signs of fire. If you do not see a fire or smoke, remain at your workplace for further instructions. If you see a fire, tell other in the workplace, and ensure that the fire brigade has been notified of the fire.
- Only if it is safe to do so, and you have been trained in the use of fire fighting equipment– Fight the fire from a safe location – always stay between the fire and your escape route.
- When advised to do so, evacuate the premises calmly to the designated Emergency Assembly Area, and wait until advised to either re-enter the premises or leave.

### **Bomb Threat:**

1. If you receive a bomb threat by telephone.

Do not hang up – attract attention of another person, tell them that you have received a bomb threat on your extension, and ask them to notify the police immediately.

Attempt to keep the caller engaged in conversation – ask questions such as –

- Where is the bomb?
- What does it look like?
- When is it going to go off?
- Who put the bomb there?
- What organisation do you belong to?
- What was your name again?

2. If you find a suspicious article.

Notify staff working in the area, who will attempt to establish ownership of the article. If the ownership cannot be established, the police must be notified (giving a full description of the article and its exact location). Follow all instructions given by staff. You must not leave your work area until you are told to do so.

**Accidents or medical emergencies**

1. Know the location of the nearest first aid facility.
2. Know the identity of your first aid attendant
3. Know how to obtain assistance (e.g. Ambulance) in an emergency.
4. Know the basic principles of first aid and resuscitation

<p><b>Basic First Aid:</b>  <b>D = DANGER</b>  <b>R = RESPONSE</b>  <b>A = AIRWAYS</b>  <b>B = BREATHING</b>  <b>C = CIRCULATION</b>  <b>D = DEFIBRILLATION</b></p>	<p>Protect yourself, the patient, and others from danger.          Check the response by touching shoulder and asking “Are you all right”          Make sure that the patient’s airway is clear.          Check that the patient is breathing – if not, commence rescue breathing.          Stop bleeding, and check patient’s pulse.          Apply Automated External Defibrillator (AED) if available.</p>
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**Hazardous substance spill or leak:**

1. Alert other persons in the vicinity of the spill or leak – evacuate the area if necessary.
2. If spill is large or extremely hazardous, contact emergency services.
3. Do not place yourself at risk – ensure that you are properly protected before entering the area.
4. Eliminate all sources of ignition within the area.
5. Prevent spillage from entering drains and watercourses.
6. If possible, stop leak or spill (close valves, decant into sound container, etc).
7. Clean up spilled material, place into suitable sealable container for disposal.
8. Clean floors, etc, of area where spill occurred to remove residue.
9. Label containers of waste material for disposal at an approved chemical waste facility.
10. Fully ventilate area to ensure safe atmosphere before allowing re-entry into area.

**Evacuation of Premises**

This procedure will be common to all types of emergencies. Do not panic – panic has killed more people than fires

1. Follow instructions given for evacuation of premises.
2. Use designated evacuation routes to travel to a safe place or designated assembly area.
3. Do not carry anything during evacuation, especially if stairs must be traversed (shoulder bag OK)
4. Wait at the assembly area until head count is completed, and further instructions given.
5. Do not re-enter building until all clear given and instructions given to do so.

**Selection & use of firefighting equipment:**

Do not attempt to fight a fire unless you know how to use the firefighting equipment, and you will not be placing yourself in danger in doing so.

1. Know the location of firefighting equipment in your work area.
2. Know what types of fires the equipment is suitable for and unsuitable for.
3. Know how to operate the equipment correctly and effectively.
4. Ensure that all firefighting equipment is ready for use at all times.
5. Use the equipment according to instructions.
6. Do not place yourself in danger – keep between fire and your escape route.
7. Have equipment serviced or recharged after any use.

**11.0 HAZARDOUS SUBSTANCES**

**Procedure:**

Prior to hazardous substances being used on a project, Workcon and Moonyah Workforce will undertake a risk assessment of the substance, i.e. determine if it is hazardous, list the substance on a site specific register and submit a Material Safety Data Sheet (MSDS) to the principal contractor.

**Selection:**

Workcon and Moonyah Workforce consider the following when selecting hazardous substances:

- Flammability and explosiveness
- Carcinogenic classification if relevant
- Corrosive properties
- Environmental hazards
- Toxicity (short and long term)
- Chemical action and instability
- Extent of PPE required
- Storage requirements

**Storage:**

All storage and use of hazardous substances will be in accordance with the MSDS. All hazardous substances will be stored in their original containers with the label intact at all times. Hazardous substances of any quantity will not be stored in crib rooms, offices or container sheds (unless ventilated).

**Use:**

- Where practicable the material with the lowest possible hazard capability that meets the technical requirements for the job will be used.
- Advice on a substance may be obtained from a chemical database, e.g. Chemwatch.
- Prior to using the hazardous substance all workers involved in its use will be provided with adequate information and training to allow safe completion of the required task. Confirmation of this training will be provided by a "sign off" on the appropriate Toolbox Talk form.
- The Staff MSDS Training Register will be ticked off and updated accordingly.
- Notification to be issued to the principal contractor when introducing Hazardous Substances & Dangerous Goods onto site.

**12.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

**Procedure:**

This equipment may include: gloves, hearing protection, high visibility garments, breathing apparatus, thermal wear, eye protection, sun cream, safety belts and harnesses. Safety footwear and hard hats are the minimum requirement for entry to a construction site.

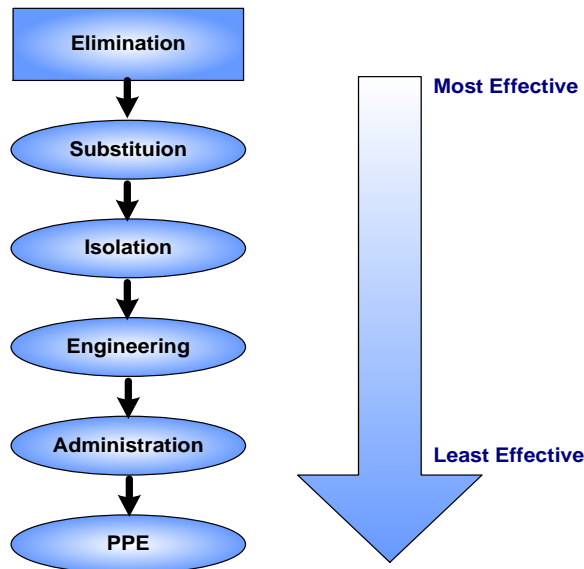
**Assessment:**

During the development of control measures for Safe Work Method Statement the "Best" to "Worst" guide to controls outlined in the Safe Work Method Statement section and below will be used to help minimise reliance on PPE.

**Selection and use:**

- All PPE should be manufactured, used and maintained in accordance with the relevant Australian Standard.
- All issues of PPE to each individual will be recorded.
- Each employee will be instructed and or trained in the correct use of each PPE item prior to use.

**Best to worst guide:**



### **13.0 TOOL BOX TALKS**

#### **Procedure:**

Occupational health and safety legislation requires the identification of potential workplace hazards, the assessment of the risk of the hazard and the development of controls to eliminate, or minimise, the risk. To assist in hazard identification and development of controls, employees of Workcon and Moonyah Workforce may attend a “tool box” talk conducted by either our management and/or site management as required or case by case basis. The topics discussed in all tool box talks will be recorded, any corrective action will be followed up and signed off by the nominated person.

#### **Participation:**

Workcon and Moonyah Workforce recognises the involvement of workers as essential in identifying potential hazards that can be eliminated, or minimised, before injuries occur. Tool Box Talks will be used to help supervisors manage safety, to provide a forum for workers to have their say about safety issues and to help ensure safety awareness is maintained throughout the project. Where required specific safety issues will be raised, accidents reviewed, Safe Work Method Statements developed and presented for evaluation and familiarisation or safety alerts discussed.

Tool Box Talks will be used to induct workers into and ‘sign off’ their understanding of the controls provided in a Safe Work Method Statement developed for the specific work in which they will be involved.

### **14.0 ELECTRICAL TOOLS AND EQUIPMENT**

#### **Inspection and tagging:**

All electrical leads, portable power tools, junction boxes and earth leakage devices must be tested, inspected by a suitably qualified person and labeled with a tag of current date before being brought on site. Where this is not possible the Principal Contractor will be advised immediately, and assistance requested in order to comply with the requirements of the Code of Practice Electrical Practices for Construction Work.

#### **Selection and use:**

- Whilst on site any electrical equipment found without a tag of current date issued by a suitably qualified person will not be used.
- Where an electrical item is located without a current inspection and test tag proof of the electrical items currency of inspection and test will be provided or the item removed from site immediately.
- When used on a construction site all electrical equipment will be always connected to an Earth Leakage protection device.
- Where practicable all electrical leads will be kept off the ground on insulated hangers or on insulated lead stands.
- Tension leads will not be joined together.
- Electrical equipment will not be placed on, or near, wet areas unless the equipment is designed for the specific purpose, e.g. pump.

### **15.0 PLANT AND EQUIPMENT (IF APPLICABLE)**

Employees must ensure that regular checks have been carried out of any plant and equipment prior to use. These usually include a maintenance diary or prestart logbook of the equipment. If none available on site or simply missing, employees must contact their site supervisor and/or area manager immediately prior to works commence.

Where a relevant Australian Standard is appropriate, (e.g. AS-2550 for cranes) the inspection, use maintenance of the plant will comply as a minimum with the Standard. Where no Australian Standard is provided, the inspections, use and maintenance of the plant will comply as a minimum with the Manufacturers Recommendations. The effect of plant and equipment on the workplace will also be considered.

If applicable a prestart assessment will include the identification of potential hazards, the level of risk and provision of appropriate controls to eliminate or minimise the risk to health and safety of workers. This process will include the plant and/or equipment itself and its impact on the surrounding workplace. When identifying potential hazards consideration will be given to all aspects of the plant and equipment including design, work environment, operational conditions, transportation, storage, installation and erection, access and egress for maintenance, adjustments, repairs, cleaning, use, operator competencies, dismantling and disposal.

### **16.0 WORKING AT HEIGHTS**

Workcon and Moonyah Workforce are committed to minimising risk associated with the requirements for employees and contractors to work at heights. The primary risks associated with working at height are persons and object falling and safe access to all work areas. This procedure provides the minimum requirements for all working at height activities:

**Aim:**

To ensure that work at height is carried out safely and that persons performing the work do not endanger themselves or other persons who may be exposed to the hazards of falling object.

**Responsibilities:****Managers and Supervisors:**

- Risk Assessments to be conducted before the commencement of work and at any time the scope of work changes or the risk of fall increases.
- Ensure that all equipment purchased comply with the relevant Australian Standards and is fit for its purpose.
- Encourage staff to wear non-slip footwear when regularly working at height.
- Provide adequate supervision and assistance.
- Provide training where necessary.
- Conduct an inspection and investigation in the case of an incident occurring.
- Retain a copy of all working at height risk assessment.

**All Staff:**

- Use only equipment that is in good condition and is regularly serviced.
- Report any defects or problems with equipment to your supervisor.
- Staff shall work in such a way that their centre of gravity is at all times contained within the load bearing position of the ladder.

**Preparation:**

Persons engaged in working at heights should ensure that the workplace and access to the workplace is safe before work starts, including:

- Assessment of environment and weather conditions
- Organisation of fall prevention equipment
- Safe access and egress – public protection
- Allowable clearances from overhead power lines.
- Personal Protective Equipment
- Manual Handling
- The means of rescuing person from safety harness following arrested falls; and
- Protection of portable electric tools by having them tagged and tested.

**Prevention of falls:**

Provision should be made to prevent person falling if work is to be carried out within two metres of any edge on a new or existing structure from which any person could fall two metres or more.

**Control Measures:**

The first priority in all cases is to remove the risk all together. Where this is not possible use a risk control measure that produces the lowest practicable risk of a fall. The risk assessment must indicate what control measure are to be used to minimise potential for injury to employee, contractors or equipment to plant and equipment. Control measure shall be selected in accordance with the hierarchy of controls which is (in priority order): *elimination, substitution, isolation, engineering, administrative and personal protection equipment.*

The types of equipment which may be used when working at heights to minimise risk include:

- Scaffolding
- Fixed work platform
- Mobile work platform
- Ladder
- Safety harness, fall arrestor
- Hard hat
- Toe boards
- Waist high barriers.

All areas, where work is being carried out at height and there is a risk to people from falling objects all be, as far as practicable barricaded and clearly marked.

The workplace supervisor is responsible for ensuring that the access from the ground to the work area above is safe. Access requirements should consider mechanical lifting aids for any tools and equipment the worker may be required to carry to and from the work site.

**Training, Instruction and supervision requirements:**

The training and instruction given should cover:

- The work method to be used, including access methods and the method to be adopted to prevent falls.
- The correct use, care and storage of individual fall arrest equipment and safety nets.
- The correct use, care and storage of personal protective equipment, tools and equipment used, including electrical safety.



- Follow Workcon accident / injury / incident procedure in the case of an incident occurring.

## 17.0 WORKCON AND MOONYAH WORKFORCE HEAT STRESS MANAGEMENT PROCEDURE

### Purpose & Scope

The purpose of this procedure is to outline the proposed management processes to prevent heat related illness and for monitoring of heat stress conditions.

### References

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011

### Risk Assessments

Risk assessments must be undertaken firstly to identify if the potential of heat stress exists. Where the potential risk of heat stress could occur, control measures must be implemented to prevent heat related illness. When conducting the risk assessment certain things must be considered, the task being completed, the physical characteristics of the person performing the tasks i.e., acclimatisation, age, weight, fitness level, medications etc. availability of water and or other drinking fluids, access to shaded/cooling areas and availability of rotation of workers.

When completing the Risk Assessment, the below information must be considered.

### Facts

Average core body temperature is around 37 °C depending on the individuals and their health, but generally healthy people can range from 36 to 38°C. During the day, body temperature will normally increase, typically by about 0.8°C, peaking late afternoon. Variations in core temperature greater than 1°C can have effects such as loss of motor co-ordination, impaired decision making or fatigue. Variations greater than 3°C may result in hypothermia or heat stroke, which may be fatal unless treatment is prompt.

### 17.1 HEAT ILLNESSES:

The effects of heat on the body depend on the severity and length of exposure, and vary from transient conditions such as heat cramp to severe heat stroke which may be fatal if treatment is not prompt:

- **Heat rash** is a rash which occurs when sweat is not easily removed from the surface of the skin by evaporation and the skin remains wet. The sweat ducts become plugged, and a skin rash soon appears.
- **Dehydration** is loss of excessive fluid from the body. Approximately 2.5 litres of water is lost every day merely through breathing, urinating, bowel movements and sweat. An adult doing hard, physical work can produce 2 litres of sweat per hour for short periods and up to 18 litres per day. Problems can arise with such high rates of sweat loss because it is not possible to absorb enough water to keep up with the amount being lost. Even under ideal conditions, the body can only absorb water at the rate of 1.5 – 1.8 litres per hour and because this is less than the body's sweat rate, dehydration can result. Studies have shown that while it is possible to maintain hydration while working in heat, it is not possible to increase it i.e. anyone starting work in a dehydrated condition will be at greater risk of heat illness throughout the shift.
- **Heat Cramp** is painful cramping in the body's extremities and occurs among those who sweat profusely.
- **Heat Exhaustion** is a more serious condition than heat cramp and is caused by the loss of water and salt from the body. Symptoms include headache, fatigue, dizziness, nausea, and confusion. Collapse is possible.
- **Heat Stroke** or hyperpyrexia is distinguished from heat exhaustion by disturbance of the central nervous system, usually prolonged unconsciousness, often preceded by confusion or convulsions. The body's temperature regulatory system fails, and core temperature is almost always above 40°C at onset whereas this is rarely the case in heat exhaustion. Exertional heat stroke can occur in relatively mild thermal conditions and quite quickly in very hot conditions, if a very high work rate is sustained (paced work). Dehydration may not be marked in exertional heat stroke.

### Control of heat stress:

Heat illness can occur in relatively mild thermal conditions if heavy physical exertion is undertaken without adequate controls. On the other hand, personnel can work without adverse effects at relatively high temperatures and humidity if adequate controls are in place. Acclimatisation of personnel and the ability to self-pace work are among the most important considerations for working in heat.

### Acclimatisation:

Acclimatisation increases the ability to cope with working in hot environments. Acclimatisation is essentially complete after some ten days, during which at least 1 hour is spent working in hot conditions. This fact should be considered in situations where personnel may be brought into the workplace from cooler areas of the country, or the world.



Persons responsible for mobilising teams for work in hot conditions should ensure, as far as practicable, that the personnel engaged for the work are fully acclimatised to the local conditions, prior to commencing moderate to heavy continuous work. Where this is not possible, extra supervision and of monitoring of these workers must occur.

#### **Work scheduling and planning:**

Persons responsible for work schedules for hot conditions, in the absence of effective cooling measures, should address such circumstances as:

- the requirement for and frequency of rest breaks; i.e. min 10mins every hour
- work rates appropriate to extreme conditions;
- Scheduling particularly heavy and/or hot jobs (e.g., steel fixing, concreting, formwork, block laying etc) for the early morning or mid-afternoon, rather than during the hotter parts of the day. Where this is not possible due to council and or contractual arrangements, it is recommended that more frequent supervising and rotation of workers is required.

#### **Water:**

Cool drinking water must be made readily available at the site for all jobs in hot conditions, and employees must be encouraged to take frequent small drinks to replace fluid lost through sweating. It is recommended that a minimum of 1 litre per hour depending on risk assessment should be consumed.

Addition of salt to drinking water, taking of salt tablets or drinking proprietary electrolyte replacement products should not be necessary. If either the work load or the environmental conditions are so severe that heat cramps occur then serious consideration must be given to rescheduling, introducing cooling, or other protective measures.

#### **Shade/shielding of radiant heat sources:**

Where continuous work is required in direct sunlight, the responsible manager must ensure that the work area is shaded as much as possible. Appropriate shielding must be employed to protect personnel from other significant radiant heat sources i.e., sunshades and fans, air condition cool rooms, shaded trees etc.

#### **Rest breaks:**

Determination of the frequency of compulsory rest breaks should be resolved at the risk assessment stage of the planning. Otherwise, work in hot conditions should be structured to enable sensible self-regulation by the work group. i.e. it is recommend that 10min break every hour in hot conditions.

Where potential of heat stress could occur sites must provide suitable means for cooling to enable main rest breaks to be taken in a cooler environment, to enable recovery from heat fatigue.

#### **Clothing and personal protection:**

It is our policy for - long trousers and long sleeved shirts to be worn for protection against UV rays. It is recommended that breathable material i.e. cotton material be used. The clothing should be as loose-fitting as is safe and practicable. Sunshine, broad-brimmed hats also must be worn.

Maximum protection (SPF 30+) sunscreen lotions or creams must be provided for application to skin areas exposed to sunlight. This should be re-applied approximately every two hours. The lips are also at risk in this respect and lip balm with an SPF of 30+ should be applied. Appropriate protective clothing must be provided and worn where it is necessary for personnel to work whilst exposed to unshielded radiant heat sources.

#### **Supervision:**

Supervisors should ensure that:

- new or recently returned personnel are closely supervised and phased-in to any moderate to heavy work in severe conditions: it is essential to allow for acclimatisation or re-acclimatisation.
- work groups under their control are aware of necessary procedures and good practice for working in hot conditions;
- all available protective measures are effectively used;
- personnel take adequate drink and rest breaks;
- extra monitoring and supervision is provided to workers on certain medications, that their physical attributes are considered, that will not allow them to work in extreme heat.
- personnel who are not feeling well are not given high risk work and or requested to work in hot condition.

#### **Ventilation:**

Natural and mechanical ventilation should be employed wherever possible to provide or supplement the flow of fresh air through the workplace.

**Spot cooling:**

Where natural ventilation and man-cooler fans do not provide effective cooling, the use of spot cooling devices such as portable air conditioning units should be considered.

**Heat stress management procedures and emergency response:**

If a worker is showing signs of heat related illness firstly worker is to be removed to cooling off area. It is recommended that their effected workers temperature be taken, if core body temperature is reading between 36 to 37.5C on which is normal, it is recommended that a 5 to 10 min break be taken and the effected person consumes water. Once after a 5 to 10min break if worker feels as though he or she can continue, the worker shall return to work and be monitored until next break is required.

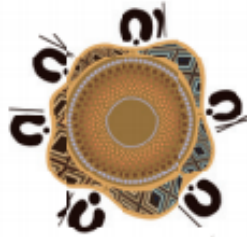
If the workers temperature is between 37.5 to 38.5C heat stress is occurring and constant supervision is required.

It is recommended that the worker takes min 10 to 20 min break and temperature be re-assed after 10 mins to see if temperature is dropping. If temperature is lowering keeping applying heat management techniques until worker feels able to attend work. Worker must not be returned back to the heat affected area for work. It is recommended that worker be monitored and is to preform less strenuous duties that are not within the sun or extreme heat areas.

If at any stage the worker becomes, ill, coherent, nauseated, seek medical attention immediately. If worker temperature exceeds 38.5 it is recommended to seek medical attention immediately.



**WORKCON**  
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**WORKFORCE**

## PROOF OF INDUCTION

**Issued to:** \_\_\_\_\_  
(Name in full)

I have read, understood and agree to Workcon & Moonyah Workforce 25 page Safety Procedures and Policies Induction Booklet. I will adhere and comply. If I am unsure of anything in this induction or when I'm out on site I will contact management immediately.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Inducted by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_