



# Workplace Health and Safety Manual

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# 1 WORKPLACE HEALTH AND SAFETY OBLIGATIONS

The *Workplace Health and Safety Act in Saudi Arabia* places obligations on certain persons to ensure workplace health and safety. Workplace health and safety is ensured when persons are free from death, injury or illness and the risk of death, injury or illness created by workplaces, relevant work areas, work activities or plant or substances for use at the workplace. Ensuring workplace health and safety involves identifying and managing exposure to risks at the workplace.

## 1.1 RESPONSIBILITIES

### MANAGERS/SUPERVISORS

- Provide and maintain a safe and healthy work environment
- Provide and maintain safe plant
- Ensure the safe use, handling, storage and transport of hazardous substances
- Ensure safe systems of work
- Provide information, instruction, training and supervision to ensure health and safety.

### EMPLOYEES

- Be familiar with and comply with safe practices and instructions given for workplace health and safety.
- Use the personal protective equipment supplied by **GOLDEN FENCE MECHANICAL FACTORY**.
- Notify supervisors immediately of any unsafe conditions.
- Report all incidents and/or near misses immediately.
- Must not wilfully or recklessly interfere with or misuse anything provided for workplace health and safety at the workplace.
- Must not wilfully place at risk the workplace health or safety of any person at the workplace.
- Must not wilfully injure himself or herself.
- Observe all safety instructions for the use of hazardous substances.

### CONTRACTORS

Contractors have an obligation to ensure that when they are at a workplace, the health and safety arrangements established by the organisation are followed and maintained. Contractors must be informed of these requirements and will be held accountable for their actions.

## 2 WORKPLACE HEALTH & SAFETY POLICY

### 2.1 OBJECTIVES

- For the Workplace Health and Safety Policy to demonstrate **GOLDEN FENCE MECHANICAL FACTORY** commitment to providing safe and healthy working conditions for employees, contractors and anyone who may come into contact with our workplace activities.
- To promote **GOLDEN FENCE MECHANICAL FACTORY** overall workplace health and safety philosophy, vision and values.
- To provide a framework on which to build **GOLDEN FENCE MECHANICAL FACTORY** workplace health and safety standards and procedures.
- To provide a document with the signatures of the General Manager/Managing Director demonstrating commitment to implementing the requirements of the Policy.
- Public display of the Policy in all **GOLDEN FENCE MECHANICAL FACTORY** workplaces to communicate our health and safety commitment.

### 2.2 RESPONSIBILITIES

#### MANAGERS/SUPERVISORS

- Ensure regular review and sign-off of the Workplace Health and Safety Policy, ensuring it is compliant with the relevant sections of the *Workplace Health and Safety Act, Workplace Health and Safety Regulation and Electrical Safety Act.*
- Arrange for the Policy to be distributed and displayed in all reception areas, meal rooms, notice boards and meeting rooms.
- Communicate the requirements of the Policy to all **GOLDEN FENCE MECHANICAL FACTORY** employees.
- Support the implementation of the Policy throughout **GOLDEN FENCE MECHANICAL FACTORY**.

#### EMPLOYEES

- Attend education sessions about the Workplace Health and Safety Policy when required.
- Comply with the requirements of the Policy.
- Support Managers and Supervisors in the implementation of the Policy.

## 3 COMMUNICATION AND CONSULTATION

### 3.1 OBJECTIVES

- To achieve openness, respect and trust between management and employees in relation to workplace health and safety matters.
- To eliminate or minimise workplace injuries and/or illness.
- To enable effective two-way communication between management and employees, contractors and others on matters pertaining to the promotion and understanding of workplace health and safety.
- To ensure maximum participation of all employees in the identification, assessment and control of health and safety hazards.

### 3.2 RESPONSIBILITIES

#### MANAGERS AND SUPERVISORS

- Ensure that workplace health and safety information is consistently shared with all **GOLDEN FENCE MECHANICAL FACTORY** employees
- Consult with employees to enable them to contribute to making decisions affecting their health and safety at work.
- Give employees the opportunity to express their views and to contribute to the resolution of workplace health and safety issues at **GOLDEN FENCE MECHANICAL FACTORY**.
- Demonstrate to employees that their views are valued and taken into account.
- Consult employees when deciding what measures should be taken to eliminate or control workplace health and safety risks.
- Consult employees when changes to work areas, plant, equipment, materials or work organization are proposed that may affect their health and safety.

#### EMPLOYEES

- Comply with workplace health and safety requirements in accordance with information communicated from managers and supervisors.
- Raise issues of workplace health and safety importance to prevent risks to health and safety.

### 3.3 COMMUNICATION AND CONSULTATION METHODS

Communication should be two way so there should be a mechanism for employee feedback or comment wherever possible. The following methods of communication can be used:

- personal face to face communication with employees by managers and supervisors
- induction of new and transferred employees and contractors
- safety awards
- toolbox meetings, and circulation of minutes
- electronic mail and internal web sites
- training sessions
- policies, standards and procedures
- **Golden Fence** magazines and newsletters
- notice boards and memos
- safety alerts
- signs and posters
- pay slip attachments
- employee surveys

### 3.4 MEASUREMENT AND EVALUATION

Consultation and good communication within all levels of **GOLDEN FENCE MECHANICAL FACTORY** is essential to the success of our workplace health and safety program. It is therefore important that all consultation and communication methods are checked and evaluated to ensure that the methods being used are effective. Some evaluation methods for consideration are:

- assessing the effectiveness of workplace health and safety communication and consultation methods during audits
- managers and supervisors regularly asking employees
- focus groups for particular health and safety issues
- employee surveys
- self evaluation questionnaires

## 4 RISK MANAGEMENT - GENERAL PRINCIPLES

### 4.1 OBJECTIVES

- To identify, assess, control and review and record risks in the workplace.
- To ensure consultation with employees takes place during all phases of the risk management process.
- Eliminate, as far as practicable, the risk of injury or illness, damage to property and damage to the environment.

To promote these activities as a means of achieving continuous improvement in **GOLDEN FENCE MECHANICAL FACTORY** workplace health and safety performance

### 4.2 RESPONSIBILITIES

#### MANAGERS AND SUPERVISORS

- Introduce risk management procedures that will ensure that all workplace hazards have been:
  - identified;
  - assessed;
  - controlled;
  - reviewed; and
  - fully documented
- Ensure they are trained in risk management procedures and can assist employees in the process.
- Demonstrate their commitment to the risk management process.
- Implement risk management procedures within **GOLDEN FENCE MECHANICAL FACTORY**.
- Ensure employees are involved in all phases of the risk management process.

#### EMPLOYEES

- Provide input into risk identification, assessment and control procedures as required.

### 4.3 DEFINITIONS

A **hazard** is something with the potential to cause harm. This can include substances (both hazardous and dangerous), plant, work processes or other aspects of the work environment.

**Risk** is the likelihood that a harmful consequence (death, injury, illness) might result when exposed to the hazard. The level of risk increases with the **severity** of the hazard and the **duration** and **frequency** of exposure to the hazard.

**Risk Assessment** - The procedure or process of evaluating the probability and consequence of injury, illness or damage arising from exposure to an identified hazard.

**Risk Control** – The means or process to eliminate or minimise risks.

**Risk Review** - Review of the process to evaluate its effectiveness to identify and control risks and to identify new hazards.

#### 4.4 RISK MANAGEMENT PROCESS

The five basic steps in the workplace health and safety risk management process set out in section 27A of the Workplace Health and Safety Act **MUST** be followed to manage exposure to risks within Zain Steel Industry.

The five steps are as follows:

- Identify the hazards present in a particular work situation.
- Assess and prioritise the risks associated with the hazards
- Decide on measures to control the risk,
- Implement control measures
- Monitor and Review the process

The Risk Management process is an ongoing process which should be undertaken at various times including:

- Risk management should be undertaken now if it hasn't been undertaken before.
- After an incident and or/near miss occurs.
- When there are changes in work practices/processes or work schedules (eg. introducing extended work hours or shift work).
- At regular or scheduled times throughout the year as determined by the types of work tasks and associated hazards.

## 5 RISK MANAGEMENT – HAZARD IDENTIFICATION

### 5.1 OBJECTIVES

- To provide guidelines for existing workplace hazards.
- To ensure the potential hazards of new or modified processes, equipment and materials are identified before they are introduced into the workplace.
- To identify the jobs/tasks which require risk assessment.
- To maintain a current Hazard Register.

### 5.2 METHODS FOR IDENTIFYING HAZARDS

- **Workplace incident and near miss records:** Workplace incident/injury/illness and records should be examined to identify where and in what jobs and work areas injuries have occurred. These records can be used to identify the presence of hazards in the workplace.

When identifying the hazards and potential risks it may be useful to:

1. list the situations or tasks where the hazard may occur
2. list any associated activity with these situation
3. make a note of the related danger zones

Types of information to consider include:

- area of workplace where the incident occurred
- occupation or job/task of the injured person
- part of body injured, e.g. back, neck etc
- nature of injury/illness, e.g. strain, laceration, fracture, chemical exposure
- type of incident, e.g. fall, repetitive movements
- frequency and severity of incidents

- **Consultation with employees:** Feedback from employees can often provide valuable information about hazards, because employees have hands-on experience in their work area.

It is important to consult with employees working in the area who are performing the tasks. They are likely to be aware of the hazards associated with their jobs.

- **Workplace inspection of tasks and/or work area:** Workplace inspections are a good tool for identifying hazards relevant to work areas and tasks being performed. These inspections should be carried out on a regular basis. Some examples are:
  - job safety analysis (JSA)
  - workplace inspections
  - audits
  - 
  - walk-through surveys
  - hazard identification checklists

### 5.3 JOB SAFETY ANALYSIS

Job Safety Analysis (JSA) can be used to identify the hazards associated with each step of a particular task and to specify the measures for controlling the risks associated with the hazards.

The **Job Safety Analysis form** can be used to list the safety and administrative requirements of a task including: permits required, working environment and associated hazards, PPE, tools and equipment and emergency requirements. It is also used to breakdown a particular task into basic steps and to identify the potential hazards associated with those hazards and to select, list and apply appropriate hierarchical control methods to control the identified hazards.

### 5.4 WORKPLACE INSPECTIONS

Some workplace inspections are completed on a daily basis (eg, Forklift Inspection), whilst others may only need to be completed on a monthly, quarterly, half yearly or annual basis. All checklists should have an action plan attached.

Details of all Workplace Health and Safety Inspections to occur throughout the year should be recorded and scheduled on an annual planner.

### 5.5 RECORDING OF HAZARDS

A brief description of any new hazards identified and suggested corrective actions to minimise the risks associated with the hazard should be recorded on a **Hazard Alert Form**. A record of all identified hazards must be entered into **GOLDEN FENCE MECHANICAL FACTORY Hazard Identification Register**. The Hazard Identification Register should list all hazards relevant to a



particular work area.

A risk assessment should then be completed for each hazard following the risk assessment process.

## 6 RISK MANAGEMENT – RISK ASSESSMENT

### 6.1 OBJECTIVES

- To assess the risk posed by each identified hazard and consider:
  - The nature of the risk
  - How it may affect health and safety
  - How many employees are exposed to the hazard
  - How much, how often and for how long employees are exposed

### 6.2 ASSESSING THE RISK

Where a hazard has been identified, an assessment of the risks associated with the hazard should be undertaken. A separate **Risk Assessment Form** should be completed every identified hazard.

There are three steps in assessing risks:

1. For each hazard, estimate the **likelihood** (how likely is it that it could happen) of an incident or accident occurring at the workplace or while conducting the work activity.
2. For each hazard, estimate the **consequences** (how severely could it hurt someone) of an incident or accident occurring at the workplace or while conducting the work activity.
3. Combine these estimates with likelihood and consequence to determine a risk rating for each hazard. The risk rating can be taken from the Risk Assessment Priority Chart which rates the hazards in order of priority.

#### **For example,**

If a particular hazard has a likelihood of **POSSIBLE** (ie could happen but rarely) and the consequences of such any injury was **MINOR** (ie first aid only, no time lost) then the risk score would be 6, indicating that the risk may not need immediate attention.

Hazards that need urgent attention are allocated a high priority and should be given that level of attention.

### 6.3 PROCESS MANAGEMENT AND REVIEW

A **Risk Assessment Process Checklist** can be used to assist employees to effectively manage the risk assessment process. The checklist will help to ensure all steps are considered and that the relevant people who will be involved in risk assessments are identified and trained. Regular review of the risk assessment process should take place during annual workplace audits.

## 7 RISK MANAGEMENT – RISK CONTROL

### 7.1 OBJECTIVES

- To provide guidelines to control identified and assessed risks.
- To emphasise the importance of understanding and applying the hierarchy of controls for the more effective elimination or control of hazards and risks within **GOLDEN FENCE MECHANICAL FACTORY**

### 7.2 HIERARCHY OF CONTROLS

There is a hierarchy of measures to control workplace health and safety hazards, which is based on the principle that greater long-term benefits are gained from controlling hazards at their source.

The aim of any control is to eliminate or reduce the risk of exposure of employees to hazards in the workplace. In many situations the best result will be achieved by using several measures, not just one.

The hierarchy includes the following methods of control, with preference being given in order from the top down:

#### 1. ELIMINATION

The best way to reduce a risk is to remove the hazard altogether. For example, using a trolley instead of lifting and carrying eliminates a manual handling hazard.

#### 2. SUBSTITUTION

The second most effective measures is to substitute the hazard for something less risky. Substitution can be done in two ways:

- substitution of a material or substance
- substitution of a process

#### 3. ENGINEERING

If the hazard cannot be eliminated at the design stage the next best method is to control the risk through engineering controls, eg

- modification of tools and equipment
- automation

- machine guarding
- hoists and mechanical aids to eliminate manual handling

#### 4. ADMINISTRATIVE

This control measure is about introducing work practices that reduce risk. They could include:

- reducing the number of employees exposed
- provision of Safe Work Procedures
- training of employees
- monitoring of the work environment
- job rotation
- permits to work, eg. hot work; confined space entry

#### 5. PERSON PROTECTION EQUIPMENT (PPE)

If practicable, Personal Protective Equipment (PPE) and clothing should be used in combination with higher order controls, ie elimination, substitution, engineering or administrative. In situations where PPE is used as the only control measure **GOLDEN FENCE MECHANICAL FACTORY** must ensure the PPE:

- is appropriate for the job
- complies with Australian Standards
- fits the operator correctly
- training is provided in its need and use
- the equipment is clean, maintained and stored appropriately

### 7.3 HAZARD AND ASSOCIATED RISK REGISTER

A **Hazard and Associated Risk Register** should be maintained to record all identified controls for each hazard identified.

## 8 RISK MANAGEMENT - REVIEW

### 8.1 OBJECTIVES

- To ensure the risk management procedures are effectively controlling workplace risks.
- To identify whether alternate controls are appropriate as a result of changes on exposure regarding certain hazards.
- To identify residual risks or other hazards introduced and to reassess and reevaluate controls.

### 8.2 REVIEW METHODOLOGY

The following factors should be considered during a risk management review:

- Reviews occur annually as a minimum.
- Input from employees.
- Site safety inspections and audit reports are reviewed to identify reported non-conformances.
- The impact of new products, processes and material is assessed to ensure appropriate controls are implemented at the time of introduction into workplace.

A **Risk Management Review Checklist** can be used to assist with the review process.

## 9 INCIDENT REPORTING AND INVESTIGATION

### 9.1 OBJECTIVES

- To ensure all incidents that cause, or have the potential to cause, injury, harm or damage to employees, contractors and visitors are reported, investigated and reported to Workplace Health and Safety where required.
- To ensure incidents are followed up.
- To provide detailed information for the purpose of measuring risk management performance and monitoring the effectiveness of risk controls within **GOLDEN FENCE MECHANICAL FACTORY**.

### 9.2 DEFINITIONS

- An Incident is an unplanned event that caused, or could have caused, personal injury, environmental harm or damage to plant, equipment or property.
- A **Near Miss** is an unplanned event that could have, but through chance, did not cause injury, environmental harm or damage.

### 9.3 INCIDENT AND NEAR MISS REPORTING PROCEDURES

- All employees, contractors and visitor incidents or near misses are to be reported as soon as practicable after the incident but should be no later than the end of the day or shift.
- The **GOLDEN FENCE MECHANICAL FACTORY Incident Report Form** must be completed as soon as possible after the incident/near miss occurs.
- Where an injury occurs, immediate first aid treatment should be given by the first aid officer if the injury is within their level of training and/or arrangements made for medical treatment or transportation to hospital.
- A risk assessment is to be conducted and appropriate control measures implemented.
- The relevant documentation to be completed.
- Details all incident forms are to be logged using the **Incident Form Register**.

### 9.4 INCIDENT INVESTIGATION PROCEDURES

All incidents and near misses should be investigated using **GOLDEN FENCE MECHANICAL FACTORY Incident Investigation Form**. Incident investigation has three (3) purposes. They are to:

- Establish the cause/s of the incident, or near miss;
- Identify any contributing factors; and
- Implement strategies to prevent a recurrence.

**Incident investigation is NOT about apportioning blame.**

## 10 WORKPLACE HEALTH & SAFETY TRAINING

### 10.1 OBJECTIVES

- To ensure that **GOLDEN FENCE MECHANICAL FACTORY** managers and supervisors are provided with information, instruction and training so that they understand their legal and organisational workplace health and safety responsibilities to provide a workplace where employees, contractors and visitors are safe from injury and risks to their health.
- To ensure employees are adequately skilled and trained to carry out the requirements of their work and to comply with health and safety practices and procedures so that they can effectively meet their workplace health and safety responsibilities.
- To provide guidelines for assessing workplace health and safety training needs consistent with the nature and risks of **GOLDEN FENCE MECHANICAL FACTORY** business and to follow up to ensure all training achieves its expected outcome.
- To promote a safety culture across **GOLDEN FENCE MECHANICAL FACTORY** where unsafe work practices are not acceptable.

### 10.2 RESPONSIBILITIES

#### MANAGERS AND SUPERVISORS

- Understand their legal obligations to ensure **GOLDEN FENCE MECHANICAL FACTORY** employees receive instruction and training in all aspects of health and safety in the workplace.
- Identify the skills, knowledge and competencies to be acquired by all **GOLDEN FENCE MECHANICAL FACTORY** employees and to ensure training plans are developed and training budgeted for accordingly.
- Support any workplace health and safety training opportunities identified through performance appraisal process with individual employees.
- Ensure that all **GOLDEN FENCE MECHANICAL FACTORY** employees receive skills and workplace health and safety training to meet the requirements of their jobs.

#### EMPLOYEES

- Attend workplace health and safety training courses when required.
- Indicate training needs to their immediate supervisor when they believe they have a gap in their skills knowledge which may affect their ability to perform their job safely.

### 10.3 GENERAL WH&S TRAINING CONTENT

The following are examples of some topics that should be included as a minimum in general workplace health and safety training within **GOLDEN FENCE MECHANICAL FACTORY**:

- safety induction for all employees on commencing employment with **GOLDEN FENCE MECHANICAL FACTORY** and as necessary on transfer into a new work environment or change of role.
- roles and legal responsibilities of employers, managers, supervisors, and employees.
- **GOLDEN FENCE MECHANICAL FACTORY** Workplace Health and Safety Policy, Standards and Procedures
- hazard identification, risk management and control processes
- how to conduct workplace health and safety inspections and audits
- reporting and investigation of incidents and injuries
- employee consultation and communication
- resolution of workplace health and safety issues
- injury and claims management

### 10.4 DOCUMENTATION

Employees' personal records of training must be retained in their personnel files, ideally for the duration of their employment with **GOLDEN FENCE MECHANICAL FACTORY** or for five (5) years.

## 11 SAFETY INDUCTION

### 11.1 OBJECTIVES

- To provide guidelines for the safety induction of all new and transferred employees, contractors and visitors.
- To ensure that induction participants understand that **GOLDEN FENCE MECHANICAL FACTORY** is committed to health and safety.
- To ensure employees, contractors and visitors recognise that everyone who works with **GOLDEN FENCE MECHANICAL FACTORY** has a responsibility to ensuring a safe working environment.
- To make induction participants aware of **GOLDEN FENCE MECHANICAL FACTORY** Workplace Health and Safety Policy and procedures.

### 11.2 RESPONSIBILITIES

#### MANAGERS AND SUPERVISORS

- Ensure that all new and transferred employees, contractors and visitors participate in the induction process.
- Ensure that the people with the responsibility of carrying out inductions have received the necessary training.

#### EMPLOYEES

- Attend induction training sessions as required.

### 11.3 INDUCTION OF NEW AND TRANSFERRED EMPLOYEES

Induction training for new and transferred employees begins on the **FIRST DAY** of a person commencing their employment with **GOLDEN FENCE MECHANICAL FACTORY** or their first day in a new work area. The induction process will continue until there is satisfaction that the employee fully understands the workplace health and safety requirements of, and is considered competent to work in their allocated work environment.

Consideration should be given to including the following issues as part of the induction process:

- Fire and Emergency Evacuation Procedures
- Procedures to follow in the event of a workplace incident
- First Aid
- Smoking
- Health and Safety Responsibilities



- Where employees can find workplace health and safety information
- Workers Compensation
- Health and Safety Training
- Process for workplace health and safety issue resolution
- Safe Work Procedures
- Use of work equipment
- Personal Protective Equipment (PPE)

#### 11.4 INDUCTION OF CONTRACTORS

Refer to Section 12 – Managing Contractor Safety

#### 11.5 INDUCTION OF VISITORS

Visitors to **GOLDEN FENCE MECHANICAL FACTORY** should be inducted as necessary, depending on the nature of their visit. Visitors must sign into the premises/office and be accompanied at all times during their visit.

## 12 MANAGING CONTRACTOR SAFETY

### 12.1 OBJECTIVES

- To detail the required procedures for managing contractor safety.
- To provide managers with guidelines for selecting competent contractors to carry out work on behalf of **GOLDEN FENCE MECHANICAL FACTORY**.

### 12.2 DEFINITIONS

**Contractor:** a company and/or a person (other than an employee) performing work for **GOLDEN FENCE MECHANICAL FACTORY** on the company's premises, on a client or customer worksite, on a construction site or as directed by **GOLDEN FENCE MECHANICAL FACTORY** management.

### 12.3 RESPONSIBILITIES

#### MANAGERS AND SUPERVISORS

- Ensure that contractors and their employees are made aware of the workplace health and safety procedures required for the work they are to perform, and that they understand their responsibilities to adhere to those procedures.
- Supervise or ensure a competent person is appointed to supervise the contractor and is accountable and responsible for all aspects of the contractors' activities. This person will need to be fully aware of the workplace health and safety requirements of the contract.
- Review the workplace health and safety performance of contractors and take action where non-compliance with workplace health and safety requirements is identified.
- Ensure that contractors undergo contractor safety induction prior to commencing work for **GOLDEN FENCE MECHANICAL FACTORY**.

#### EMPLOYEES

- **GOLDEN FENCE MECHANICAL FACTORY** employees who are required to work with, or close to, a contractor are to cooperate with the specific requirements of the contract and to ensure health and safety procedures are followed at all times.

### 12.4 CONTRACTOR SELECTION

When selecting a contractor **GOLDEN FENCE MECHANICAL FACTORY** must take into account

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the following:

- evidence of the contractors' own Safety Management System
- evidence of the contractors' history of health and safety performance

## 12.5 INSURANCES, LICENCES, REGISTRATIONS & CERTIFICATES

Managers must ensure that contractors and their employees possess the insurances, licences, registrations and certificates required for them to perform the required work. The currency of the documentation must also be checked. Copies of all relevant contractor competency certificates and licenses should be held on file for record purposes.

## 12.6 DOCUMENTED SAFETY REQUIREMENTS

The letter of engagement or written contract approving the contractor to carry out the specific work, must include a reference to **GOLDEN FENCE MECHANICAL FACTORY** requirements for specific safety procedures

## 12.7 PRE-JOB SITE SAFETY INDUCTION

Contractors approved to perform any work within **GOLDEN FENCE MECHANICAL FACTORY** premises must undergo a safety induction **prior** to work commencing. The induction should include all areas of **GOLDEN FENCE MECHANICAL FACTORY** Workplace Health and Safety Policy and procedures that relate to the contractors work, equipment and environment.

The content of the induction process for contractors should also cover specifics such as:

- project specific Site Safety Plans
- project specific Site Safety Rules
- reporting responsibilities
- dispute resolution

A record that the safety induction has taken place should be recorded on the **Contractor Induction Confirmation** and kept on file.

## 12.8 SAFE WORKING PROCEDURES

Where applicable, copies of the documented safe working procedures should be available to the contractors. These may include:

- Required permits, e.g hot work
- Lockout and tag out procedures
- Chemical handling
- Manual handling

- Housekeeping
- Use of tools
- Use of personal protective equipment

## 12.9 SUPERVISION

**GOLDEN FENCE MECHANICAL FACTORY** should ensure arrangements are made for all contractors to be monitored, by a responsible person to ensure their compliance with safe working procedures, good maintenance of any tools or equipment provided and good housekeeping practices.

## 12.10 NON-COMPLIANCE OF HEALTH AND SAFETY REQUIREMENTS

Contractors must ensure that all health and safety procedures are followed while on **GOLDEN FENCE MECHANICAL FACTORY** premises. Should a contractor fail to ensure a safe working environment a formal notification should be given, outlining the non-compliances. If non-compliance continues, appropriate actions should be undertaken to ensure a safe working environment is maintained.

## 12.11 REPORTING INCIDENTS, INJURIES, WORK RELATED ILLNESS & PROPERTY DAMAGE

All contractor incidents or near misses must be reported in accordance with the **GOLDEN FENCE MECHANICAL FACTORY** incident reporting and investigation procedures.

## 12.12 CONTRACTOR TRACKING LOG AND IDENTIFICATION BADGES

All contractors must sign a log prior to commencing work at **GOLDEN FENCE MECHANICAL FACTORY**, detailing the exact time of entry, location of work, contact person and departure time. The **Contractor Tracking Register** will assist in accountability of personnel during an evacuation event.

# 13 WORKPLACE HEALTH AND SAFETY NON-COMPLIANCE

## 13.1 OBJECTIVES

- To ensure workplace health and safety compliance by all **GOLDEN FENCE MECHANICAL FACTORY** employees, contractors and visitors by reinforcing the need to perform their work

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safely, in accordance with their obligations under **GOLDEN FENCE MECHANICAL FACTORY** Workplace Health and Safety Policy and/or procedures.

## 13.2 RESPONSIBILITIES

### MANAGERS AND SUPERVISORS

- Monitor and enforce legislative obligations, and the **GOLDEN FENCE MECHANICAL FACTORY** Workplace Health and Safety Policy and procedures.
- Investigate breaches of workplace health and safety obligations and responsibilities.
- Ensure employees who breach workplace health and safety obligations are performance managed in accordance with **GOLDEN FENCE MECHANICAL FACTORY** performance management policy.

### EMPLOYEES

- Comply with the requirements of **GOLDEN FENCE MECHANICAL FACTORY** Workplace Health and Safety Policy, procedures and relevant legislation.
- Ensure that they notify their supervisor or manager if they believe they need additional education and/or training to enable them to perform their work safely and in compliance with **GOLDEN FENCE MECHANICAL FACTORY** Policy, procedures and relevant legislation.
- Cooperate with any investigations into possible workplace health and safety non-compliance.

## 13.3 CIRCUMSTANCES LEADING TO DISCIPLINARY ACTION

Listed below are conditions that **MAY** be considered examples of workplace health and safety non-compliance:

- Breach of a Manager/Supervisor's safety related instructions
- Breach of obligations under the **GOLDEN FENCE MECHANICAL FACTORY** Workplace Health and Safety Policy and/or procedures.
- Deliberate unsafe actions. For example the improper use of equipment, deliberate unsafe work practices and/or housekeeping practices.
- Repeated and unjustifiable failure to attend mandatory education in relation to Workplace Health and Safety.

The above circumstances are not intended to be all inclusive. Any other circumstance that indicates an employee's disregard for their own safety and/or the safety of others may be grounds for performance management.

## 13.4 DISCIPLINARY PROCESS

The performance management process that shall apply for employees who breach their workplace

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health and safety obligations or are involved in a preventable incident/accident due to breaches of safety procedures, should be consistent with the overall **GOLDEN FENCE MECHANICAL FACTORY** performance management system. This process may involve the following:

Stage 1 - Formal Counselling

Stage 2 - Issuing the First Warning

Stage 3 – Issuing the Final Written Warning

Should an employee's actions be considered sufficiently serious and/or wilful so as to be reasonably considered serious misconduct, instant dismissal may be an outcome.

### 13.5 GRIEVANCE AND DISPUTE RESOLUTION

Any grievance or dispute involving performance management processes must be handled in accordance with the *civil defence law* and the relevant award.

## 14 DRUGS AND ALCOHOL IN THE WORKPLACE

### 14.1 OBJECTIVES

- To ensure **GOLDEN FENCE MECHANICAL FACTORY** meets its legal responsibility in regards to providing a safe and healthy work environment for employees, contractors and visitors.
- To ensure that any employee who is found to be under the influence of drugs or alcohol are dealt with in a supportive, fair and constructive manner.

## 14.2 RESPONSIBILITIES

### MANAGERS AND SUPERVISORS

- Implement the requirements of the **GOLDEN FENCE MECHANICAL FACTORY Drug and Alcohol Policy**.
- Implement and communicate procedures for identifying employees who are found to be under the influence of drugs or alcohol whilst at work.
- Make available external resources to assist employees who are found to require help.

### EMPLOYEES

Employees have a duty of care to ensure their own safety and health at work and to avoid adversely affecting the safety and health of any other person. Employees are therefore required to:

- Notify their supervisor of any concerns regarding their ability to perform their work safely as a result of being under the influence of drugs or alcohol or the adverse effects of any prescription medication they may be taking.
- Ensure that they do not operate any machinery if under the influence of drugs, alcohol or prescription medication which may effect their ability to do so safely.

## 14.3 COMPANY VEHICLES

Company vehicles are not to be driven by anyone who is under the influence of drugs or alcohol. **GOLDEN FENCE MECHANICAL FACTORY** will accept no liability for any damage to a company vehicle, injury to any person, or damage or injury to any third party, incurred while the driver of a **GOLDEN FENCE MECHANICAL FACTORY** vehicle is in breach of this policy or of the law. All liabilities shall rest with the driver concerned.

## 14.4 POSSESSION OF DRUGS AND ALCOHOL IN THE WORKPLACE

- The sale or supply of any prescription drugs in the workplace by an employee may result in termination of employment.
- The sale, supply or possession of illegal drugs in the workplace by an employee may result in termination of employment.
- The unauthorised sale, supply or possession of alcohol in the workplace by an employee may result in termination of employment.

## 15 ELECTRICAL SAFETY

Under the *Electrical Safety Act* an employer has an obligation to ensure their business is conducted in a way that is electrically safe. This includes identifying electrical hazards, assessing the risk of injury or property damage that may be attributed to those hazards and taking necessary actions to minimise exposure to the risks.

### 15.1 RESPONSIBILITIES

#### MANAGERS AND SUPERVISORS

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- Ensure that all electrical equipment is electrically safe and the requirements of the *Electrical Safety Act* and relevant International Standards are complied with.
- Ensure that all employees likely to be affected by electrical work are electrically safe.
- Ensure that only trained, qualified and competent people carry out work **GOLDEN FENCE MECHANICAL FACTORY** electrical systems.

## EMPLOYEES

- Comply with all instructions given by their supervisor/manager for their electrical safety.
- Not to wilfully or recklessly interfere with or misuse anything provided for electrical safety.
- Not to wilfully place any person in electrical risk
- To use PPE if provided for electrical safety and to ensure they have been properly instructed in the use of the PPE.
- Employees must not do any electrical work unless they are a qualified person with the appropriate licence for performing electrical work.

## 15.2 SPECIFIED ELECTRICAL EQUIPMENT

Specified electrical equipment means:

- a. **For the performance of class 2 work** – (i) a cord extension set with a current rating of not more than 20amps; **or** (ii) a portable outlet device with a current rating of not more than 20amps; **or** (iii) electrical equipment, other than portable safety switch, that - (A) has a current rating of not more than 20amps; **and** (B) is designed to be connected by a flexible cord or plug to low voltage supply; and
- b. **For the performance of class 3 or class 4 work** (i) a cord extension set with a current rating of not more than 20amps; **or** (ii) a portable outlet device with a current rating of not more than 20 amps; **or** (iii) electrical equipment other than portable safety switch, that – (A) has a current rating of not more than 20 amps; **and** (B) is designed to be connected by a flexible cord and plug to low voltage supply; **and** (C) is moved during its normal use for the purpose of its use.

## 15.3 ELECTRICAL SAFETY – RISK MANAGEMENT PROCESS

Ensure that only qualified people carry out work on **GOLDEN FENCE MECHANICAL FACTORY** electrical systems.

Some common electrical hazards include:

- Electrical shock
- Fire/explosion
- Toxic gas



To minimise exposure to electrical risks all users of electrical equipment within **GOLDEN FENCE MECHANICAL FACTORY** should:

- Visually inspect all electrical equipment prior to use to check:
  - that there is no obvious external damage, particularly to plugs, sockets, cords or other connectors. Damage or faults should be reported immediately to the manager or supervisor and the damaged equipment should have an “**OUT OF SERVICE**” tag attached and be immediately removed from use.
  - equipment covers and guards are correctly secured.
  - ventilation inlets or exhausts are not obstructed.
- Use the correct appliance for the specific tasks. Read instruction manuals and follow instructions to ensure the appliance is used correctly.
- Ensure that the electrical appliances are dry and clean.
- Do not withdraw a plug from a socket by pulling the cable.
- Always switch off appliances at the power point before removing the plug.
- Keep electrical cords off the floor to reduce the risk of damage from drag or contact with sharp objects. A damaged electrical cord can cause a fatal electric shock.
- Keep electrical appliances away from water and wet areas.
- Do not use double adaptors to ‘piggy back’ plugs. A power board with individual switches should be used.
- Ensure that tools are properly insulated. Tools with damage to insulation on handles should be replaced.
- Ensure that you use the correct fire extinguisher for electrical fires; and
- Fully unwind electrical cords before using it.

#### 15.4 TESTING AND TAGGING

All electrical equipment must be inspected by a licensed electrician /competent person and tagged with the relevant tag in accordance with the *Electrical Safety Act 2002*, *Electrical Safety Regulation 2002* and AS/NZS 3760:2003 -In-Service Safety Inspection and Testing of Electrical Equipment; and

Test intervals are dictated by the **class of work**. Class of work refers to the following:

- **Class One** work is construction work **and** work done in conjunction with construction work;
- **Class Two** work refers to assembly, fabrication, installation, maintenance, manufacturing, refurbishment or repair work but does not include class one work;

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- **Class Three** work is any work not covered in class one, two, or four and:
- **Class Four** work is office work

If testing and tagging is required this shall be performed by a licensed electrician/ competent person. Tags shall be affixed on the electrical cord within 300mm of the plug and include the date of retesting. A record of the test should be kept.

If an item of electrical equipment fails a test, an “**OUT OF SERVICE**” tag should be fitted to the item and the item immediately removed from use.

### 15.4.1 Testing Requirements

**Specified electrical equipment** shall be tested and tagged as specified in the table below which has been adapted from the *Electrical Safety Regulation 2002* and AS/NZ 3760 – 2003.

Class Of Work	Description of Work	Frequency of Testing
1	Construction work or work in conjunction with construction work	<ul style="list-style-type: none"> <li>• See <i>Electrical Safety Regulation</i> section 87 and AS/NZ 3012 – 2003</li> </ul>
2	Assembly, fabrication, installation, maintenance, manufacturing, repair or refurbishment work	<ul style="list-style-type: none"> <li>• If double insulated – every 12 months</li> <li>• If not double insulated then every 6 months</li> <li>• <b>(Note: Both shall be connected to RCD's – refer <i>Electrical Safety Regulation 2002, s90</i>)</b></li> <li>• Portable RCD's shall be tested as per <i>Electrical Safety Regulation 2002 s91 &amp; AS/NZ 3760 -2003</i></li> </ul>
3	Any work that is not defined as Class 1,2 or 4.	<ul style="list-style-type: none"> <li>• Test annually <b>OR</b></li> <li>• Connect to RCD at switchboard <b>OR</b></li> <li>• Use portable RCD (for specified electrical equipment) as per <i>Electrical Safety Regulation 2002 s93/94 &amp; AS/NZ 3760-2003</i></li> </ul>
4	Office-related work where items <b>are moved</b> while in use	<ul style="list-style-type: none"> <li>• Test every five years <b>OR</b></li> <li>• Connect to RCD at switchboard <b>OR</b></li> <li>• Use portable RCD</li> <li>• (RCD tested as per AS/NZ 3760-2003)</li> </ul>

## 16 EMERGENCY MANAGEMENT

### 16.1 OBJECTIVES

- To provide guidelines for preventing emergency situations.
- To provide guidelines for responding to emergency situations.
- To identify opportunities for improvement following emergency situations.

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## 16.2 RESPONSIBILITIES

### MANAGERS AND SUPERVISORS

- Carryout a risk assessment to identify potential emergency situations.
- Develop, implement and maintain procedures for preventing and responding to emergency situations.
- Allocate duties to specific employees for emergency preparedness.
- Ensure training in emergency procedures is provided to all **GOLDEN FENCE MECHANICAL FACTORY** employees.

### EMPLOYEES

- Employees who have been allocated specific roles (eg fire warden) for emergency response must attend training and comply with all requirements of the role.
- Cooperate and participate in all emergency practice drills.
- Respond immediately to an emergency situation as directed.
- Should familiarise themselves with the name and location of **GOLDEN FENCE MECHANICAL FACTORY** emergency response personnel.

## 16.3 RISK ASSESSMENT

**GOLDEN FENCE MECHANICAL FACTORY** must assess the potential emergencies that could occur at their premises.

The following emergency situations should be considered when carrying out a risk assessment:

- Fire
- Bomb threat
- Violence/ armed hold up
- Chemical spill
- Explosion

## 16.4 EMERGENCY PROCEDURES

Emergency procedures must be documented and should contain the following basic information:

- Emergency contacts – (names & phone numbers)
  - internal
  - external
- Evacuation assembly areas

- Emergency site plan
- Designated duties of Emergency Response Personnel
- Emergency alarm systems
- Communications
- Threat specific actions, eg: fire and smoke; security threat
- Training requirements for all employees
- Emergency drills
- De-brief process following an emergency situation or drill.

## 16.5 EMERGENCY RESPONSE PERSONNEL

- **Structure** – The Emergency Response Team should consist of a number of people at specified locations within the workplace, consistent with the functional layout of the workplace.
- **Organisation** – The team should consist of at least:
  - Chief Warden
  - Deputy Chief Warden
  - Wardens
  - Deputy Wardens
  - First Aid Officer

- **Principal Roles and Responsibilities** – The emergency response personnel should have clearly defined duties and responsibilities as follows:

**Chief Warden** – on becoming aware of an emergency, should take the following actions:

- Ascertain the nature of the emergency and determine appropriate actions
- Ensure that appropriate emergency service has been notified
- Ensure Wardens are advised on the situation
- If necessary, initiate evacuation procedure
- Brief the Emergency Services personnel upon arrival on the type and location of the emergency;

**Deputy Chief Warden** – The Deputy Chief Warden shall be required to assume the responsibilities normally carried out by the Chief Warden if he/she is unavailable.

**Warden** – On hearing an alarm or on becoming aware of an emergency, the Wardens should take the following actions:

- Inform the Chief Warden of the emergency
- Call the Emergency Services when immediate action is required

- Operate first attack fire equipment (only if suitably trained)
- Ensure all people in the emergency area are in no danger and advise them to prepare for evacuation by assembling at the predetermined assembly point
- Commence evacuate if necessary
- Search all rooms to ensure all persons are accounted for
- Communicate and obtain instructions from the Chief Warden by designated means of contact and act on those instructions
- Assist any impaired persons
- Check to ensure fire doors and smoke doors are properly closed
- Advise Chief Warden as soon as possible of the circumstances and of the action taken
- Role check of staff, visitors or contractors working in the area

**Deputy Warden** – The Deputy Warden shall be required to assume the responsibilities that are normally carried out by the Warden if he/she is unavailable.

**First Aid Officer** – On hearing an alarm or on becoming aware of an emergency or as directed by a Warden, the First Aid Officer should:

- Proceed to the assembly point with a first aid kit.
- Be prepared to assist the emergency services where requested.
- Advise the Warden of his/her location at all times during the emergency.

## 16.6 IDENTIFICATION OF EMERGENCY PERSONNEL

The role of the emergency personnel can be identified by the colour of their hat during an emergency.

PERSONNEL	COLOUR
CHIEF WARDEN AND DEPUTY	WHITE
WARDEN	RED

FIRST AID OFFICER	WHITE CROSS ON A GREEN BACKGROUND
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## 16.7 TRAINING & EMERGENCY DRILLS

A training schedule should be developed to ensure all emergency response training is carried out at appropriate times. The schedule should include:

- **General Emergency Training:** All employees must be provided with induction, education and ongoing training (eg. every twelve (12) months) so that they know and have practised their duties in the event of an emergency.
- **Specific Training for Emergency Roles:** It is necessary to arrange specific training for all employees who have been given emergency responsibilities eg. Chief Wardens and Wardens.
- **Emergency Drills:** Training drills must occur every six (6) months to ensure all employees are aware of their immediate actions in the event of an emergency situation.

After each practice drill a debrief should be held to identify problems and to implement improvements if necessary.

A training record should be kept of the names of all employees who attended the training and the date of each training session.

## 16.8 IMMEDIATE REPOSE IN AN EMERGENCY

Examples of specific procedures for the following situations are included as Attachments to this manual:

- Fire Emergency Procedures
- Chemical Spills Emergency Procedures
- Bomb Threat Emergency Procedures
- Robbery or Armed Hold Up Emergency Procedures

# 17 FIRST AID TREATMENT AND FACILITIES

## 17.1 OBJECTIVES

- To ensure **GOLDEN FENCE MECHANICAL FACTORY** provides appropriate first aid facilities for the reporting and treatment of workplace injuries.
- To ensure a procedure is in place for the maintenance of first aid facilities, the training of first aid personnel and the reporting of first aid treatments.

- To ensure effective infection control measures are in place.

## 17.2 RESPONSIBILITIES

### MANAGERS AND SUPERVISORS

- Ensure first aid equipment is accessible to all employees.
- Provide appropriate and adequate first aid equipment (kits, room and first aid personnel) for the needs of employees and their work.
- Provide ongoing training to first aid personnel.
- Ensure the name of the first aid officer is displayed in prominent positions within the workplace.

### FIRST AID PERSONNEL

- Audit and replenish the contents of all first aid kits
- Ensure first aid treatment is accessible to all employees
- Ensure the first aid treatment register and/or incident form is completed as required.
- Ensure first aid qualifications are maintained and up to date

### EMPLOYEES

- Report all injuries to supervisor/manager.
- Seek first aid treatment as required.

## 17.3 FIRST AID OFFICER

**GOLDEN FENCE MECHANICAL FACTORY** has an appointed First Aid Officer. The name of First Aid Officer will be displayed in a prominent position.

### 17.3.1 Role of the First Aid Officer

- The First Aid Officer should undertake the initial management of work caused injuries and illnesses. They are not responsible for on-going medical care.

- The initial treatment given must be consistent with the First Aid Officers level of training and competence. If the treatment required is beyond the level of training and competence of the First Aid Officer, they should recommend the injured or ill person seek medical treatment.

### 17.3.2 Qualifications

**GOLDEN FENCE MECHANICAL FACTORY** employees will have access to a First Aid Officer with a Senior First Aid qualification at minimum.

The Senior First Aid qualification is current for three (3) years from the date of issue.

## 17.4 ACCESS TO FIRST AID PERSONNEL

There should be procedures in place which ensure that all **GOLDEN FENCE MECHANICAL FACTORY** employees have access to first aid treatment on all shifts. For example, having a special arrangement with a local medical centre may be considered.

All **GOLDEN FENCE MECHANICAL FACTORY** employees need to be aware of these procedures.

## 17.5 FIRST AID KITS

- All employees must be aware of where the first aid kits are located.
- The first aid kit should be appropriate to the types of injuries and illnesses that are likely to occur at **GOLDEN FENCE MECHANICAL FACTORY**.
- The first aid kit can be of any shape or size as long as it is large enough to fit all the required contents. The kit should have a white cross with a green background predominately displayed on the outside.

A list of contents that should be included in the first aid kit, if the risk of injury or illness at the workplace is low, is provided as an attachment to this manual.

## 17.6 INFECTION CONTROL – RISK MANAGEMENT

### 17.6.1 Hazards

First aid personnel and workers may at risk of exposure to infectious diseases or biological hazards if they receive:

- A skin penetrating injury such as a needle stick injury.



- If blood or body substances come into contact with broken wounds, eyes, or mouth.
- Contaminated first aid equipment or materials are used.

### 17.6.2 Controlling the Risks

#### GOOD HYGIENE:

Hands should be washed using soap and water;

- before and after contact with an ill or injured person
- when there is contact with blood or body substances
- when protective gloves are removed

#### BLOOD or BODY SUBSTANCES SPILLAGE

Spills should be attended to immediately and protective gloves worn. Absorbent material such as paper towels should be used to absorb the bulk of the blood or body substance. The contaminated materials should be disposed of in a sealed, leak-proof bag.

#### CLEANING, DISINFECTING AND STERILISING

Single use, disposable items should be included in the first aid kit wherever possible. reusable items must be cleaned, sterilised and disinfected.

#### WASTE MANAGEMENT

All contaminated materials should be disposed of in a sealed, leak-proof bag.

### 17.7 FIRST AID SIGNAGE

The following sign will indicate the location of the first aid kits  
(A white cross on a green background)



### 17.8 ACCIDENT RESPONSE PLAN

An Accident Response Plan should be in place to ensure all workers know what to do, where to go and from whom to seek first aid treatment.

### 17.9 RECORD KEEPING

All injuries that require first aid treatment will be recorded on the **First Aid Treatment Register** which will be used to track the types of workplace injuries and illness for future reference.

### 17.10 CONFIDENTIALITY OF INFORMATION

Managers, Supervisors and First Aid Personnel need to be aware that **ALL** personal information about the health of an employee is confidential. Disclosure of personal information without the employee's written consent may be illegal.

### 17.11 WORKPLACE CONSULTATION

Employees must be consulted in the first instance before the final first aid plan is implemented and then only if there are to be no changes.

## 18 HAZARDOUS SUBSTANCES AND DANGEROUS GOODS

### 18.1 OBJECTIVES

- To eliminate or minimise the incidence of ill health, disease or injury arising from the exposure of people to hazardous substances and dangerous goods in the workplace.
- To establish and maintain procedures for safe handling of hazardous substances and dangerous goods.

## 18.2 RESPONSIBILITIES

### MANAGERS AND SUPERVISORS

- Ensure that risk assessments are carried out on all hazardous substances and dangerous goods. These assessments should consider:
  - the severity of the hazard;
  - the degree of exposure to employees; and
  - possible control measures to eliminate or minimise the risk
- Arrange training for employees on the correct use, storage, handling and transport of hazardous substances and dangerous goods.
- Ensure copies of MSDSs are available for all hazardous substances.
- Investigate alternatives which can be substituted for the more hazardous substances currently in use.
- Provide all employees who may be exposed to a hazardous substance induction and ongoing training about the substance having regard to the level of risk identified in the risk assessment.
- Maintain induction and training records for five (5) years.

### EMPLOYEES

- Comply with all procedures implemented for safe handling of hazardous substances.
- Use, clean and maintain any PPE issued for protection when handling hazardous substances and advise management when replacement is necessary.
- Advise management of any potential or actual handling concerns.

## 18.3 RISK MANAGEMENT OF HAZARDOUS SUBSTANCES

Under Part 13 (Hazardous Substances) of the *Workplace Health and Safety Regulation 1997* an employer has certain obligations for managing the risks of hazardous substances in the workplace.

This includes ensuring that the risk to health from a hazardous substance that is used or is to be used at the workplace, is assessed:

- as soon as practicable after it is used
- within five (5) years of the last assessment
- certain things happen at the workplace

**A Hazardous Substance – Risk Assessment Form** can be used to assist in the risk management process.

If the risk assessment shows that use of the hazardous substance **causes** a significant degree of risk to health it must be kept for **thirty (30) years**.

If the risk assessment shows that the use of the hazardous substance **does not** cause a significant degree of risk to health the assessment must be kept for **five (5) years**.

#### 18.4 HAZARDOUS SUBSTANCES INVENTORIES AND REGISTERS

A **Hazardous Substance Register** should be kept for all hazardous substances used at **GOLDEN FENCE MECHANICAL FACTORY**. The Hazardous Substances Register will include a list of all hazardous substances used and kept on the premises; copies of material safety data sheets (MSDS) and documented risk assessments. This register should be updated when a new hazardous substance is introduced or an existing substance is no longer used.

#### 18.5 MATERIAL SAFETY DATA SHEETS (MSDS)

Material Safety Data Sheets provide the information needed for the safe handling of hazardous substances used by **GOLDEN FENCE MECHANICAL FACTORY** employees. MSDS's **MUST** be obtained for all hazardous substances from the manufacturer or supplier of the substance.

MSDS's should include information on short and long term health effects, first aid treatment and emergency response procedures in the event of a spillage and disposal procedures.

A copy of the MSDS must be kept with the Hazardous Substance Register, and another copy kept close enough to where the substance is being used to allow a worker who may be exposed to refer to it easily.

The MSDS should be kept current and reviewed every twelve (12) months or whenever there is:

- a change in the substance which alters its health and/or safety hazard and risk
- if there is new health and safety information received about the substance.

**A supplier's MSDS MUST NEVER be altered by a Golden Fence M C**

#### 18.6 LABELLING

All containers of hazardous substances supplied to, used or handled by employees or contractors within **GOLDEN FENCE MECHANICAL FACTORY** must be labeled. The labeling of chemicals is subject to a range of legislation in Queensland which is based on three separate systems of classification:

•**Dangerous goods** - chemicals that have an immediate hazard (including explosives, flammables (eg. petrol, kerosene, thinners), oxidising agents, corrosives, reactive hazards, acutely toxic chemicals)

•**Hazardous substances** - chemicals which have hazardous health effects (including acute and chronic toxicity, corrosive and irritant)



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- **Scheduled poisons** - include pharmaceuticals and other chemicals sold to the public

If an MSDS has been altered by the manufacturer the label should also be changed to ensure consistency with the MSDS.

## 18.7 DECANTED HAZARDOUS SUBSTANCES

The requirement for labelling on a decanted substance depends on whether the substance is used immediately or over a longer period. If the substance is to be used immediately the container does not need to be labelled provided the container is cleaned of any residue. If a container is not labelled and the contents are unknown the substance and the container should be disposed **after** consultation with the MSDS, the product manufacturer and/or the local council for guidance on safe disposal.

## 18.8 TRAINING AND RECORD KEEPING

It is a legal requirement under Part 13 (Hazardous Substances) of the *Workplace Health and Safety Regulation 1997* that all employees who may be exposed to a hazardous substance **MUST** be provided with **induction AND ongoing training** about the substance.

People who should be trained included:

- Employees who may be exposed to a hazardous substance at work;
- Supervisors of employees at risk from exposure of hazardous substance;
- Employees responsible for the purchase of hazardous substances, control equipment & PPE; and
- Employees with direct involvement in fire or other emergency action.

The extent of the training and the amount of detail required will depend on:

- The hazards associated with the substance in the workplace;
- The complexity of the work procedures; and
- Any controls, work practices, PPE required to minimise risks.

Records of the induction and ongoing training must be kept for five (5) years. These records must include the date of the session, the topics dealt with, the name of the person who conducted the session and the names of the employees who attended.

# 19 HOT WORK

## 19.1 OBJECTIVES

- To minimise the risk of fire and/or explosion, and the resulting potential injuries to people and damage to property by ensuring that work which incorporates ignition sources is properly controlled.
- To provide guidelines for managing work situations, good practices and follow up

where hot work has to take place including the issue of permits to ensure adequate communication to all people involved.

## 19.2 DEFINITIONS

**Hot Work:** is work that can generate sparks, flame and high levels of heat.

**Hot Work Permit:** is the form that has to be completed prior to commencing any work defined as "hot work". It must be authorised and lodged with the person in charge of the work.

## 19.3 RESPONSIBILITIES

### MANAGERS AND SUPERVISORS

- Ensure that hot work permit procedures are implemented whenever this type of work is carried out.
- Arrange appropriate training for all employees required to carry out hot work.
- Take responsibility for authorising hot work and signing off the Hot Work Permit when work is completed.

### EMPLOYEES

- Follow the general principles of hot work procedures and the specific requirements of Hot Work Permits when ever carrying out hot work activities.

## 19.4 HOT WORK PROCEDURES

- Hot work, including welding, thermal or oxygen cutting or heating and other related heat or spark producing operations, are not to take place on Company premises without a Hot Work Permit. An **Employee Hot Work Permit** must be submitted and approved prior to the commencement of any hot work.

Contractors must have a **Contractor Hot Work Permit** approved prior to commencing any hot work on Company premises.

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- The correct PPE must be worn for all hot work activities and the appropriate fire fighting equipment must be kept within easy reach of all cutting, welding, oxyacetylene and other open flame jobs and on all work where there is a possibility of ignition.
- Prior to issuing a Hot Work Permit, the manager or supervisor must inspect the hot work area to ensure the site and the equipment requiring hot work is properly prepared to prevent the danger of fire, explosion or exposure to toxic gases. When the manager, or supervisor is satisfied the area is satisfactorily prepared for the work proposed, a Hot Work Permit will be issued, signed by that person and the Company employee or contractor responsible for carrying out the work.
- On completion of the hot work, the person responsible for carrying out the work will inspect the area to ensure it is safe, fill in the completion time on the Hot Work Permit and return it to the person who originally authorised the work. The area must not be left unattended for 30 minutes after completion of the hot work to monitor for any smouldering debris.
- The manager or supervisor, must inspect the work area approximately 60 minutes after the job has been completed to check the area is safe and free from smouldering debris. When satisfied that the area is safe the Hot Work Permit is then signed.
- A fire watch is required where hot work is being performed in close proximity to flammable materials and where the area cannot be cleared. The general duties of the person designated as fire watch are to alert the operator of any fires or dangerous situations which may develop, notify the emergency response team and extinguish the fire, so long as it is safe to do so and within the capacity of the equipment available (fire extinguisher or pressure water hose). The person designated as fire watch may carry out normal work activities providing they are conducted in the immediate area and do not interfere with watching duties.

## 19.5 HOT WORK PERMIT REGISTER

All Hot Work Permits issued should be recorded in a **Hot Work Permit Register** and retained on file for 12 months after the job has been completed.

## 20 HOUSEKEEPING

### 20.1 OBJECTIVES

- To establish and maintain a neat and tidy workplace at all times.

### 20.2 RESPONSIBILITIES

#### MANAGERS AND SUPERVISORS

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- Ensure there are specific employee responsibilities for housekeeping and that the required training is provided for employees to carry out those responsibilities.
- Ensure that housekeeping inspections are carried out on a regular basis.

## EMPLOYEES

- Actively participate in the housekeeping process
- Report all hazards or potential hazards to supervisor/manager

### 20.3 HOUSEKEEPING RISKS

Poor housekeeping will contribute to incidents and injuries and should be included in hazard inspection checklists, so that early signs of poor housekeeping can be identified and corrective action taken to eliminate or minimise the hazard. Some signs of poor housekeeping may include:

- cluttered and poorly arranged work areas
- wet or slippery floors
- dangerous stacking and storage of materials
- blocked aisle ways
- spills, leaks and hazardous substances not properly stored
- overflowing rubbish bins
- overcrowded shelves

### 20.4 HOUSEKEEPING CHECKLIST

Good housekeeping practices will result in a more efficient and productive work environment.

A **Housekeeping Checklist** should be carried out on a regular basis, ideally monthly.

## 21 ISOLATION PROCEDURES: LOCK OUT/TAG OUT

### 21.1 OBJECTIVES

- To protect employees, contractors and visitors from potential injury whilst carrying out maintenance, installation, inspection, testing or cleaning of plant or equipment. These procedures cover four (4) aspects of isolation:
  - Electrical Isolation
  - Lock Out System
  - Danger Tags
  - Out of Service Tags



## 21.2 RESPONSIBILITIES

### MANAGERS AND SUPERVISORS

- Establish isolation procedures to be used during any inspection or work on plant, equipment or machinery.
- Ensure lock out padlocks, danger/isolation tags and out of service tags are readily available to all employees.
- Ensure employees are trained and competent in the use of electrical isolation procedures, lock out and tagging requirements.

### EMPLOYEES

- Employees and contractors must follow isolation procedures.

## 21.3 OUT OF SERVICE TAGS

- Machinery, plant or equipment, which is not to be used, should be identified with an “**OUT OF SERVICE**” tag.



- “**OUT OF SERVICE**” tags should be attached and removed only by authorised persons who have specific knowledge of the operation of the item of plant, machinery or equipment.
- Only in an emergency situation, and only when it is apparent that the continued use of the equipment, plant or machinery could be dangerous, should another person attach an “**OUT OF SERVICE**” tag.
- “**OUT OF SERVICE**” tags should always be fixed to isolation devices when these devices are in the “**OFF**” or “**SAFE**” position.
- “**OUT OF SERVICE**” tags should always be fixed to the energy source when it is in the “**OFF**” or “**SAFE**” position.
- Prior to attaching an “**OUT OF SERVICE**” tag:
  - ensure that all required details are filled out clearly and legibly in the spaces provided. Emphasis should be placed on the reason for placing the tag; and
  - “**OUT OF SERVICE**” tags should be securely attached to the isolation point and clearly visible.

- **NEVER** use plant, machinery or equipment with an “**OUT OF SERVICE**” tag attached.

**REMEMBER TO:**

- switch off;
- isolate circuits;
- fix appropriate tags; and
- test that the electricity supply is isolated.

## 21.4 DANGER TAGS

- A Danger Tag must be attached to isolation devices to signify that there could be danger to a person if they operate the machine.
- Danger Tags should always be fixed to isolation devices that are locked in the “**OFF**” or “**SAFE**” position.
- “**DANGER**” Tags must be placed before commencing work on a piece of equipment. The name of the person/s carrying out the work must be printed on the tag.
- A separate “**PERSONAL DANGER**” Tag must be added for each person working on the equipment.
- The only person/s permitted to remove a “**DANGER**” Tag is the person/s who put it there, except in circumstances where that person is unavailable.
- Fill in the “**DANGER**” tags correctly and clearly;
- Attach the “**DANGER**” tags to each isolation device so that it is clearly visible;
- Always remove “**DANGER**” tags after completion of the work or prior to leaving work at the end of a shift; and
- Replace the “**DANGER**” tag with an “**OUT OF SERVICE**” tag if work is incomplete.
- **NEVER** use, switch on, manipulate or interfere with machinery, plant or equipment that has a personal “**DANGER**” tag attached.

## 21.5 ISOLATION TAG OUT

### 21.5.1 Before you start work:

- plan and discuss the job;
- ensure that you clearly understand any instructions given;
- confirm permission to isolate (use a permit system if relevant);
- isolate the electrical equipment, plant, machinery or circuit;
- attach Danger Tags;
- erect safety barriers if required;
- ensure that all tools are properly insulated;
- do not work on “live” equipment; and

- start work only when authorised to do so.

***IF IN DOUBT, ASK THE SUPERVISOR***

#### **21.5.2 When Working:**

- use safety observers if required (e.g. working in a confined space);
- Ensure you have followed correct procedures; and
- check that isolation/lock out/tag out systems are in place before resuming work after any break.

#### **21.5.3 On Completion of Work:**

- check that no tools are left on or in the job;
- check the work is complete and the equipment is reconnected to a power source;
- notify all relevant personnel that the equipment is to be connected or energised;
- have authorised persons sign off work permits (if relevant);
- remove all Danger Tags; and
- remove barriers and store them correctly.

## **22 LADDER SAFETY**

### **22.1 OBJECTIVES**

- To provide a safe system for access and egress from ladders.
- To define safe working procedures and set out practical guidance to ensure the safety and health of persons required to work from a ladder.

### **22.2 RESPONSIBILITIES**

#### **MANAGERS AND SUPERVISORS**

- Ensure only suitably trained and experienced employees are engaged in working from ladders.

- To provide ladders and associated equipment that are fit for purpose and in good working order.

#### EMPLOYEES

- Comply with the **GOLDEN FENCE MECHANICAL FACTORY** procedures for working from ladders.
- Ensure ladders and equipment are regularly inspected and in good working order.

#### 22.3 LADDER SAFETY PROCEDURES

A **Ladder Inspection Checklist** should be used before using any type of ladder to ensure it is in safe working condition. If the ladder is found to be **UNSAFE** it is **NOT** to be used and must be tagged with an **'OUT OF SERVICE'** tag and referred to the supervisor/manager.

#### 22.4 GENERAL LADDER SAFETY

- Ensure the ladder is the right height for the task. **NEVER** use a make shift footing such as drums, boxes or blocks to gain extra height.
- Check that footing is secure. **NEVER** erect a ladder on a slippery, uneven or unstable surface.
- Never exceed the industrial use/ load rating of 120kg. This should be identified by a sticker on the ladder.
- Keep 3 points of contact with the ladder at all times.
- The top of the ladder should extend at least 900mm above the surface being accessed.
- Use a tool belt to keep hands free.
- Ensure there is a firm level work platform, free from obstructions to step onto;
- Ensure the ladder is securely fixed;
- Ensure the ladder is not too close or far away from the support structure. The distance is 1 is to 4. That is, if a ladder is four metres high the distance from the base of the ladder and the support structure must be at least one metre.

## 23 MANUAL HANDLING

#### 23.1 OBJECTIVES

- To prevent or minimise manual handling injuries throughout **GOLDEN FENCE MECHANICAL FACTORY**.

#### 23.2 RESPONSIBILITIES

##### MANAGERS AND SUPERVISORS

- Ensure that all manual handling activities, which are likely to be a risk to health and safety, are identified, assessed, controlled and evaluated.

- Ensure that the required manual handling induction and training is provided, documented and recorded.

#### **EMPLOYEES**

- Follow **GOLDEN FENCE MECHANICAL FACTORY** Policy and Safe Working Procedures for performing manual handling tasks.

### **23.3 DEFINITION**

**Manual handling:** is any activity requiring human force including:

- Lifting
- Carrying
- Pushing
- Pulling
- Twisting
- Turning

### **23.4 RISK IDENTIFICATION**

The following activities may assist in identifying manual handling tasks within **GOLDEN FENCE MECHANICAL FACTORY**, which may lead to injury:

- Use past incident forms and hazard forms to see if any of them were the result of manual handling tasks.
- Consult with employees to see where they think the main manual handling problem areas are.
- Use checklists to identify those tasks and conditions which may increase the risk of a manual handling injury.

### **23.5 RISK ASSESSMENT**

When those manual handling tasks which are likely to cause risks to health and safety are identified, they then need to be assessed to determine the risk factors.

Factors which may increase the risk or severity of a manual handling injury include:

1. Forceful Exertions
2. Working Postures
3. Repetition and Duration
4. Vibration
5. Work Area Design
6. Hand Tool Use
7. Nature of Loads

8. Load Handling
9. Individual Factors

**Reference should be made to the Manual Tasks Code of Practice 2000 for suggested checklists and control measures aimed at reducing exposure to risk factors that can contribute to manual handling injuries.**

### 23.6 RISK CONTROL

When selecting controls to reduce the risk of manual handling injury, consideration should always be given to eliminating or engineering out the risk. (refer to Section 7 – Risk Management: Risk Control). Where it is not practicable to eliminate the risk, the following general procedures should apply:

- always plan a manual lift prior to attempting the lift;
- stagger your stance;
- ensure that the route taken is clear of obstacles or obstructions;
- check that the load is not too heavy to lift or carry alone. If the load is too heavy, get assistance either from a fellow worker or use a mechanical lifting device;
- if carrying a load with a fellow employee, always keep in step;
- when carrying a load with a fellow employee, always ensure that you tell each other of any action you are about to perform, such as, lowering or adjusting the load;
- keep a firm grip on the load;
- lower the load using your body weight by putting the weight of the load on your legs and bending your knees;
- never carry a load that blocks your vision, as you may trip or run into another object; and
- maintain the natural curve of the spine, keeping your back straight throughout the lift.

A **Manual Handling Policy** has been developed to demonstrate **Golden Fence Mechanical Complex** commitment to Minimising manual handling injuries.

## 24 NOTICES & SIGNS

Notices and signs are used in appropriate locations to advise people of the existence of hazards, provide directions and general information and/or indicate the types of personal protective equipment or clothing required.

All signs displayed in the workplace must conform to **AS/NZS 1319 - Safety Signs for the Workplace Environment**.

Signs or notices are to be adhered to and any person disregarding these may be subject to disciplinary action.

Signs and notices are not to be removed or interfered with unless authorisation is given.

Typical signs in the workplace are:

- personal protective equipment required;
- restricted entry;
- hazards;
- fire fighting appliances and equipment; and
- emergency exits.



Workplace inspections will monitor the condition of safety signage. All damage to safety signs must be reported.

## 25 PERSONAL PROTECTIVE EQUIPMENT (PPE)

### 25.1 OBJECTIVES

- To establish and maintain a system which promotes safe work practices regarding the use, maintenance and storage of personal protective equipment (PPE).

### 25.2 RESPONSIBILITIES

#### MANAGERS AND SUPERVISORS

- Undergo training to ensure competency in the proper selection, fit, use, cleaning and maintenance of the PPE.
- Ensure PPE is to be worn by personnel during all job tasks, which require such protection.
- Provide appropriate instruction and training in the correct use, fit, care and maintenance of PPE to all users.
- Ensure all PPE training courses undertaken by employees is recorded.

- Ensure a system of maintenance and replacement of PPE is in place. In accordance with the relevant AS/NZ Standards.
- To ensure all PPE is assessed

## EMPLOYEES

- To use all items of PPE which are provided for their protection.
- Participate in training prior to PPE use.
- Ensure that items of PPE are not misused or damaged in any way.
- Ensure all items of PPE are cleaned, maintained and stored according to instructions
- To report any hazards or issues relating to PPE to their Manager/Supervisor.

### 25.3 DEFINITION

Personal Protective Equipment (PPE) is any clothing, equipment or substance designed to protect a person from the risk of exposure to workplace injury or illness.

Examples of PPE include:

- Safety Glasses and goggles
- Safety footwear (steel cap boots, shoes, rubber boots, non-slip shoes)
- Safety goggles, face shields
- Ear plugs and ear muffs
- Hard hats
- Sun hats , sunglasses and sunscreen
- Gloves
- Respiratory protection (dust masks, respirators, self contained breathing apparatus etc)
- Clothing such as high visibility vests

### 25.4 PPE RISK ASSESSMENT PROCESS

A risk assessment must be carried out on all work processes within **GOLDEN FENCE MECHANICAL FACTORY** to identify the controls that are required to eliminate or minimise the health and safety risks of the work being undertaken.

Following the risk assessment process, employees will be issued with PPE:

- in **conjunction** with other preferred methods of risk control.



- if other preferred methods of risk control are not available, PPE should only be used on a **temporary or interim basis** until other control measures are available as PPE can be:
  - uncomfortable to wear
  - make working difficult
  - can create other risks to the users health and safety
  - be expensive

## 25.5 WORK PRACTICES

- Written instructions should be maintained for all personal protective equipment and should include:
  - maintenance duties and responsibilities
  - storage procedures
  - cleaning procedures
  - storage procedures
  - checking procedures
  - replacement criteria
- All personal protective equipment must be used in accordance with the manufacturer's instructions.
- All PPE users have been trained and educated in the correct fit and use of the equipment. A record of the training should be kept.
- Areas of known hazards that require PPE use should have appropriate signs displayed. Eg:



Failure to comply or refusing to wear the appropriate PPE and clothing or unless granted an exemption may result in disciplinary actions.

## 25.6 STORING AND MAINTAINING PPE

It is the users responsibility to ensure that all PPE is cleaned, stored and maintained according to instructions.

A register of the PPE issued should be kept to track dates for maintenance and replacement.

## 25.7 EXEMPTIONS

If for any reason (eg medical condition), it is not possible to equip the employee with PPE for a particular task, then the employee will not be allowed access to that work area.

## 26 PLANT SAFETY

### 26.1 OBJECTIVES

- To ensure hazards associated with plant are identified and risks to health and safety are assessed and controlled, and where possible eliminated.
- To provide relevant operator information and training.
- To ensure that plant is registered as required by Workplace Health and Safety Queensland.

### 26.2 RESPONSIBILITIES

#### MANAGERS AND SUPERVISORS

- Ensure that a risk assessment is undertaken **prior** to the purchase and introduction of any new item of plant into the workplace.
- Ensure a risk assessment is carried out for each item of plant during installation, commissioning and use at the workplace.
- Implement controls to eliminate or minimise the risks associated with installation, commissioning and use of the plant.
- Ensure a risk assessment is carried out and control measures implemented **prior** to any alteration or relocation of plant or if new information becomes available regarding

the hazards associated with the plant.

- Ensure all people who are required to work with plant receive the necessary training and education to operate the item competently without risks to health and safety.
- Establish procedures for regular, preventative maintenance of plant.

## EMPLOYEES

- Ensure all plant is used in accordance with the *Workplace Health and Safety Act 1995*, *Workplace Health and Safety Regulations 1997*, *Plant Code of Practice 2005* and **GOLDEN FENCE MECHANICAL FACTORY** Safe Work Procedures.

## 26.3 DEFINITIONS

**Plant** includes any machinery, equipment (including scaffolding), appliance, implement or tool and any related component, fitting or accessory.

## 26.4 RISK MANAGEMENT

### 26.4.1 Hazard and Risk Identification

All foreseeable hazards to health and safety arising from plant and systems of work associated with the plant must be identified. Consideration should be given, but not limited to, issues such as:

- suitability of the type of plant for the particular task
- intended use of the plant
- generation of hazardous conditions such as; fire, temperature, explosion, electricity, potential for falling objects or for plant to roll over etc.
- potential for injury such as entangling, crushing, trapping, cutting, stabbing, puncturing etc.
- ergonomic needs relating to the installation and use
- competency of the users

All hazards should be recorded on the **Hazard Alert Form**.

### 26.4.2 Risk Assessment and Control

Where a hazard has been identified, the risks associated with those hazards must be assessed and control measures to eliminate or minimise the risks implemented. Refer to Section 7 – Risk Assessment. The risk management process should be applied to new plant or when changes are made to existing plant.

### 26.4.3 General Safety Requirements for Plant

#### Access and Egress

- There must be sufficient access to the parts of plant which require cleaning and maintenance.

#### Guarding

- Access to any danger points of plant, such as dangerous or moving parts of plant or machinery must be prevented by appropriate guarding to prevent a person from contacting the moving part and being injured. Refer to *AS4024.1-1996 Safeguarding of Machinery* for details on guarding requirements.
- Guarding must not be removed from any item of plant, equipment or machinery.
- Employees must submit a hazard report form if guards are missing from plant, equipment or machinery.
- Regular inspections will be undertaken to ensure that guarding is maintained.

#### Operator Controls, Emergency Stops and Warning Devices

- Should be identified with labels or instructions to indicate function.
  - Readily accessible to the employees using the plant.
  - Cannot be unintentionally activated.
  - Must be able to be locked in the 'OFF' position.
- 
- Emergency buttons must be red and preferably of mushroom head design and cannot be adversely affected by electrical malfunction.

Work on plant such as maintenance and/or inspection must be controlled by lock out and tag out procedures and be fitted with appropriate lock out devices.

## 26.5 REGISTER OF PLANT AND EQUIPMENT

A **Plant and Equipment Register** should be maintained for the workplace, which documents all plant and equipment on site and the maintenance frequency. The register should be reviewed every 6 months.

## 26.6 PREVENTATIVE MAINTENANCE AND PLANT SERVICE REGISTER

A **Preventative Maintenance and Plant Service Register** should be kept as a record of scheduled and preventative maintenance arrangements for all plant and equipment.

## 27 SAFE WORKING PROCEDURES

### 27.1 OBJECTIVES

- To identify a safe way of carrying out the work for a specific job.
- To provide an easy to follow document, known as a Safe Working Procedure (SWP) that provides **GOLDEN FENCE MECHANICAL FACTORY** employees with the information they need to carry out work safely.
- To meet obligations under the *Workplace Health and Safety Act 1995*, *Workplace Health and Safety Regulation 1997* and *Electrical Safety Act 2002* with regard to hazard identification, assessment and control.

### 27.2 RESPONSIBILITIES

#### MANAGERS AND SUPERVISORS

- Ensure Safe Working Procedures are developed for all work process within **GOLDEN FENCE MECHANICAL FACTORY**.
- Provide education and training to employees to ensure they understand how to develop a Safe Working Procedure.
- To ensure all employees have training, follow up and monitoring in the Safe Working Procedures specific to their work tasks.
- Ensure Safe Working Procedures are documented and retained on file.
- Monitor compliance with the Safe Working Procedure within the workplace and take actions where non-compliance is identified.

## EMPLOYEES

- Provide input into the development of the Safe Working Procedures.
- Comply with the requirements of the Safe Working Procedures.
- Report problems with information contained in Safe Working Procedures and make recommendations for amendments where needed.
- Report any changes to work situations, which indicate an additional Safe Working Procedure may be required.

### 27.3 DEFINITION

A **Safe Working Procedure** is a written statement outlining the procedures required to carry out a particular task safely. It identifies the task in a logical sequence and the relevant health and safety risk control measures required to eliminate or minimise the risks associated with any identified hazards. A Safe Working Procedure should also include any qualifications or training required to carryout the work safely.

### 27.4 PROCESS FOR DEVELOPING SAFE WORKING PROCEDURES

1. Start off the process by providing a brief description of the task.
2. Identify all hazards associated with each step of the particular task.
3. Carryout **risk assessments** for all the hazards identified.
4. Use the **hierarchy of controls** when selecting risk controls for identified hazards.
5. Ensure that recommended control measures are listed for every hazard identified.
6. Incorporate the controls into the Safe Working Procedure document.
7. Repeat the assessments after the controls have been implemented to check that the risk has been reduced.
8. Once the Safe Working Procedure is agreed to and approved, all employees involved in performing that particular task must be trained in the Safe Working Procedure needed to complete the task safely.
9. Ensure Safe Working Procedures are referred to in the **Hazard Register**.
10. The Safe Working Procedure should be reviewed regularly and particularly when there are changes to the work environment or the type of equipment

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used.

11. A copy of the Safe Work Procedure should be kept and a **Safe Working Procedure Register** is to be maintained at all times.

## 28 SMOKING IN THE WORKPLACE

### 28.1 OBJECTIVES

- To establish and maintain a system that promotes a safe work practice for all **ZAIN STEEL INDUSTRY** employees, contractors and visitors to ensure they are not exposed to the health risks associated with smoking in the workplace or on **ZAIN STEEL INDUSTRY** premises.
- The objective of the **GOLDEN FENCE MECHANICAL FACTORY** Smoke Free Workplace Policy is to limit employee, contractor and visitor exposure to environmental tobacco smoke and associated risks.

### 28.2 RESPONSIBILITIES

#### MANAGERS AND SUPERVISORS

- Demonstrate their commitment to **GOLDEN FENCE MECHANICAL FACTORY** Smoke Free Workplace Policy and supporting procedures.
- Manage employee, contractor and visitor compliance of **GOLDEN FENCE MECHANICAL FACTORY** Smoke Free Workplace Policy and relevant legislation.

#### EMPLOYEES

- Participate in the implementation of the **GOLDEN FENCE MECHANICAL FACTORY** Smoke Free Workplace Policy.
- Comply with the instructions of **GOLDEN FENCE MECHANICAL FACTORY** Smoke Free Policy and procedures.

### 28.3 LEGAL REQUIREMENTS

Smoking is prohibited in all areas of **GOLDEN FENCE MECHANICAL FACTORY** premises with the exception of the designated outdoor smoking area which must not be within four (4) metres of any

entrance to the premises.

#### 28.4 SMOKE FREE POLICY

The **Smoke Free Workplace Policy** should in the first instance demonstrate **GOLDEN FENCE MECHANICAL FACTORY** commitment to the health and wellbeing of employees, contractors and visitors.

#### 28.5 EDUCATION AND SUPPORT

**GOLDEN FENCE MECHANICAL FACTORY** is committed to providing support and arranging education for those employees trying to quit smoking.

## 29 SUN SAFETY

### 29.1 OBJECTIVES

- To establish safe work working procedures for working outdoors in the sun where there is a risk to UV (Ultraviolet) radiation from sunlight and skin cancer.

### 29.2 RESPONSIBILITIES

#### MANAGERS AND SUPERVISORS

- Ensure hazard identification and risk assessments are carried out where employees are required to work outdoors in the sun.
- Determine and implement effective sun protection procedures including the provision and training in the use of Person Protective Equipment.
- Arrange education and training for **GOLDEN FENCE MECHANICAL FACTORY** employees at risk of sun exposure about the dangers of UV Radiation and how to identify the early signs of skin cancer.

#### EMPLOYEES

- Comply with all **GOLDEN FENCE MECHANICAL FACTORY** procedures and instructions regarding sun safety.
- Ensure the use of personal protection equipment when working outdoors in the sun.
- Ensure they do not put themselves or others at risk.
- Advise Management if replacement of protection measures is required or additional protection measures are needed.

### 29.3 RISK FACTORS

A safe system of work should be set up which will include a risk assessment of employees' sun exposure, identification of tasks that may place employees at risk, and sun protection measures for



controlling the degree of exposure. The degree of risk is largely dependent on the duration and extent of exposure.

Some of the risks associated with over exposure to the sun are:

- **Sunburn** - this is a type of radiation burn.
- **Eye damage** – over exposure to UV can damage to the eyes lens or cornea..
- **Premature ageing** of the skin will result from over exposure.
- **Sun spots** - dry or rough spots on the skin. Like premature ageing, these are indicators of excessive exposure to UV. These can develop into cancers.
- **Skin cancers**

## 29.4 CONTROL MEASURES

The most effective way of reducing the risk of UV exposure is to use a combination of control measures. The following is an example of the **hierarchy of controls** that could be implemented, in the order of effectiveness:

### 1. Work Organisation

Where possible:

- Minimise the amount of outdoor work.
- Move jobs undercover.
- Scheduling outdoor work to minimise UVR exposure during the peak periods of UV ie 10.00 - 3.00pm (EST). For example, scheduling outdoor tasks in the early mornings or late in the day.
- Alternate outdoor and indoor work to minimise overexposure.

### 2. Using Shade

Where the job or work times cannot be changed, workers will be encouraged to make maximum use of shade. The following options will be considered.

- Use of natural or existing shade from buildings, trees and other structures at the worksite.
- Use of portable canopies or erected shade structures made from fabrics such as canvas, awning, umbrella fabric or shade cloth. Shade cloth should provide at least 94% protection from UV rays.
- have lunch or any breaks in shady spots; and
- replace lost fluids by keeping up your liquid intake.

### 3. Personal Protective Clothing (PPE)

- Wear light, loose coloured clothing made of natural fibres which will provide proper ventilation, reflect heat and allows sweat to evaporate; Shirts will have long or three-quarter length sleeves and a collar and be made from a close weave, breathable fabric. Clothing that offers excellent protection with an ultraviolet protection factor (UPF) rating of 40, 45, 50 or 50+ (as classified by AS/NZS 4399) is recommended. Choose clothing with UPF50+ for best

protection.

- Loose fitting long trousers offer the best protection. If shorts are to be worn they should be to the knee.
- **Broad Brimmed hats.** If hard hats are to be worn, then brim attachments with neck flaps are to be attached. Hats or brim attachments are required to have a broad brim, measuring no less than 8cm in width. Hats should be comfortable and be made of a close weave material. Hats that have gauze or mesh section are not suitable as UV rays will penetrate.
- use maximum protection sun screen to areas which cannot be protected with clothing;
- **eye protection** is to be worn where necessary; Sunglasses must comply with AS/NZS1067 and screen out at least 99% of ultra violet light. If safety glasses are required then sunglasses need to comply with AS/NZS 1337 and AS/NZS 1338. Sunglasses should be glare resistant, light weight, comfortable and fit closely to the face. Wrap around sunglasses offer the best protection. Clip ons are available for persons with prescription glasses.

#### 4. Sunscreen

- A broad spectrum, water-resistant sunscreen with an SPF 30+ is recommended for workers who are required to work outdoors.
- Sunscreen will be placed in areas accessible for all employees and stored in a cool place out of the sun.
- As sunscreen does not offer 100% protection it is to be used in conjunction with additional protective measures such as clothing, hats and sunglasses.
- Sunscreen should be applied generously to all areas of exposed skin at least 20 minutes before going outside. Sunscreen should be reapplied every two hours as it easily wipes, sweats or washes off.

### 29.5 SUN SAFETY POLICY

A Sun Safety Policy has been developed to demonstrate **GOLDEN FENCE MECHANICAL FACTORY** commitment to providing protection from the sun and the heat for those employees at risk of exposure.

## 30 TOOLS – HAND AND POWER OPERATED

### 30.1 OBJECTIVES

- To provide guidance on the correct selection, use and maintenance of hand and power tools.

### 30.2 RESPONSIBILITIES

#### MANAGERS AND SUPERVIORS

- To provide the correct tools for the tasks to be performed safely and without risk of harm to the user.
- Arrange training for all employees in the correct selection, use, and maintenance of the tools they are required to use.
- Ensure preventative maintenance and repair or replacement of tools when necessary.

#### EMPLOYEES

- Operate hand and electric power tools in strict accordance with manufacturer's instructions.
- Wear the appropriate PPE and ensure that others in the area are also protected
- Inspect tools and equipment prior to use. Damaged tools and equipment must be tagged "**OUT OF SERVICE**" and removed from the workplace for repair or replacement.
- Ensure electric power tools have been tested and tagged.
- Never modify a tool for a task that it was not designed for.
- Ensure all guards (if applicable) are in place and operating correctly prior to using tools.
- Disconnect the power before making any adjustments or changing parts/blades to

electric power tools.

- Do not use electrical power tools in exposed wet conditions
- Do not throw the tools, pass them from hand to hand
- Protect all sharp edges where practicable, when not in use
- Get help if unsure how to operate a particular tool

### 30.3 HAND OPERATED TOOLS

#### 30.3.1 Potential Risks

Excessive use and poor design of hand tools can expose the user to potential risk of injuries such as :

- muscular sprain and strains especially in the hand, wrist and forearm caused by poor handle design (eg having to hold wrist in awkward positions), heavy and poorly maintained tools
- fatigue and injury to arm and shoulder muscles from holding tools for prolonged periods
- contact stresses from prolonged pressure on tissues and joints from tools pressing into the palm at the base of the thumb (this can contribute to carpal tunnel syndrome)
- tendon injury (“trigger finger”) can be caused through the use of tools with a wide grip span on the handle that requires the user to open their hand too wide.
- cuts and abrasions due to tool slipping during use

#### 30.3.2 Risk Control Measures

The primary purpose of controls for hand tools is to minimise the level of muscular effort needed to use them. The following are some options to consider in reducing the risk of injury:

- select tools that can be held with a neutral twist or handshake position to allow the hand to be at a comfortable span ( 6 - 9cm<sup>1</sup>) (ie. not too open and not too closed)
- ensure handles are cylindrical (approx. 4cm<sup>1</sup>) so that the users hand can wrap around the handle
- select tools of the correct weight, size and strength eg hammers, screwdrivers, drills etc, to minimise the effort required to hold and use the tool for repetitive tasks.
- review the work surface height to ensure it is suitable for the user
- keep the reach distance between the body and the work item as small as

possible to minimise the muscular effort needed to for the user.

- for trigger tools, ensure that the trigger can be operated in both hands, has a trigger lock to sustain the trigger grip if being used for more than 30 seconds and choose a tool where the trigger is at least 5cm<sup>1</sup> long to allow it to activated by several fingers.
- Rotate workers to minimise the repetitive use of hand tools over long periods.

<sup>1</sup> Specific measurements for hand tool use have been adapted from the Manual Tasks Code of Practice 2000.

## 30.4 ELECTRIC POWER TOOLS

### 30.4.1 Potential Risks

Electric power tools can assist in making jobs easier and to save time and effort for the user. However the electricity used to operate these tools can expose the user to risks such as electric shock and in extreme cases could result in death.

### 30.4.2 Risk Control Measures

Some suggested measures for controlling the risks associated with electric power tools include:

- Using cordless, battery operated power tools
- Using a **residual current devise** (RCD) between the power outlet and the electric power tool.
- Ensure extension leads are not exposed to water and if possible are kept clear of the floor or ground.
- Employees using electrical power tools need to ensure they have a firm footing, are well balanced and have a firm hold of the electric power tool prior to use.
- Electric power tools are not to be put down until they have fully stopped.
- Electric power tools must not be carried by their lead and must be switched off when not in use.
- Electric power tools must be switched at the power prior to disconnection from power socket.
- **ONLY LICENSED ELECTRICIANS ARE PERMITTED TO CARRYOUT REPAIRS TO ELECTRIC TOOLS, PLUGS, FITTING AND LEADS.**

## 30.5 PNEUMATIC TOOLS

### 30.5.1 Potential Risks

The large amount of air pressure supplied by the compressed air in pneumatic tools can expose the user to risk of direct exposure to extreme forces.

Compressed air must **NEVER** me used to dust off or cool a person's clothing or body –

**SERIOUS INJURY OR DEATH CAN RESULT** including:

- Severe damage or loss of an eye from a blast striking the
- Ruptured ear drums from a blast into the ear canal
- Puncture wounds foreign substances blown into face/head
- Compressed air entering the body through cuts or wounds in the skin and forming air bubbles in the blood stream and resulting in death.

**30.5.2 Risk Control Measures**

- All compressed air hose couplings must be of a permanent nature or have coupling clips to prevent the hose from parting.
- The tools must be operated, service and maintained with the manufacturers instructions
- Always disconnect the air supply when reloading and carrying the tool to another location
- Wear the appropriate PPE when operating these tools
- Never point the tool towards yourself or anyone else
- When using nail guns or staplers ensure nails and staples cannot become missiles by breaking out of the material being fixed.
- Never carry the tool by the hose

**30.6 HYDRAULIC TOOLS**

**30.6.1 Risk Control Measures**

- Ensure that hydraulic tools are inspected and maintained regularly.
- Ensure tools are of the correct capacity for the application.
- Ensure mechanical attachments and frames have been designed to handle the load potential of the hydraulics.
- Ensure hydraulic rams and the items being loaded are secured from dislodgement under pressure.

## 31 TRAFFIC CONTROL

### 31.1 OBJECTIVES

- To protect the health and safety of **GOLDEN FENCE MECHANICAL FACTORY** employees, contractors, delivery drivers and visitors from hazards arising from the operation of mobile plant (forklifts) and motor vehicles.

### 31.2 RESPONSIBILITIES

#### MANAGERS AND SUPERVISORS

- Implement traffic control procedures relevant to pedestrians, forklifts and other vehicles on Company premises.
- Communicate the requirements of these procedures to employees, contractors, delivery drivers and visitors.
- Ensure that relevant traffic warning signs are installed in and around the workplace.
- Ensure appropriate PPE is provided.
- Monitor the effectiveness of these procedures and take corrective action where required.
- Monitor compliance with the traffic control procedures.

#### EMPLOYEES

- Comply with traffic controls outlined in the procedures to protect the safety of themselves and others in and round the workplace.
- Wear appropriate PPE when moving around the workplace where required.
- Report incidents associated with traffic in the workplace.

### 31.3 TRAFFIC SIGNS

Appropriate traffic warning signs should be installed in and around the workplace, such as signs indicating:

- Pedestrian Areas
- Forklift Movement

- Speed Restrictions
- Stop and Give Way

### 31.4 PEDESTRIAN SAFETY

Appropriate controls must be implemented to ensure the safety of all pedestrians in and around the workplace. The **GOLDEN FENCE MECHANICAL FACTORY Pedestrian and Vehicle Movement Policy** has been developed to ensure the health and safety of all people whilst on Company premises.

## 32 WORKPLACE HARRASSMENT

### 32.1 OBJECTIVES

- To ensure a Workplace Harassment Prevention Policy is developed and implemented, outlining **GOLDEN FENCE MECHANICAL FACTORY** commitment to a harassment free workplace.
- To ensure **GOLDEN FENCE MECHANICAL FACTORY** meets our legal obligations in regards to managing the risk of injury and illness from workplace harassment.
- To ensure an effective process for resolving workplace harassment complaints.
- To ensure all **GOLDEN FENCE MECHANICAL FACTORY** employees are provided with appropriate training and education on issues of workplace harassment.

### 32.2 RESPONSIBILTITES

#### MANAGERS AND SUPERVISORS

- Demonstrate their commitment to **GOLDEN FENCE MECHANICAL FACTORY** Workplace Harassment Prevention Policy.
- Carryout risk assessments and implement control measures to prevent workplace harassment within **GOLDEN FENCE MECHANICAL FACTORY**.
- Ensure all employees have been provided with information regarding their rights and responsibilities in relation to workplace harassment.
- Ensure they have the appropriate training in handling workplace harassment complaints, including an understanding of both informal and formal complaint resolution options.

#### EMPLOYEES

- Raise any issues or concerns relating to workplace harassment with Manager or Supervisor.

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- Ensure they have an understanding of the options available to resolve workplace harassment issues.

### 32.3 DEFINITIONS

Workplace Harassment is when a person is subjected to repeated behaviour, other than behaviour amounting to sexual harassment, by a person, including the person's employer or a co-worker or group of co-workers of the person:- that is unwelcomed and unsolicited; and the person considers to be offensive, intimidating, humiliating or threatening; and a reasonable person would consider to be offensive humiliating, intimidating or threatening.

The definition is intended to cover a wide range of behaviours that can have an adverse impact on the workplace health and safety of workers and others. Workplace harassment does not include reasonable management action taken in a reasonable way by the person's employer in connection with the person's employment. (Prevention of Workplace Harassment Code of Practice 2004 - page 4)

### 32.4 BEHAVIOURS

Workplace harassment covers a wide range of behaviours, including:

- Abusing a person loudly, usually when others are present
- Repeated threats of dismissal or other severe punishment for no reason
- Constant ridicule and being put down
- Leaving offensive messages on email or the telephone
- Sabotaging a person's work, for example, by deliberately withholding or supplying incorrect information, hiding documents, or equipment, not passing on messages and getting a person into trouble in other ways
- Maliciously excluding and isolating a person from workplace activities  
persistent and unjustified criticism, often about petty, irrelevant, or insignificant matters
- Humiliating a person through gestures, sarcasm, criticism and often in front of customers, management or other workers
- Spreading gossip or false, malicious rumours about a person with an intent to cause the person harm

### 32.5 WORKPLACE HARASSMENT RISK MANAGEMENT

To effectively prevent or control the risk to **GOLDEN FENCE MECHANICAL FACTORY** employees of exposure to workplace harassment it is necessary for a combination of a number of control

measures to be used. These are:

### **32.5.1 Workplace Harassment Prevention Policy**

- The **Workplace Harassment Prevention Policy** can be a stand-alone policy or can be incorporated into the overall Workplace Health and Safety Policy.
- The Policy should be easy for employees to understand.
- The Policy should be displayed in prominent places within the workplace.

### **32.5.2 Complaint Handling System**

Any complaints of workplace harassment must be treated seriously and investigated promptly, confidentially and impartially. Harassment complaints can be lodged informally or formally. The compliant system developed must therefore be capable of managing both types of complaints.

#### **1. Informal Complaints**

An informal complaint handling system may encourage employees to raise their concerns with an appropriate contact person within the workplace and the matter resolved in an informal and fair manner.

#### **2. Formal Complaints**

The system implemented to manage formal complaints of harassment must include the following:

- a formal reporting procedure
- an investigation procedure
- a complaint resolution procedure
- an appeals process

### **32.5.3 Human Resource System**

An effective human resource system can be effective in helping to prevent or control the exposure to workplace harassment by:

1. Ensuring the workplace has effective and fair performance management processes.
2. Ensuring there is a workplace culture that supports open communication.

### 32.5.4 Education and Training

**GOLDEN FENCE MECHANICAL FACTORY** will ensure that all employees are provided with the appropriate training and education on issues of workplace harassment which will enable them to:

- Understand the behaviours that are or are not workplace harassment.
- Understand the consequences of workplace harassing behaviours.
- Understand the process for lodging complaints of workplace harassment.

## 33 APPROVED DOCUMENTS

The following documents and references are for use in conjunction with the information contained in this Workplace Health and Safety Manual.

Section of Manual	Proforma Document
2 – Workplace Health and Safety- Policy	<u>Workplace Health and Safety Policy</u>
5.3 – Risk Management – Hazard Identification  Workplace Inspections	<u>Job Safety Analysis Form</u>
5.5 – Risk Management – Hazard Identification  Recording the Hazards	<u>Hazard Alert Form</u>  <u>Hazard Identification Register</u>
6.2 - Risk Management – Risk Assessment  Assessing the Risk	<u>Risk Assessment Form</u>
6.3 – Risk Management – Risk Assessment  Process and Management Review	<u>Risk Assessment Process Checklist</u>
7.3 – Risk Management – Risk Control	<u>Hazard and Associated Risk Register</u>
8.2 - Risk Management – Risk Review	<u>Risk Management Review Checklist</u>
9.3 - Incident Reporting and Investigation -  Incident & Near Miss Reporting	<u>Incident Report Form</u>  <u>Incident Form Register</u>
9.4 - Incident Reporting and Investigation -  Incident Investigations	<u>Incident Investigation Form</u>

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Procedures		
12.7	Managing Contractor Safety - Pre-site Safety Induction	<u>Contractor Induction Confirmation</u>
12.12	Managing Contractor Safety - Contractor Tracking and Identification Badges.	<u>Contractor Tracking Register</u>
14.2	Drugs & Alcohol in the Workplace	<u>Drug and Alcohol Policy</u>
16.8	Emergency Management  Immediate Response in an Emergency	<u>Fire Emergency Procedure</u>  <u>Chemical Spills Procedure</u>  <u>Bomb Threat Procedure</u>  <u>Robbery &amp; Armed Hold Up Procedure</u>
17.5	First Aid Treatment & Facilities  First Aid Kits	<u>First Aid Kit Checklist</u>
17.9	First Aid Treatment & Facilities  Record Keeping	<u>First Aid Treatment Register</u>
18.3	Hazardous Substances & Dangerous Goods –  Risk Management of Hazardous Substances	<u>Hazardous Substances – Risk Assessment</u>
18.4	Hazardous Substances & Dangerous Goods –  Hazardous Substances Inventories & Registers	<u>Hazardous Substances Register</u>
19.4	Hot Work -  Hot Work Permit Procedures	<u>Employee Hot Work Permit</u>  <u>Contractor Hot Work Permit</u>
19.5	Hot Work	<u>Hot Work Permit Register</u>
20.4	Housekeeping	<u>Housekeeping Checklist</u>
22.3	Ladder Safety -  Ladder Safety Procedures	<u>Ladder Inspection Checklist</u>
23.6	Manual Handling –  Risk Identification	<u>Manual Handling Policy</u>

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25.6	Personal Protective Equipment (PPE) –  Storing & Maintaining PPE	<u>PPE Register</u>
26.5	Plant Safety -  Risk Assessment & Control	<u>Plant and Equipment Register</u>
26.6	Plant Safety	<u>Preventative Maintenance &amp; Plant Service Register</u>
27.4	Safe Working Procedures	<u>Safe Working Procedures Form</u>  <u>Safe Working Procedures Register</u>
28.4	Smoking in the Workplace	<u>Smoke Free Workplace Policy</u>
29.5	Sun Safety	<u>Sun Safety Policy</u>
31.4	Traffic Control	<u>Pedestrian and Vehicle Movement Policy</u>
32.5.1	Workplace Harassment-  Risk Management	<u>Workplace Harassment Prevention Policy</u>