



Safe Access Solutions WH&S Handbook

Version 2.2 Revised October 2014

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Statement of Responsible Care

Safe Access Solutions Pty. Ltd. accepts its duty to exercise responsible care for the health and safety both of employees and others who may be affected by our operations and also for protection of the environment. This duty affects every aspect of the business and its performance has an importance equal to any other activity.

Through the Executive Management Team all members of management have responsibility for the safety and wellbeing of those who work for them and others that may be affected. Managers throughout Safe Access Solutions Pty. Ltd. are required to use their best endeavours to carry out this responsibility. All employees are also expected to do their utmost to protect the health and safety of themselves and others.

In all business decisions due regard will be paid to minimising both consumption of resources and the generation of waste.

Safe Access Solutions Pty. Ltd. seeks to carry out these duties by provision of proper plant, suitable facilities, establishment of procedures and safe systems of work. In addition, Safe Access Solutions Pty. Ltd. is committed to providing clear information, training and channels for consultation. Full participation of all our employees and clients is essential and; their involvement via health and safety committees, representatives or other avenues is encouraged.

RESPONSIBLE COMPANY OFFICER

Kirk Devers



Managing Director
Safe Access Solutions Pty Ltd

Work Health & Safety Policy

COMMITMENT

Safe Access Solutions is fully committed to providing and maintaining a work environment that is safe and without risk to the health and wellbeing of all employees, contractors and visitors. This commitment also extends to ensure that the organisation's operations do not place the community at risk of injury or illness.

OBJECTIVES

- To provide and maintain safe systems of work in accordance with documented procedures.
- To provide adequate training and supervision.
- To provide and maintain safe plant and equipment.
- To ensure compliance with legislative requirements and current standards.

RESPONSIBILITIES

Management, which includes all levels and supervisory positions, acknowledge they are responsible for ensuring that all employees and contractors perform their tasks in a healthy and safe manner and therefore:

- Is fully committed to establishing measurable objectives and targets to ensure WH&S performance continually improves, with the aim of eliminating work related injuries & illnesses.
- Provide information, instruction, training and supervision to all employees, contractors and visitors to ensure their safety.
- Has overall responsibility for providing a safe work environment.
- Ensuring that all WH&S policies and procedures are implemented.
- For ensuring that all WH&S Policies and Procedures are reviewed regularly.
- Provide support that will assist all employees in maintaining and improving their health and wellbeing.
- Must be informed of incidents and accidents occurring on company and client premises to enable accurate assessments of health and safety performance.
- Actively promote WH&S communication and reporting of WH&S issues as a normal component of work.
- Take immediate and appropriate steps to investigate and rectify any risks to health & safety arising from work activity.

Employees, which includes all company full-time, part-time and casual employees, contracted employees and on-hire contractors must:

- Comply with WHS Policies and Procedures as agreed between Management and nominated OHS representatives.
- Report incidents, accidents, potential and actual hazards.
- Not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and wellbeing of company and client employees, contractors and visitors.
- Undertake only those tasks, for which they have been trained, authorised and are safe to perform.
- Participate in all WH&S initiatives and training programs as required by the company and/or client.

CONSULTATION

In fulfilling the objectives of this policy, Safe Access Solutions is committed to regular consultation with employees and nominated employee WHS representatives. This provides formal involvement in any workplace change that may potentially affect the health and safety of employees, contractors and visitors.

RESPONSIBLE COMPANY OFFICER

Kirk Devers



Managing Director
Safe Access Solutions Pty Ltd

WH&S Management Responsibilities

The following responsibilities are assigned to the levels of management as shown and are based on those outlined in the Work Health and Safety Act. These responsibilities elaborate on the broad statement contained in each individual's position description. Attached is a listing of individuals responsible for meeting specific WH&S legislative requirements.

1. Executive Management Team:

- 1.1 Overseeing organisational WH&S performance, particularly as a KPI.
- 1.2 Committing financial support for WH&S.
- 1.3 Committed to WH&S by signing off on formal procedures and policies.
- 1.4 Ensuring there is an WH&S system in place to effectively manage health and safety.
- 1.5 Ensuring compliance to WH&S legislation.

2. Management: which includes all functional managers.

- 2.1 Formally approve site specific WH&S policies and procedures.
- 2.2 Review site WH&S performance
- 2.3 Review serious accidents/incidents.
- 2.4 Review WH&S performance of Supervisors.
- 2.5 Ensure compliance to relevant WH&S legislation.
- 2.6 Commit to the implementation of an WH&S management system.
- 2.7 Ensure appropriate and adequate rehabilitation of injured workers.

3. Supervision: which includes Leading Hands.

- 3.1 Ensure that all appropriate steps are taken to implement WH&S Policy, WH&S procedures and legislative requirements.
- 3.2 Monitor WH&S performance within area of responsibility.
- 3.3 Visibly show commitment to WH&S through participation in formal and informal discussions, workplace visits and hazard inspections, etc.
- 3.4 Review all accidents/incidents and prepare detailed reports.
- 3.5 Review all WH&S reports and implement corrective actions.
- 3.6 Be an active member of the WH&S Committee where required.
- 3.7 Consult with WH&S reps on any proposed workplace changes.
- 3.8 Initiate actions to improve WH&S.
- 3.9 Regularly review WH&S performance.
- 3.10 Ensure all employees are inducted and receive regular training as required.
- 3.11 Facilitate and monitor rehabilitation of injured employees.

RESPONSIBLE COMPANY OFFICER

Kirk Devers



Managing Director
Safe Access Solutions Pty Ltd

Responsibilities for WH&S Legislative Compliance

**Legislation
Codes
Standards**

**Management
Representatives
Responsible**

1. Legislative Monitoring	Director/s, Managers & Supervisors
2. WHS Act 2011	Director/s, Managers & Supervisors
3. Providing WHS Information	Director/s, Managers & Supervisors
4. Incident Notification	All Employees/Managers
5. Dangerous Goods (ADG 7.3)	Director/s, Managers & Supervisors
6. Workers Compensation (WR&C Act SA 1986)	Director/s, Managers & Supervisors
7. Manual Handling (WHS Act 2011)	Director/s, Managers & Supervisors
8. Noise (WHS Act 2011)	Director/s, Managers & Supervisors
9. Plant (WHS Act 2011)	Director/s, Managers & Supervisors
10. Cert. of Plant Users (WHS Act 2011)	Director/s, Managers & Supervisors
11. Confined Spaces (WHS Act 2011)	Director/s, Managers & Supervisors
12. Hazardous Substances (WHS Act 2011)	Director/s, Managers & Supervisors
13. Working at Heights (WHS Act 2011)	Director/s, Managers & Supervisors
14. First Aid (WHS Act 2011)	Director/s, Managers & Supervisors
15. Asbestos (WHS Act 2011)	Director/s, Managers & Supervisors
16. Environmental Management/Monitoring (ISO 14001/EPA 1997)	Director/s, Managers & Supervisors
17. Quality Management (ISO 9001)	Director/s, Managers & Supervisors

Skills Register

Purpose

To record the qualifications and competencies of employees and persons providing health and safety advice to the organisation.

Standard

This register is to be used to ensure that decisions concerning health and safety incorporate the expertise currently available to Safe Access Solutions prior to any approach to an external party.

Definitions

Nil

Procedure

A register is maintained which lists internal and external health and safety expertise and qualifications currently utilised by the organisation.

Responsibility

Human Resources Dept.

Audit Records

Current Register with copies of Safe Access Solutions employee qualifications only.

Procedure Owner

Human Resources Department

SKILLS REGISTER	
WH & S RESOURCES	
Employee Kirk Devers Director Safe Access Solutions	<ol style="list-style-type: none"> 1. Grad Diploma of Human Resources & Industrial Relations Management. 2. Grad Diploma of Occupational Health Practice 3. Diploma of Applied Science (State Registered Nurse) 4. Grad Certificate – Executive MBA 5. WorkCover - Registered Audiometrist 6. Chief Fire Warden 7. Breathing Apparatus, Emergency Rescue & Spill Response (Hazardous) 8. Confined Space Entry 9. Elevating Work Platform Operator 10. Hazardous Locations – Electrical Safety 11. WorkCover Registered Rehabilitation Co-ordinator 12. Portacount Respirator Fit Testing

Hazard Identification, Risk Assessment & Control

Procedure

1. All employees MUST report Potential hazards to the relevant department Supervisor, Manager or HSR. The mechanisms available for employees to report and document hazards are detailed below. Safe Access Solutions encourages all employees to report hazards to ensure that the working environment is as safe as practicable and is continually improved.
 - Direct report from employees or employee health and safety representative
 - STOP Card
 - Industry information
 - Health and Safety Committee
 - Incident Reports / Incident Statistics
 - Workplace Inspection Reports
 - E-Mail
 - Project Task Management Report
2. Hazard Identification and Risk Assessment documentation must accompany any proposal for the introduction or modification of equipment or processes. (Refer OHS-0013)
3. Once a potential hazard has been identified and reported it will be incorporated onto the Hazard Register (Refer OHS 008.1) and/or on the Project Task Management System (Maintenance Requests). Once incorporated on the Hazard Register the hazard is assigned a risk rating (Refer to OHS 008.2) by the Human Resources Dept. The hazard is assigned a date by which it is anticipated control measures will be implemented and; an appropriate person/s is responsible for ensuring that the hazard is controlled in accordance with the Hierarchy of Control by this estimated completion date.
4. The Hazard Register is reviewed and updated every month. The OH&S Committee discusses and monitors the progress of all hazards and the subsequent control measures to be implemented. The Hazard Register is publicly posted on all Notice Boards for the benefit of all employees.

Audit Records

- Hazard Identification and Risk Assessment Reports e.g.: Task Analysis, Air Monitoring and Noise Assessment
- Hazard Register
- Incident Investigation Reports
- Project Task Management
- Health and Safety Committee Meetings Minutes
- Workplace Inspection checklists
- E-Mail
- STOP Cards

Responsibility & Procedure Owner

Human Resources Department



WHS Issues and Hazard Register *(incorporating QUARTERLY AUDIT FINDINGS)*

Priority/Risk Rating 1 = High
 2 = Moderate
 3 = Low

No.	Hazard Identified	Department Or Location	By Whom	Priority	Maintenance Request Raised		Matter Referred to	Capital Required	Capital Approved	Est. Completion Date	Completion Date
					Yes	No					
1.											
2.											
3.											
4.											
5.											
6.											
7.											

Risk Assessment Tool

Probability		Consequences	
A.	Common (frequent e.g. weekly)	1.	Fatality or permanent disability
B.	Has happened (Occasional)	2.	Major injury (Hospitalisation)
C.	Could happen (But Hasn't)	3.	Average lost time injury (1-3 days)
D.	Not likely	4.	Medical treatment (S/B Doctor)
E.	Practically impossible	5.	Minor injury (1 st Aid)

Where Probability and Consequence values intersect this highlights the degree of severity.

Probability

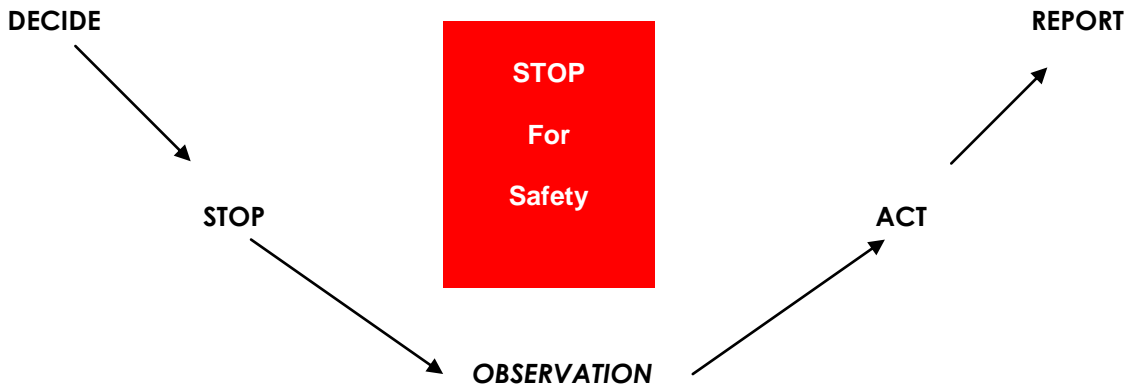
		A	B	C	D	E
CONSEQUENCES	1.	1	2	4	7	11
	2.	3	5	8	12	16
	3.	6	9	13	17	20
	4.	10	14	18	21	23
	5.	15	19	22	24	25

Risk Rating

=	HIGH 1 – 6
=	MEDIUM 7 – 15
=	LOW 16 – 25

OH&S Priority Ratings Assigned to the Hazard Register

Risk	Priority Rating
HIGH	Equals a Rating of 1 Generally within 48 hours
MEDIUM	Equals a Rating of 2 Generally with 2 weeks
LOW	Equals a Rating of 3 Up to 3 months



OBSERVATION CHECKLIST

REACTIONS OF PEOPLE

- Adjusting Personal Protective Equipment
- Changing Position
- Rearranging Job
- Stopping Job
- Attaching Grounds
- Lockouts

PERSONAL PROTECTIVE EQUIPMENT

- Head
- Eyes and Face
- Ears
- Respiratory System
- Hands and Arms
- Trunk
- Feet and Legs

POSITIONS OF PEOPLE (Injury Causes)

- Striking Against
- Struck By
- Caught In, On, or Between Objects
- Falling
- Contacting Temperature Extremes
- Contacting Electric Current
- Inhaling
- Absorbing
- Swallowing A Hazardous Substance
- Overexertion

TOOLS AND EQUIPMENT

- Wrong for the job
- Used incorrectly
- In Unsafe Condition

PROCEDURES AND ORDERLINESS

- Inadequate
- Not Known/Understood
- Not Followed

OBSERVATION	Unsafe Acts Observed	1. Immediate Corrective Action
		2. Action to Prevent Recurrence

Observer's Signature _____

Date _____

Evaluation of Contractors

Purpose

This procedure aims to ensure that all services supplied to Safe Access Solutions by contractors meet both internal and external Health, Safety and Environmental standards.

Definitions

Services: Include any service that is provided by individuals who are not direct employees of Safe Access Solutions (SAS) such as cleaners, building maintenance and electrical work etc.

References

References include but are not limited to the following for each state:

OH&S Act

Procedure

1. When it is proposed to use contractors to provide services to SAS it is a requirement that contractors provide details regarding their Safety Management System (where applicable), copies of their Insurance Certificate of Currency for Public Liability, WorkCover, Professional Indemnity and Motor Vehicle. All contractors are required to "Sign Off" on a Confidentiality Agreement (OHS-014.3).
2. Whereby a potential contractor does not have a safety management system, approval may still be given to the contractor to provide services to SAS. This approval is granted on the provision that the contractor will work in accordance with SAS's OH&S requirements.
3. As part of the selection process, a review of the potential risks associated with the tasks required to be performed by the contractor/s will be evaluated. This may take the form of a JSA (job safety analysis). Potential contractors will be required to demonstrate that they are suitably qualified to safely perform the work in accordance with their systems as well as satisfy the expectations of SAS and the relevant OH&S Act. This will include obtaining copies of qualifications, safe working procedures, developing a SAS safe work permit or even reference checking.
4. On approval to provide services to SAS, all contractors are required to undergo an Induction program. (refer OHS-014.1). As it stands some contractors due to infrequency of use, maybe approved but have not undergone the induction. When next on premises the induction will be a requirement to fulfil.
5. Regular informal checks (ie. Diary Notes/Co-signing Permits etc) will be conducted to confirm that contractors are conforming to the health and safety requirements of SAS.
6. A list of **Approved Contractors** to call upon at short notice for minor contract works, without the need to conduct a separate evaluation of their health and safety management system for each new contract has been developed (Refer OHS-014.4). Contractors on the approved/preferred list shall be subject to annual reviews of their health and safety systems and actual performance.

Audit Records

Copies of Contractor Information Supplied to SAS.
Completed Contractors Safety Induction Program.
Approved Contractors Lists.

Procedure Owner

Human Resources Department

Permit to Work

Purpose

Is the formal system to control employees and contractors from performing potentially dangerous work that has been assessed as having a high risk of injury and or loss to plant and property.

Definitions

A permit to work system: Is a formal written system used to control certain types of potentially hazardous work. It also is a way of establishing communication and understanding between Safe Access Solutions, the personnel requiring the work to be done and the personnel or contractors who are going to execute the work.

References

References include but are not limited to the following for each state:

- OH&S Act
- OH&S (Plant) Regulations
- OH&S (Confined Spaces) Regulations
- Code of Practice for Confined Spaces
- Code of Practice for Safe Work on Roofs

Procedure

1. The Safe Access Solutions Manager supervising the project will conduct an assessment of the workplace and specific work tasks to identify those tasks or areas where a permit to work will be required. (Refer OHS-015.1)
2. Tasks or Areas requiring Permits will be listed on OHS-015.1 with type of permit required.
3. **“Only Authorised”** persons as stipulated in permit procedures with appropriate competency may issue permits. The names of all authorised persons are included on OHS-015.1.
4. The Safe Access Solutions Manager supervising the project will ensure authorised persons, as stipulated in the “permit to work” procedures are provided with appropriate training.
5. Only approved contractors whom have completed the Induction program will be authorised permits to perform work. No contractors can be issued a permit to perform specific work unless they have been through the approved contractors program.
6. Completed Permits to Work shall be filed in the Human Resources Department and kept for a period of 2 years.

Responsibilities of the Person Authorised to issue each permit

1. Ensure all hazards associated with the proposed job have been identified, assessed and controlled
2. Be familiar with the intended task(s)
3. Ensure that the area and equipment are made safe before hand over
4. Outline how the work is to be undertaken (e.g. procedures, precautions, equipment, location, start time, duration) - verbally and where necessary in writing
5. Ensure that copies of all tags and signs are prominently displayed so that personnel are aware that the equipment etc is isolated/not to be operated.
6. Ensure that permits to work are cross referenced effectively with other interacting permits (e.g. confined space entry permit and hot work permit)

Supervisors Responsibility

1. Supervisors must understand the work for which a permit has been sought and understand isolation and tagging procedures
2. Ensure that a permit is granted before work commences
3. Ensure that the person(s) doing the work are appropriately qualified to do the work.
4. Ensure appropriate persons are informed when a job is completed, suspended or at change of shift and that the permit is Signed Out (completed), cancelled or transferred.

Responsibilities of the Person undertaking the work

1. Satisfy themselves that they understand the requirements of the permit
2. Be skilled, qualified trained and competent to perform the work, including the use of any personal protective equipment or rescue equipment
3. Adhere to the Permit to Work requirements
4. Ensure the job is performed in a safe manner
5. Be aware of the hazards that could exist and have the necessary controls in place
6. Make equipment and area safe on completion of the task
7. Make the work area safe and seek immediate advice if in doubt or if circumstances or conditions change

Permit Types

The following permits are in operation at Safe Access Solutions:

Hot Work	OHS-015.2
Ceiling Space	OHS-015.3
Confined Spaces Entry	OHS-015.4
Safe Work Permit	OHS-015.5

Audit Records

Completed Permits
List of Access Restriction Areas
List of Authorised Persons
Training Register

Procedure Owner

Human Resources Manager

Responsibility

Project Manager

Permit to Work and Authorisation Register

Area/Task	Permit Type	Person Authorised to Issue Permit/s	Date Authorised
Roof Access/Works	Roof Permit	Technical Manager Operations Manager Director	June 2008 June 2008 June 2008
Hot Work <i>i.e. Grinding, cutting, welding or heat generating.</i>	Hot Work Permit	Technical Manager Operations Manager Director	June 2008 June 2008 June 2008
High Risk Tasks <i>e.g. Roofworks, Excavations, Air Compressors, High Voltage & Asbestos Removal etc.</i>	Safe Work Permit <i>i.e. An agreed Safe Work Procedure between the Contractor/s & SAS.</i>	Technical Manager Director	June 2008 June 2008
Confined Space Entry	Confined Space Entry Permit	Technical Manager Director	June 2008 June 2008



Hot Work Permit

IF FIRE OCCURS, DIAL 0 000
Activate: Break Glass Alarm or contact Reception on Ext. 9
HOT WORK PERMIT
for CUTTING, WELDING and GRINDING

DATE/...../.....

LOCATION:

NO. OF PERSONS AT WORK AREA:

WORK TO BE PERFORMED:

IS THERE AN ALTERNATIVE METHOD?

HOT WORK REQUESTED BY?

COMPANY:

ATMOSPHERIC MONITORING RESULTS:

DATE: TIMEAM/PM % OXYGEN%
 LEVEL

IS ENVIRONMENT ACCEPTABLE FOR HOT WORK TO PROCEED: YES / NO

SIGNED:

Trained authorised to use gas detention equipment.

TIME STARTED.....:.....AM/PM COMPLETED.....:.....AM/PM

FINAL CLEARANCE

The hot work area and adjacent areas have been examined by me at:.....am/pm and no evidence of fire, smouldering or hot slag were noted/...../.....

SIGNED

COUNTER SIGNED

HOT WORK PERMIT CHECKLIST - Check each item carefully

Please tick the appropriate boxes only. (A tick is YES; & blank is N/A)

PRECAUTIONS

- All alternatives to hot work have been examined
- Appropriate fire extinguisher (preferably a: BE type) and/or hose/reel(s) available.
- Cutting and welding equipment is in good condition
- Welding screens have been erected, where appropriate.

WITHIN 15m OF WORK AREA

- All flammable liquids removed.
- All wall and/or floor openings covered.
- Covers suspended beneath work to collect sparks.

WORK ON WALLS OR CEILINGS

- Construction non-combustible and without combustible covering.
- Combustibles moved away from opposite side of wall

HOT WORK IN CONFINED SPACES

- Confined Space Permit has been completed.

HOT WORK AT HEIGHTS

- Safe Work Permit has been completed.

FIRE WATCH

- To be provided during and 30 minutes after operation.
- Supplied with appropriate extinguisher and/or fire hose reel.
- Trained in use of fire equipment

Safe Entry to Roofs

Purpose

This procedure is to be followed by any persons required to access roofs to prevent serious accidents and loss of life through ignorance of unsafe conditions that may be created, or exist.

Definition

A roof is defined as any area of space above habited rooms that protect such spaces from environmental conditions. This space is used for maintenance and installation of services only. It is not intended to be used for any other purpose.

General

This procedure will be carried out whenever any person is required to enter the roof space in order to:

- Make adjustments to machinery, exhaust fans, air conditioning unit's etc.
- Clean out rubbish, debris etc.
- Maintain existing services, including pipework, valves, electrical items, lighting, computer cables etc
- Carry out repairs of any description welding/painting.
- Carry out any new works including upgrades and additions.

Only authorised officers may issue the required permit to allow entry to a roof space.

After carrying out the work on the roof space, the permit will be returned to the authorising manager to be signed out.

A permit will not be issued until the area of work has been nominated and checked (where necessary). All other safety precautions including isolation procedures and Hot Work permits must be followed.

The Roof Permit does not exclude the need for other permits that may be required e.g. confined spaces or hot work, and an additional permit must be obtained appropriately. Any Hot Works performed on the roof space will require a flame proof fire blanket fibre-cement sheet or other approved sheeting to be placed over the panel in the immediate area of work. A fire extinguisher should also be stationed at the work site.

Responsibilities

As per approved list within procedure OH&S 015.1 Permit Authorisation & Location

Company responsible officers will maintain liaison with outside contractors in all matters relative to safety and will ensure adherence to "Working at Height Regulations & Guidelines".

Forms Used

The attached form will be used:

- (a) Roof Permit

Procedure

- (a) Any person **"other than authorised officers and maintenance employees"** required to enter a roof space will obtain a Roof Permit before entering such a space.

- (b) The company-authorised officer will in conjunction with the person entering/working on the roof will:
- Inspect any area, for any hazardous risks that may be present or created.
 - **Assess the loads which will be introduced by persons, tools and equipment being introduced to the roof and limit to 250kg.**
 - Check that all protective equipment required is issued.
 - Check that hot Work Procedures are followed where necessary.
 - Where necessary, instruct people who are to perform the work.
 - Complete and sign, the Roof Permit including persons who are to perform the work.

Roof Permit

Special Note: A weight restriction of 250Kgs applies – No Exceptions

SITE:..... DATE:.....

REASON FOR ENTRY:.....

DETAILS OF WORK TO BE UNDERTAKEN:.....

DETAILS OF LOADS LIKEY TO BE PLACED ON CEILING:

(Note, loads must be given in units of kg).....

EQUIPMENT TO BE USED IS:.....

PROTECTION FOR THOSE ENTERING

The following protective equipment shall be worn: (tick if required)

Hard Hat	<input type="checkbox"/>	Other: (Specify).....
Safety Harness and Life Line	<input type="checkbox"/>
Eye Protectors	<input type="checkbox"/>
Hearing Protectors	<input type="checkbox"/>

OTHER PRECAUTIONS/PERMITS APPLYING

(Note any special conditions relating to hot work in the ceiling space).....

ISOLATION OF SERVICES YES NO N/A

The following have been isolated and made safe:

Water Supply	<input type="checkbox"/>	<input type="checkbox"/>	-	Air Lines	<input type="checkbox"/>	<input type="checkbox"/>	-
Steam Lines	<input type="checkbox"/>	<input type="checkbox"/>	-	Mechanical/Electric Devices	<input type="checkbox"/>	<input type="checkbox"/>	-
Gas Lines	<input type="checkbox"/>	<input type="checkbox"/>	-	Electrical	<input type="checkbox"/>	<input type="checkbox"/>	-
CO2	<input type="checkbox"/>	<input type="checkbox"/>	-	Other: (specify).....			
No Lines	<input type="checkbox"/>	<input type="checkbox"/>	-			
Hot Water Lines	<input type="checkbox"/>	<input type="checkbox"/>	-			

PERSON(S) TO ENTER I have read, understood and will comply with this permit:

..... (Name) (Date) (Time)

..... (Name) (Date) (Time)

..... (Name) (Date) (Time)

Note: This permit is only available to those persons as listed. This permit is non-transferable.

AUTHORISATION The roof space described above has been examined by myself and is, in my opinion, in a safe condition for the work to be done, provided that the above conditions and precautions are fully observed.

Print & Sign:

(Responsible Person) (Date) (Time)

The following observation(s) of unsatisfactory aspects of operation in the ceiling space are noted for attention prior to undertaking similar operations in future (attached separate sheet if necessary)

Safe Entry into Confined Spaces

Purpose

This procedure is to be followed by any persons required to enter confined spaces, to prevent serious accidents and loss of life through ignorance of unsafe conditions that may exist.

This procedure complies with Statutory Requirements for "Entry into Confined Spaces".

Definitions

In essence, a confined space may be defined as any space that is not a normal working environment, which is large enough to fit your head into, which could or does contain a potentially harmful atmosphere.

The Australian Standard AS 2865 definition is as follows, per section 1.4.2:

Confined Space - a space of any volume which:

- a) *is not intended as a regular workplace;*
- b) *has restricted means for entry and exit;*
- c) *may have inadequate ventilation and/or atmosphere which is either contaminated or oxygen deficient; i.e. containing gases, fumes, dust or smoke; and*
- d) *is at atmospheric pressure during occupancy.*

Note: *Confined spaces include but are not limited to:*

- i. *storage tanks, tank cars, process vessels, boilers, silos and other tank-like compartments usually having only a manhole for entry;*
- ii. *open topped spaces of more than 1.5 metres in depth such as pits or degreasers, which are not subject to good ventilation;*
- iii. *pipes, sewers, tunnels, shafts and ducts and similar structures; and*
- iv. *any shipboard spaces entered through a small hatchway or manhole, cargo tanks, cellular double bottom tanks, duct keels, cofferdams, ballast, and oil tanks and void spaces; but NOT including dry cargo holds.*

Note: **For the purpose of this standard, a person whose upper body and/or head are within a confined space is considered to have entered a confined space.**

Reference should also be made of local regulations that provide the following definition:

Confined Spaces means any vat, tank, pit, pipe, flue, silo, container, reaction vessel or receptacle which contains or has contained any harmful fumes or substances capable of producing them; which contains or has contained or is made of or lined with any substance or substances capable of causing the amount of oxygen present to be reduced to a dangerous level.

Some further examples of confined spaces include:

- Boilers
- Air Receivers
- Pits and work areas beneath ground level
- Air conditioning ducts
- Transport containers
- Hoppers
- Rooms (particularly small) with little or no ventilation

- Vessels brought temporarily onto site or vessels off-site at a client's premises
- Foam production tunnels
- Production ovens
- Ceiling Spaces (particularly with little or no ventilation)
- Chemical Tanks & Reactors
- Water pits

General

This procedure will be carried out whenever any person is required to enter a confined space as defined above, in order to:

- Make adjustments to machinery
- Clean out sludge or rubbish
- Check the inside of a pit, tank, boiler or vessel etc.
- Clear obstructions or blockages
- Carry out repairs of any description, i.e. welding/painting, etc.

Only company officers listed in OH&S 015.1 Permit Authorisation & Location Register are permitted to issue confined space entry permits to trained maintenance personnel, contractors, state officials or any other person who is required to enter a confined space.

**** Only persons who have a current certificate of competency will be permitted to enter a confined space.**

Where the atmosphere in the confined space **could be deficient in oxygen**, contaminated with chemical or other vapours or fumes, or dangerous to life, the gas detector and self contained breathing apparatus, including safety harness, must be used. The gas detector has capacity to determine Oxygen levels (O₂) and 24 different flammable gases / vapours (LEL) including methane, acetone, hydrogen, carbon monoxide.

Two (2) people **MUST** be on standby positioned at the entry point into the confined space when entry takes place and for the entire duration of the entry. Standby personnel are not to leave their post until the individual has emerged from the confined space and work is completed. Emergency procedures must be in place and comprise of appropriately trained individuals on standby, including first-aid, with ready access to rescue equipment. Prior to any rescue attempt from standby personnel, the alarm must be raised, this may require emergency services such as the fire brigade and/or the SES being notified.

The person(s), after performing the work in the confined space will be signed out by the person who issued the entry permit in the first instance. The Maintenance Department will then retain the permit for future reference.

Where the use of equipment or tools is of the type that may produce or cause flame, sparks or hot work, an additional permit for hot work must be obtained.

The confined space, or item of plant must be isolated from every source of danger or hazard as follows:

- Gas valves and/or liquid lines shut and locked where provided or necessary, and tagged out in accordance with lock-out procedure
- All driving belts removed from motors
- All mechanical couplings disconnected, if necessary
- All fuses removed from motor connections
- All operational panels are locked-out, where appropriate
- In line with the lock-out procedure, all isolated services must be appropriately and clearly tagged

Procedure

- a) Any person required to enter a confined space must obtain the safe work procedure and an entry permit prior to entering the space and provide evidence of a current certificate of competence.
- b) The permit authorising officer will, with the persons performing the entry:
- Inspect the area to ensure that all written safety procedures that apply have been satisfactorily carried out.
 - Inspect any hazardous area, for special risks, such as dusts, mists, fumes or vapours.
 - Check all protective equipment is in good condition, operable and available.
 - Where necessary, instruct people who are to perform the work.
 - Complete and sign the safety procedure and the entry permit, ensuring the person to carry out the work has a copy and understands all information. Remaining copy is to be retained by the authorising officer until completion of the task. The permit must then be returned for a signed clearance to be obtained with the document being retained by the Maintenance Department for future reference.

Confined Space Entry Permit

(This permit does not authorise Hot Work)

Department:	Vessel / Space Concerned:	Last Known Contents:
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DETAILS OF JOB TO BE UNDERTAKEN:

ISOLATION OF CONFINED SPACE: Yes No N/A

The following have been isolated and made safe:

- Pipelines (water, steam, gas, process materials)
- Mechanical / Electrical drives
- Electrical and other energy services
- Warning notices, locks and tags have been fixed to means of isolation
- Warning Notices / Barricades in position
- Cleaning / Decontamination method:
- Remaining sludge / deposit: (describe)

VESSEL ATMOSPHERE

The atmosphere in the vessel has been tested for oxygen content and the following contaminants.

Results:

Oxygen test: %
 Vapour / gas test %

Further monitoring required:

- Continuous
- Interval
- Vessel ventilation
- Natural
- Forced
- Removal of fumes / vapour or dust

CHEMICAL AGENTS TO BE USED

Products authorised to be taken into the confined space are:

- a)
- b)
- c)
- d)

Special usage conditions / precautions are:

ELECTRICAL EQUIPMENT TO BE USED

Equipment authorised is:

All equipment must be (please circle):

- Low voltage Yes / No
- Intrinsically safe... Yes / No
- ELCB protected.. Yes / No

PROTECTION OF THOSE ENTERING

The following protective equipment shall be worn:

- Respirator **supplied air** **self contained** **air purifying**
- Safety harness and life line
- Eye protectors
- Hearing protectors
- Lifting device
- Other:

STAND-BY PERSONNEL AND RESCUE ARRANGEMENTS

- Stand-by persons are:
- Communication and warning signals defined
- Rescue and emergency equipment procedures are understood, in place and posted

OTHER PRECAUTIONS / PERMITS APPLYING

(Note in particular any special conditions relating to hot work in the confined space)

EMERGENCY TELEPHONE NUMBERS:

Fire Brigade & Ambulance **000**
Switchboard 9

PERSON(S) TO ENTER

I have read, understood and will comply with this permit

(Name)	(Date)	(Time)
(Name)	(Date)	(Time)
(Name)	(Date)	(Time)

Note: This permit is only available to those persons as listed. This permit is non-transferable.



AUTHORISATION

The confined space described above has been examined by myself and is, in my opinion, in a safe condition for the work to be done, provided that the above conditions and precautions are fully observed.

Signed:

(Responsible Person) (Date) (Time)

(Responsible Person) (Date) (Time)

SIGNING OUT

All persons have left the confined space and all materials, tools and rubbish have been removed. Further entry should not be permitted unless a new entry permit is signed.

The following observation(s) of unsatisfactory aspects of operation in the confined space are noted for attention prior to undertaking similar operations (attach separate sheet if necessary).

Signed:

(Responsible Person) (Date) (Time)

(Responsible Person) (Date) (Time)

Confined Space - Safe Work Procedure

HAZARD AND RISK ANALYSIS CHECKLIST

BASIC STEPS	POTENTIAL HAZARDS	PROCEDURE TO BE FOLLOWED	SAFETY PRECAUTIONS (if procedure does not fully control risk)
1. Isolate the space from all other systems.	Temperature extremes, chemical burns, electrical exposures, drowning, poisoning, asphyxiation, fire, explosion, crushing, entrapment, falling objects, falls, difficult entry and exit, insufficient maneuverability, noise, vibration and over-exertion.	<ul style="list-style-type: none"> a) Ensure entrance(s) to space is placarded "Entry Permit Required". b) Identify previous contents and current condition of space. c) Determine appropriate procedures to be followed to render space safe before opening (if appropriate). d) Contact / notify service departments / personnel involved in service / materials supply to space and required to assist in isolation procedures. e) Render space safe to open and work on externally using understood safe work procedures. f) Seal off all supply lines into space by breaking and blanking lines. g) Isolate electrical supply by locking out and tagging isolation switches / circuit breakers. h) Mechanically isolate moving parts by disconnecting linkages or drive train mechanisms (couplings, belts, etc.). 	<p>Check for pressurisation, temperature, hazardous contents (solids, liquid, vapour) (flammable, corrosive, toxic, asphyxiating).</p> <p>Authorised person must prescribe processes and procedures to render space safe to open.</p> <p>Ensure space is at atmospheric pressure. Ensure any contaminants have been reduced to safe levels by purging, ventilating, washing, etc.</p> <p>Ensure respiratory protection, skin protection and work methods are suitable for any residual hazards. Appropriate respirators per Aust. Standards must be used.</p> <p>Use leak proof blanks that are capable of withstanding the maximum working pressure.</p>
2. Prepare the space for entry.	<p>Chemical reactions in cleaning (fumes, heat, atmospheric modification).</p> <p>Unauthorised, unprotected entry.</p> <p>Air quality may not be suitable for breathing. Atmosphere may be flammable.</p> <p>Protective equipment may be unserviceable.</p>	<ul style="list-style-type: none"> a) Identify and carry out cleaning procedures that are to be done from outside the tank. b) Check warning signs prohibiting unauthorised entry are in place. c) Set up mechanical ventilation to space or ensure air line or self contained breathing apparatus (SCBA) is ready for use. d) Test air for oxygen content, flammability and toxic contaminants. 	<p>Authorised person to provide instructions. Procedures should take account of hazards produced by the cleaning process itself, e.g. ventilation, cooling.</p> <p>Blower controls should be a safe distance from the space.</p> <p>Check operation of the audible warning device used to signal ventilation failure.</p> <p>Check that SCBA is in serviceable condition.</p> <p>Check harnesses for fraying, tears, obvious hydrocarbon (oil) or chemical</p>

		<p>e) Ensure harnesses are available at the site and in serviceable condition.</p>	<p>contamination.</p> <p>Personnel must be trained and competent in the use of respiratory protection prior to using it in a confined space. Persons who enter confined spaces should periodically be medically assessed.</p> <p>Ensure signs are in place to restrict entry to only those under the written entry permit.</p>
<p>3. Obtain entry permit.</p>	<p>Extent of work / work procedures undefined.</p> <p>Health of those to enter: - cardiovascular - claustrophobia</p> <p>Health / knowledge of rescuers in rescue procedures / first aid.</p>	<p>a) Define and advise authorising officer of tasks to be carried out and work methods to be used.</p> <p>b) Authorised officer to review decontamination and preparatory procedures, check that isolation has been carried out, ensure that all appropriate special / protective clothing and equipment is ready, endorse that ventilation and/or respiratory protection provided is adequate.</p> <p>c) Ensure that the atmosphere is safe and further monitoring is prescribed and can be carried out and that employees to enter are sufficiently trained and competent in this task.</p> <p>d) Ensure that emergency procedures are defined and that employees standing by have appropriate first aid certification and health to carry out their role in an emergency.</p> <p>e) The authorised officer should issue a permit for a set period of time for prescribed tasks, noting any prohibitions or additional precautions for particular work procedures.</p>	<p>Personnel must be trained and competent in the use of respiratory protection prior to using it in a confined space.</p> <p>Persons who enter confined spaces should be periodically, medically assessed.</p> <p>Persons who suffer claustrophobia should not enter confined spaces.</p> <p>Bearded persons may only use positive pressure breathing apparatus. No other respirators are adequate.</p> <p>Personnel to enter should be aware of the potential hazards of confined spaces and the proper procedures for emergency response.</p> <p>Persons on stand-by must have undergone CPR training in the past 12 months and have an appropriate first aid kit accessible.</p> <p>Lifting apparatus may be required (for emergency removal of people).</p>
<p>4. Entry and working within a confined space.</p>	<p>Unable to raise alarm.</p> <p>Failure of air supply systems.</p> <p>Collapse while in the space.</p>	<p>a) Persons who enter must ensure that they understand the communication and warning signals.</p> <p>b) Prior to entry, persons must put on their safety harnesses and any respiratory and other</p>	<p>If SCBA is to be used, persons entering and on standby should be specifically trained in the use of SCBA and synchronise watches and agree on latest exit time, leaving at least five minutes</p>

		<p>protection prescribed.</p> <p>c) Enter confined space.</p> <p>d) Whilst within the confined space, carry out all activities in accordance with permit conditions. No variations shall be permitted without prior endorsement of the person who issued the entry permit.</p>	<p>reserve supply.</p>
<p>5. Leaving the confined space.</p>	<p>Contamination / damage to equipment / contents if not properly cleaned or isolation not properly removed.</p>	<p>a) Remove tools, equipment and all refuse. Clean area</p> <p>b) Leave confined space. Authorised officer to inspect (externally) and sign off permit. Replace covers / lids and seal.</p> <p>c) Remove temporary signage.</p> <p>d) Reconnect mechanical linkages and mechanisms.</p> <p>e) Remove blanks and reconnect supply lines.</p> <p>f) Remove locks and tags on electrical supply system.</p> <p>g) Authorised person to inspect and oversee recommissioning of equipment.</p> <p>h) Return all safety equipment for recharging maintenance and/or storage.</p> <p>i) Check all persons and items and items are clear and test run/final check equipment (if vessel part of mechanical plant).</p>	

CHECKLIST OF KEY PRECAUTIONS

PREPARATORY PHASE

- Risks assessed prior to entry.
- Written safe work procedures prepared.
- Entry Permit System in place (including responsible person(s)).
- All entry points appropriately placarded.
- Breathing apparatus, lifeline and emergency lighting and communications available, where required.
- Personnel trained in emergency and safe work procedures, and in correct equipment use.
- Safety data sheets circulated and explained to workers for any chemicals (including residues) in vessel or chemicals to be introduced as part of work.

ESTABLISH CONDITIONS SAFE FOR ENTRY

- Isolate confined space / vessel from all services, e.g. electrical power, compressed air, steam, mixers / motion, lock-out and tag-out.
- Establish atmosphere in confined space is safe for entry and/or ensure appropriate breathing apparatus and / or mechanical ventilation.
- Check safety and emergency equipment and personnel preparedness.

ENTRY PHASE

- Responsible person to confirm precautions and issue entry permit.
- Safety watch stationed outside entry continuously while personnel inside confined space. NB: Safety watch must be trained in emergency procedures and first aid (incl. CPR).
- Periodic / continuous monitoring of confined space atmosphere, if appropriate.
- Intrinsically safe electric's and ignition precautions in place where flammable atmosphere is possible.

Note: Check restitution of space before sign off.

Personal Protective Equipment and Clothing

Purpose

To ensure the appropriate selection, supply, use, replacement, maintenance, storage, training and instruction of Personal Protective Equipment and Clothing. To ensure appropriate records are maintained.

Definitions

PPE&C: Personal Protective Equipment and Clothing.

References

References include but are not limited to the following for each state:

OH&S Act

OH&S (Confined Spaces) Regulations

OH&S (Plant) Regulations

(There are standards that relate to every type of Personal Protective Equipment and Clothing.)

Procedure

The use of personal protective equipment and clothing (PPE&C) is only to be considered when more effective control measures have been ruled out as not being by themselves adequate to protect people. Risk control can involve implementing one or more measures from the hierarchy of control.

1. Purchase specifications (see also OHS-013)

PPE&C must conform to any legislative, Australian Standard and/or Industry Standard requirements or guidelines. Where applicable PPE&C items must be purchased from suppliers who ensure that only approved (AS or equivalent marking) PPE&C will be provided and are willing to provide the following services:

- Advice on the PPE&C
- Information relating to any test results
- Advice on personal fitting, use, cleaning, maintenance and storage of PPE&C
- A range of sizes (where appropriate)
- Information on the availability and need for replacement parts and when these are required
- Demonstration of the PPE&C
- Immediate replacement of any defective PPE&C

2. PPE&C Procedures

Safe Access Solutions has developed a PPE Policy (refer OHS-016.1) that details the following:

- What the approved PPE&C item(s) is and where it is required to be worn.
- Who is required to wear it & whether it is provided for general or specialised use.
- What initial training and instruction requirements. (Refer OHS-017.1 & OHS-037.1)
- What replacement arrangements exist?
- What signage is required? (Refer OHS-020)
- What supervision is to be provided
- What, if any, medical monitoring is necessary. (Refer OHS-034)
- What regular inspections of PPE will be necessary (Refer OHS-028)

Reviews of the need for and adequacy of PPE&C will be conducted regularly. All reviews will be in consultation with employees using with feedback (formal & Informal) submitted to Health and Safety Committee.

3. Training

All personnel required to wear PPE&C will be provided with training prior to use. Ongoing training will also be provided. (Refer OHS-17.1 & OHS-037.1)

4. Replacement

PPE&C will be replaced on an as needs basis.

5. Compliance

Where employees are found NOT to be using PPE&C supplied to them to perform their role in a safe manner, the non-compliance will be investigated to ascertain the reason(s) and handled in accordance with disciplinary procedures.

Audit Records

- Name and contact number of PPE&C Program Coordinator
- PPE Policy.
- Employee General Induction Checklists
- PPE&C replacement records
- PPE&C Inspections (Refer OHS-028)
- Employees Training Registers
- Purchasing Records
- Safety Committee Meeting Minutes & PPE&C Reviews.

Procedure Owner

Human Resources Department

Personal Protective Equipment Policy

Safe Access Solutions is fully committed to providing and maintaining a work environment that is safe and without risk to the health and well being of all employees, contractors and visitors. Management and Supervision will ensure that adequate equipment is provided to protect the welfare of all employees to enable them to work in a safe manner. Furthermore, Safe Access Solutions requires all employees, contractors and visitors to be vigilant in maintaining their own health and safety through compliance with this policy.

It is a requirement that the following items of personal protective equipment be worn at Safe Access Solutions:

# Protective Footwear	To be worn in Manufacturing and Warehouse Departments.
# Safety Glasses	To be worn in Manufacturing Areas.
# Uniforms / Hi Viswear	To be worn in Manufacturing and Warehouse.
# Gloves	To be worn in Manufacturing and Warehouse Areas accordingly.
# Hearing Protection	To be worn in Designated Manufacturing Areas.
# Face Masks/Respirators	To be worn in Manufacturing Areas Accordingly.
* Phones/Pagers	NOT to be used in the Manufacturing Department.
* Jewellery	NOT to be worn in the Manufacturing & Warehouse Departments. <i>Taped or covered wedding bands excepted.</i>

* **Mandatory**

Task/Area Specific

All Personal Protective Equipment issued shall comply with relevant Australian Standards, and all employees, contractors and visitors will have access to this equipment to ensure compliance with this policy.

Training in the use, care and maintenance of Personal Protective Equipment shall be provided to all employees and for those employees required to wear task specific equipment.

Personal protective equipment will be available to all employees, and is a condition of employment. Casual Visits to the Manufacturing and Warehouse Departments are excused from protective footwear and are required to use designated pathways.

Task Competencies, Licences & Training Requirements

Purpose

To identify the competencies, training and license requirements for all tasks at Safe Access Solutions.

References

References include but are not limited to the following for each state:

- OH&S Act
- OH&S (Asbestos) Regulations
- OH&S (Certification of Plant Users & Operators)
- OH&S (Confined Spaces) Regulations
- OH&S (Manual Handling) Regulations
- OH&S (Noise) Regulations
- OH&S (Plant) Regulations
- DG (Storage & Handling) Regulations

Procedure

1. All **“Significant”** tasks performed at Safe Access Solutions will be assessed for task competencies, training and licence requirements.
2. The assessments shall be documented on form OHS-017.1 and filed in the Task Register.
3. The Task Register shall be used to identify appropriate/potential personnel to perform particular tasks and; is included as part of the selection of new or transfer of employees. Position Descriptions are also used to determine position requirements.
4. An employee will not commence in a position unless they fulfil the Task Register requirements. This does not mean that a person will not be considered for a task where they do not meet the requirements specified in the Task Register. Employees cannot start their duties until the requirements specified in the Task Register are fulfilled (i.e. the appropriate training for the position has been provided).
5. In assessing the competency requirements for a task the following must be taken into account:
 - Hazard Identification and Risk Assessment for the task.
 - Legal requirements associated with the task.
 - Position description.
 - Standard Operating Procedures.
 - Equipment to be used.
 - Level of supervision required.
 - Safe Access Solutions requirements for Health and Safety Training. (Refer OHS-037.1)

Audit Records

Task Analysis Documentation for each Operational Area
Training Database/Documentation
Skills Register
Position Descriptions
Copies of Licences.

Procedure Owner

Human Resources Department

Responsible

Department Managers

Training Schedule / Matrix

Topic/Subject (Course Duration)	Employees Whom Require Training (Target Group)	Frequency of Training (Including Refreshers)	Legal Requirement	SAS Requirement
1. <i>Responsible Care & OH&S Representative.</i>	All Managers & OH&S Reps.	Within three (3) months of assignment or appointment.	Yes	Yes
2. <i>Accident Prevention Signs Incorporated in Induction & OH&S updates. (15 Min).</i>	All Employees.	Upon Employment: at site & departmental Induction and every three years as part of the OH&S Systems review.	No	Yes
3. <i>Access to employee Medical and Exposure Records. (15 min).</i>	All Employees.	Upon Employment: at site & departmental Induction and every three years as part of the OH&S Systems review.	No	Yes
4. <i>Asbestos. (45 min – 1 hour).</i>	Purchasing and Maintenance Employees/Contractors whom work with Asbestos Containing Material.	Upon Employment: at site Induction and every three years as part of OH&S Systems review. Maintenance Personnel (Annually).	Yes	Yes
5. <i>Audit Training. (3 Hours).</i>	All Managers/Supervisors & OH&S Representatives.	Within first year of assignment and every 3 years thereafter. Incorporated as part of OH&S Rep/Supervisor training.	Yes	Yes

Topic/Subject (Course Duration)	Employees Whom Require Training (Target Group)	Frequency of Training (Including Refreshers)	Legal Requirement	SAS Requirement
6. Behaviour Observation Techniques e.g. S.T.O.P. (30 mins).	All Employees.	Upon Employment: at site & departmental Induction and every three years as part of the OH&S Systems review.	No	Yes
7. Bloodborne Pathogens (15 min awareness) (1 hour – First Aid Course)	All Employees *Awareness First Aid Officers #Response Techniques	*Upon Employment: at site & departmental Induction and every three years as part of the OH&S Systems review. # Every 3 Years as part of First Aid Course.	Yes	Yes
8. Confined Space Entry. (2 Days Initial). (1 day Refresher)	Director Technical & Ops Managers Maintenance Contractors	Upon Appointment to designated role requiring training. Initially 2 days, thereafter an Annual refresher (one day).	Yes	Yes
9. Contractor on Premises (45 min. – 1 Hour).	All Contractors.	Annually and in some cases on Assignment.	Yes	Yes
10. Cardio-Pulmonary Resuscitation. (C.P.R.) (1 Hour)	First Aid Officers Confined Space Authorised Personnel.	Annually & Every 3 years as part of First-Aid Re-certification.	Yes	Yes
11. Chemical Control. Spill Response. (Half Day) & (30 mins)	Manufacturing & Technical Personnel.	Upon Employment: at site & Departmental Induction and every two years as part of the Chemical Control & Hazardous Substances Procedure.	Yes	Yes

Topic/Subject (Course Duration)	Employees Whom Require Training (Target Group)	Frequency of Training (Including Refreshers)	Legal Requirement	SAS Requirement
12. Electrical Safety. (30 min).	All Employees.	Upon Employment: at site & Departmental Induction and every three years as part of the OH&S Systems review.	No	Yes
13. Emergency Procedures & Equipment Use. (2 hours)	All Employees, Contractors & Visitors.	Upon Employment at Site Induction and every two years thereafter. Practical training every quarter as part of emergency drills.	Yes	Yes
14. Ergonomics incorporating VDU Equipment & Work Stations. (30 mins).	All Employees and Contractors.	Upon Employment at Site Induction, R/V of task analysis Data and workstation/s and/or every three years or whenever there is significant change.	Yes	Yes
15. Exposure Monitoring. Basic Awareness. (15 mins) Is also included in Chemical Training.	OH&S Committee. Managers/Supervisors. All Operations & Technical staff.	Within initial twelve (12) months of assignment or appointment and every two years thereafter as part of chemical training and OH&S Systems R/V.	Yes	Yes
16. Workplace Level 2. (4 Days).	All Nominated Employees of each workgroup & existing First-Aid Officers.	Prior to appointment and every three years thereafter – Incorporates annual CPR Refresher.	Yes	Yes
17. Forklift Refresher and Re Certification. (1 Hour)	All Forklift Operators.	Upon Employment and every three years thereafter.	No	Yes

Topic/Subject (Course Duration)	Employees Whom Require Training (Target Group)	Frequency of Training (Including Refreshers)	Legal Requirement	SAS Requirement
18. <i>Forklift Safety.</i> (1 hour)	All Forklift Operators.	Upon Employment and every year thereafter for all licensed fork truck operators.	No	No
19. <i>Hearing Conservation.</i> (30 mins).	All Affected Employees.	Prior to Employment, at induction and every year thereafter as part of PPE training and Hearing Tests.	Yes	Yes
20. Hazard Identification Risk Assessment & Control. E.g. STOP program. (30 mins)	All Employees.	Upon Employment: at site & departmental Induction and; every three years as part of the OH&S Systems review.	Yes	Yes
21. <i>Incident Investigation.</i> (2 hours)	All Managers, Supervisors and OH&S Reps.	Conducted every two years as part of STI and/or OH&S Rep/Supervisor Course.	Yes	Yes
22. <i>Injury Management.</i> (30 mins)	First Aid Officers, Managers & Site Safety Co-ordinators.	Upon Employment: at site & departmental Induction and; every three years as part of the OH&S Systems review.	Yes	Yes
23. <i>Lock, Tag & Try.</i> <i>Lockout Systems.</i>	All affected Employees & Maintenance Contractors.	Annually as part of the Contractors Control Program and for all employees.	Yes	Yes

Topic/Subject (Course Duration)	Employees Whom Require Training (Target Group)	Frequency of Training (Including Refreshers)	Legal Requirement	SAS Requirement
24. <i>Manual Handling.</i>	All Employees.	Upon Employment: At site & departmental Induction and; every two years thereafter.	Yes	Yes
25. <i>PPE Personal Protective Equipment.</i>	All Employees required to wear PPE as part of their employment.	Upon Employment: at site Induction and every two years thereafter.	Yes	Yes
26. <i>Respiratory Protection.</i>	All Affected Employees	Upon Employment: at site & departmental Induction and; every two years as part of the Chemical Control Program.	Yes	Yes
27. <i>Fire & Warden Training</i>	All Employees & Designated Wardens	Within 3 months of appointment and every two years thereafter.	Yes	Yes
28. <i>Workers Compensation.</i>	Site Safety Co-ordinators.	Upon Assignment & every 3 years thereafter or whenever there is a significant change to Legislation.	No	Yes

Employee Competency, Licence & Training Records

Purpose

The purpose of this procedure is to identify the current training level of each employee and to identify what further training is required. The Analysis also provides the organisation with a method of targeting future training requirements and is linked to Safe Access Solution's performance management system. Furthermore, effective health and safety programs require comprehensive, detailed, and high-quality training. Employees require training on the potential hazards and precautions that relate to any equipment, process or material they may be involved with in their workplace. There are additional training requirements that Safe Access Solutions require of employees that exceed statutory obligations and are designed specifically to ensure a well-trained work force.

Definitions

Nil

Standard

OHS Act
OHS Confined Spaces Regs
OHS Manual Handling Regs
OHS Noise Regs
OHS Plant Regs
Hazardous Substances Regs
DG Storage & Handling Regs

Procedure

1. Training will be provided to all employees and associated contractors so as to enable them to perform tasks safely and to ensure their contributions support the continuous improvement of our health and safety management systems in accordance with their area/s of responsibility. Training will be conducted in accordance with our three year training schedule/matrix (attachment OHS-037.1) and detailed annual training plan (refer to Human Resources Department).
2. Procedure OHS-017 provides for the identification of core competencies, licence requirements and training needs for all tasks and positions in the organisation.
3. All Positions within the organisation have been assessed and analysed by Management and the Human Resources Department to determine and document competencies, licensing and training requirements and are detailed in Position Descriptions (Refer to H.R. Department).
4. The Human Resources Dept. retains a photocopy of all licences to ensure validity and; that employees and contractors are competent to use specific equipment and/or to perform specialised tasks.
5. The Human Resources Dept. will maintain the Employee Competency, Licence and Training Records in the Training Register and Skills Database and this information is to be used when allocating tasks or selecting personnel for new positions or functions.
6. Employee Competency, Licence and Training Records are to be updated within two weeks of new information being received.

7. A "Training Attendance Record" is to be completed by the person responsible for providing the training, which all attendees are required to sign and a copy must be sent to the Human Resources Dept. to ensure the Training Register is maintained.
8. For employees and contractors attending an external course, Individuals, Managers and the Human Resources Dept. will complete the "Training Request Form" (Refer to H.R. Department). The Human Resources Dept. will retain this form and the Training Register will be updated on proof of course completion. All certificates awarded for completed training will be photocopied and retained by the Human Resources Department.
9. For most training (internal & external), it will be necessary for a "Training Evaluation Form" to be completed to determine the value of the training and effectiveness of the trainer/presenter. This will assist to determine the suitability of training for future requirements. The Human Resources Dept. will review and retain completed forms.

Audit Records

Training Registers
Induction Registers
Training Schedules
Personnel Records for Individual Employees

Responsibility & Procedure Owner

Human Resources Department

Maintenance

Purpose

To ensure that all maintenance, repair or alteration of any item of plant, equipment, building or furniture is performed by competent persons and those records of the work are kept.

Definitions

Nil

References

References include but are not limited to the following for each state:

OH&S Act

Competency standards set by the various licensing bodies in each State. Where there is no such licensing body, the competency requirements assigned by professional groups or educational institutions are accepted.

Procedure

1. The Technical & Operations Managers will allocate maintenance, repair or alteration tasks to a person or persons who have the competencies and where required, licences or certificates to perform the task in a safe manner.



2. The person supervising any work performed by contractors shall ensure that persons allocated maintenance; repair or alteration tasks have the required competencies, licences and certificates. (Refer OHS-014)
3. A Maintenance Skills Register has been established to enable employees to verify that maintenance tasks are allocated to competent employees. (Refer OHS-021.1)
4. The Technical & Operations Managers must enter details of work performed on the Project Task Management System at the time the work is finished.
5. The Project Task Management System & Preventative Maintenance Program is to be maintained and is the responsibility of the Technical & Operations Managers. These systems provide detail as to the nature of the task, to whom the task has been allocated, request & completion dates, and is an electronic notification system.

Audit Records

Maintenance Skills Register
Training Registers
Project Task Management System
Preventative Maintenance Program

Responsibility & Procedure Owner

Human Resources Dept.

Maintenance Skills Register

<i>Name</i>	<i>Employee OR Contractor</i>	<i>Qualification Licences Certificates/Training</i>	<i>Date Qualified/ Received Training</i>	<i>Expiry Date/s</i>

Defective and Redundant Plant

Purpose

To provide a mechanism whereby redundant, unsafe plant and equipment can be identified, removed from service and maintenance work requested.

Definitions

Isolation of plant: Lock out, quarantine or other means by which plant and equipment is removed from its source of energy, and thereby prevented from being inadvertently operated.

Tagging: Secure attachment of a tag or notice to the item of plant and equipment, which displays a prominent warning, and includes the name of the person who is authorised to attach/remove the tag and the date the tag was attached.

References

References include but are not limited to the following for each state:

OH&S Act

OH&S (Plant) Regulations

Code of Practice - Plant

Procedure

1. Where an employee identifies an item of equipment that appears unsafe, the employee shall turn off the equipment, and/or immediately notify the relevant Supervisor, Manager or HSR. If none of the above is available the employee who has identified the problem should affix an "Unsafe - Do Not Operate" tag to the equipment and inform management.
2. Where the equipment is confirmed as unsafe, the Supervisor or Manager shall affix an "Unsafe - Do Not Operate" tag in a prominent position on the equipment. The equipment shall be Isolated and locked out in accordance with OHS-024. Portable equipment shall be removed to the Maintenance Department where practical.
3. The Technical or Operations Manager shall complete the Project Task Management System to ensure that the defective plant and the subsequent repairs and time out of service are documented.
4. Whereby redundant equipment is removed from service, the item of plant shall be made unusable to others and; be disposed of in accordance with EPA requirements (refer OHS-035).

Audit Records

Project Task Management System

Lock-out Register

Responsibility & Procedure Owner

Human Resources Department

Isolation Procedures

Purpose

To ensure the safety of persons working on or near plant and equipment that is in the process of being cleaned, serviced, repaired or altered. (This procedure links with OHS-015 & OHS-023)

Definitions

- Authorised Person:** A competent person with written approval to perform checks and issue permits related to isolation procedures.
- Isolation:** The removal of the energy source from an item of equipment in such a way as to prevent the possibility of inadvertent energisation of the whole or a specified section of that equipment. The de-energisation must also prevent the introduction of contaminants or conditions through equipment such as piping, ducts, vents, drains, conveyors, service pipes and fire protection equipment, into working areas defined as "confined spaces".
- Energy Sources:** Electrical, Mechanical, Hydraulic, Pneumatic (air), Chemical, Thermal, Gravitational etc.
- Isolation Measures:** Locks, Tags, Closing and Blanking, removal of Mechanical Linkages, Blocks, Slings etc.

References

References include but are not limited to the following for each state:

The isolation procedures developed for each item of equipment must ensure that persons are safeguarded whilst working on or near the vicinity of that equipment at all times.

OH&S Act

OH&S (Plant) Regulations

OH&S (Confined Spaces) Regulations

Procedure

1. Procedures have been developed for the Isolation (LOCK/TAG/TRY) of specific equipment and appropriate work instructions developed and documented (refer to OHS-024.1.2.3.4) which detail the Isolation Procedures in effect at Safe Access Solutions.
2. Before allowing work to commence, the relevant Authorised person will verify that the isolation is in place according to the documented procedure.
3. Authorised persons will be trained in all aspects of isolation relevant to their work area.
4. Employees and the relevant employee health and safety representative (HSR) shall be consulted in the development of the "isolation" work instructions.
5. Regular workplace inspections shall examine conformance with isolation instructions. Non conformance with these procedures will result in disciplinary action.
6. Where appropriate, signs will be displayed on equipment that describes the isolation measures to be taken.

Audit Records

- Documented Isolation procedures.
- Completed access permits.
- Workplace inspection records.
- Training records.

Responsibility & Procedure Owner

Human Resources Department

Lock Tag and Try Procedure

Maintenance and Electrical Contractors

This procedure is designed to protect employees from injury while carrying out repairs and maintenance on machinery or equipment or from using machinery or equipment that may be faulty or dangerous.

A Lock Out system involves a positive isolator being turned to the OFF position and secured in that position by the removal of a key or a physical block fitted, padlocked and the key removed.

A Lock Out system is the preferred method for isolating any machine or piece of equipment when maintenance or repair work is required. It is the safest method of making sure that the machine or piece of equipment is not accidentally turned on when an employee/contractor is working on, or in it.

Care must also be taken to ensure that other systems which contain stored energy, for example, air or hydraulic pressure flywheels, springs or capacitors, are also controlled in the same manner prior to repair or maintenance work.

1. Take a lock, key, hasp and tag from the Lock Out Station.
2. Place a card with your name, date, time and machine on the board in place of the lock.
3. Fill in the key register book and include any other details that may assist others in your absence
4. Take a large warning sign, for example, "DO NOT operate unless passed by maintenance".
5. At the machine begin by:
 - 5.1 Telling the operator or supervisor the task you are performing. Check with the operator/supervisor when appropriate to commence work. Make sure the operator understands they are not to operate the machine.
 - 5.2 Turn the main isolator on the machine OFF. The isolator must be locked in the OFF position and tagged. **TEST** to ensure switch cannot be activated by attempting to turn switch on. The key/s must be removed and retained by the person responsible. If the task carries over the shift a handover to the responsible person on the next shift will take place and the key handed to them.
 - 5.3 If electrical disconnection is required, a check must be performed to make sure the isolation has been successful, for example, by testing with a Multi-Meter or by activating a limit switch. Remove fuses where necessary

Note: Make sure you test the Multi-Meter on a known live circuit before testing isolated wiring to ensure. Multi-Meter is working properly.
 - 5.4 Place the large warning sign at the machine controls.
 - 5.5 Make sure that all other systems which contain stored energy are isolated in the above manner where practical/possible, for example, air, and hydraulics.

- 5.6 Purge compressed air from receivers to prevent air operation. Check all pumps, pipes to see if they are hot/flowing or under pressure before dismantling. Take action to stop the flow and release pressure before dismantling. Take action to stop the flow and release pressure where required.
- 5.7 Perform the maintenance and/or cleaning function.
- 5.8 Check the machine upon completion of the work to make sure that it has been reassembled correctly and that no tools or scrap material have been left in or around the machine.
- 5.9 In order to prepare the machine for re-start follow the steps listed in reverse.
- 5.10 **Before activating the power, the person responsible must ensure that all employees are in a safe position and that all locks and tags have been removed from the machine.**
- NOTE: Do not re-start the machine unless all locks and tags have been removed. This is very important if more than one trade person is working on the machine (one hasp can accommodate up to six locks).**
- 5.11 When clear and safe, restart the machine.
- 5.12 Return the lock, key and hasp to the board and remove name card. Log off in key register book.

Emergency Procedures

Purpose

To ensure an emergency control structure is in place, which includes directions that aim to prevent injury to personnel, visitors and neighbouring people/premises in the event of an emergency. The procedures also aim to minimise damage to equipment, plant and installations at Safe Access Solutions.

Definition

Nil

References

References include but are not limited to the following for each state:

The procedure is based on the Australian Standard for Emergency control organisation and procedures for buildings, the Dangerous Goods (Storage and Handling) Regulations and expert advice from the Fire Brigade.

Key principles

- The safety of personnel is foremost
- All risks will be continually monitored in order to minimise the potential of an emergency
- Emergency plans have been formulated and have been reviewed in consultation with personnel, Emergency service specialists and in line with statutory requirements.
- Plans are simple and effective
- A central control will always be available
- Emergency control personnel will be trained in their appointed duties
- All personnel will be regularly trained in appropriate response procedures

Procedures take into account the existing emergency systems of each building such as fire protection equipment, communication systems, emergency lighting, exit doors and stairwells. They also take into account staffing levels during normal working hours as well as after hours activities and contacts.

Specific plans have been established for potential emergencies created within the site and those caused by external sources.

Internal Emergencies covered by these procedures are:

- Fire
- Explosion
- Bomb Threat/suspect package
- Medical emergency
- Hazardous material spill/toxic emissions
- Security breach/civil disturbance
- Motor vehicle accident
- Other hazards specific to the organisation

External Emergencies covered by these procedures are:

- Hazardous material spill/toxic emissions
- Explosion
- Civil disturbance
- Storm
- Flood
- Bush fires
- Motor vehicle accident
- Aeroplane crash

Standard Requirements for Emergency Procedures

The Alarm System –

An **alert signal** is denoted by short repeating one-tone blasts **Beep, Beep** that means “remain at your work station” **and prepare for evacuation. Turn equipment off in preparation where appropriate.**

An **evacuation signal** is a continuous repeating signal **Whoop, Whoop (similar to an air raid siren)** which means “**move to the nearest designated assembly area**”

Raising the Alarm

Alarms are either activated immediately (Direct to Brigade) via fire detection systems, activating fire alarm points or by contacting reception where the internal alarm system can be activated.

Standard Orders

Standard orders covering most emergencies e.g. fire, chemical etc. are posted in appropriate areas. They contain brief instructions, emergency contact numbers and detail evacuation points.

Assembly points

Are highlighted on floor plans for each area. Assembly points ensure wardens can take an initial count of personnel.

Evacuation points

These are highlighted on both the Standard orders and on the floor plans for each area. Evacuation to these points will only be undertaken upon the orders of a warden.

Controller & Wardens

The controller(s) and wardens will be listed on any Standing Orders and on noticeboards. Each of these officers will be distinguished at all times by **name badge and a photo on the Safety notice board etc.....**During an

emergency they will wear coloured helmets with White being the Incident Controller, Red being Wardens and Green being First Aid Officers.

Emergency contacts	Emergency contact numbers (police, fire brigade, ambulance) are posted at each telephone.
Training of Wardens	Employees required to act as emergency wardens shall be provided with appropriate training to enable them to adequately perform the duties expected of them.
Training of Employees	Employees shall be provided with emergency evacuation training Every 2 years and drills every 4 months.
First Aid	First Aid Officers are identified at all times (same method used for wardens) and will wear a green helmet in an emergency or be identified by their badge. First Aid Kits are provided at Assembly Points.
Floor plans	Floor plans are posted in all area indicating exits, assembly points, fire protection equipment, break glass alarms and any other relevant information, e.g. Spill Kits, First Aid etc.
Checklists	Checklists listing personnel evacuated are located in the Primary Assembly Area Emergency Response Cabinets.

Procedure for Development of Emergency Plans

1. The Director & Manager/s in conjunction with the OH&S Committee shall identify possible emergency situations. A record of the assessment shall be kept.
2. Management and the OH&S Committee shall develop emergency plans based on the Standard Requirements and using Standard Emergency Procedure OHS-025/1.
3. Emergency Plans must be kept up to date and reviewed every 6 months by management.
4. Emergency Plans shall be verified by competent experts.
5. Emergency Information to be displayed on Emergency Information Notice Board in accordance with procedure OHS-026.
6. Equipment provided for Emergency Procedures shall be checked monthly as part of the monthly hazard inspection. (OHS-028).

Audit Records

- Assessment(s) of On-site and Off-site Emergencies
- Emergency Plan
- Reviews of Emergency Plans
- Inspection Checklists
- Training Records

Responsibility & Procedure Owner

Human Resources Manager

1. STANDARD EMERGENCY PROCEDURES FOR EMPLOYEES

1. **Raise Alarm by phoning 000 or breaking alarm glass.**
2. **Assist anyone in danger if safe to do so.**
3. **If safe use extinguisher to smother fire**
4. **Move to assembly point on signal, on instruction from warden or when it is unsafe to remain in the area.**
5. **Assist visitors and disable persons to evacuate.**
6. **Remain at Assembly Area until instructed by Warden.**

2. BOMB THREAT/SUSPECT PACKAGE

Threat received

- Step 1** Use the Bomb Threat Checklist to record all details
- Step 2 Do not hang up phone as call can be traced**
- Step 2** Notify the Incident controller / Chief Warden
- Step 3** Contact the police on **000** if not already done by the Incident Controller
- Step 4** Open as many doors and windows as possible
- Step 5** Evacuate to evacuation areas

Bomb found

- Step 1** Do not touch it – clear the area and do not re-enter until instructed
- Step 2** Advise the incident controller immediately
- Step 3** Contact the police on **000** if not already done by the Incident Controller
- Step 4** Wait for advice from Incident Controller and leave doors and windows open

3. BOMB THREAT CHECKLIST

****Note: Do Not Hang up phone as call can be traced by Police even if caller hangs up.**

QUESTIONS TO BE ASKED	CALLER'S VOICE
Where did you put the bomb?	Accent [specify]:
When did you put it there?	Any impediment [specify]:
What does the bomb look like?	Voice [loud, soft etc]:
What kind of bomb is it?	

Did you place the bomb? Why did you place the bomb? What is your name? Where are you? What is your address?	Speech [fast, slow etc]: Diction [clear, emotional etc]: Did you recognise the voice? If so, who do you think it is?
THREAT LANGUAGE	
..... Sex of caller: Estimated age:	Incoherent? Irrational? Taped? Message read by caller? Abusive? Other?
EXACT WORDING OF THREAT	BACKGROUND NOISES
	Street/house noises? Aircraft? Voices/music? local call? STD/ISD/OTHER?
ACTION	CALL TAKEN & BY WHOM
Report call immediately to: Police: 000 Director & Manager	Date & time of call: Duration of call: Name of person taking call: Telephone No: Number called (if different to above): Signature:

4. MEDICAL EMERGENCY

Step 1	Check for any threatening situation and control it if safe to do so
Step2	Remain with casualty (unless there is no other option) and provide appropriate support
Step3	Do not move any casualties unless in a life threatening situation
Step4	Notify Director / Manager and First Aid Officer/s
Step5	Notify the ambulance if not already done and designate someone to meet & direct them on arrival at site.
Step6	Provide support to First Aid Officer or ambulance if required

5. CHEMICAL SPILL / ENVIRONMENTAL RELEASE

1. All spills/releases MUST be reported no matter how small. Notify Your Supervisor, HSR and Manager immediately.
2. Identify the substance that has Spilled/Released and, if DANGEROUS clear the work area.
3. Obtain Material Safety Data Sheet (MSDS) from the Library located in Manufacturing Entrance to obtain information.
4. If safe to do so, use chemical spill kits to control the spill/release. All Spill Kits are provided with Full-Face respirators, Chemical Gloves & Chemical Suits.
5. To avoid any spill from entering stormwater drains, use spill kit "booms" to surround and protect these potential contamination points.
6. An EPA approved liquid waste provider must be contacted to clean up substantial spills at the discretion of the Emergency Services. The EPA and WorkCover MUST also be notified and incident documentation completed.

6. FLOOD

- | | |
|---------------|--|
| Step 1 | Ascertain level of impending threat based on Weather Forecast and level of intrusion to company premises. |
| Step2 | Should facilities be under threat and water, actions will be co-ordinated by the Chief Warden to ensure appropriate measures are in place to protect buildings and equipment as well as the health and welfare of employees that may be affected. |
| Step4 | Where necessary external support maybe called upon to provide assistance with controlling and cleaning up during and post a flood incident – this may include using vacuum tankers and specialised cleaning agencies. |
| Step 5 | Post a flood incident that impacts the company premises, a review shall be undertaken by a competent person to ascertain the adequacy of the drainage surrounding the premises and the ability to withhold another flood. Any necessary actions to ensure that integrity is maintained for such future occurrences shall be implemented. |

NOTE: For all other potential emergency situations the standard orders are to be used.

First Aid and Bloodborne Pathogen Procedures

Purpose

These procedures outline the First-Aid arrangements and facilities available at Safe Access Solutions to ensure that emergency treatment is provided for persons suffering injury or illness at work. Furthermore, details as to the protection from Bloodborne pathogens for those attending in such circumstances and; the subsequent handling of blood spills and contaminated waste is detailed.

Definitions

First Aid Facilities: First-Aid kits, Contents, First-Aid Rooms, Bloodborne pathogen kits, biological waste bins and associated equipment.

Bloodborne Pathogen A microorganism transmitted through blood and body fluids that can potentially cause infection to others, for example, Hepatitis B & C, HIV/Aids.

References

References include but are not limited to the following for each state:

OHS Act
Code of Practice for First Aid in the Workplace

Procedure

1. The First-Aid Assessment is conducted by the Director in Consultation with Supervisors, Managers, HSR and employees of each workgroup to determine the requirements of Safe Access Solutions.
2. The assessment will:
 - Identify and Assess workplace risks through examination of previous work related injury and illness
 - Determine the appropriate First-Aid facilities and training required through an assessment conducted in consultation with employees, which follows the process outlined in the Code of Practice. The outcome of the assessment will be documented. (Refer OHS-027.1)
3. The Director will ensure that all designated First-Aid Officers have received adequate and appropriate training and possess a current certificate of competency with evidence of such and; this is recorded on the Training Database. Refer to OHS-027.2 for a list of all qualified first aid officers.
4. All First-Aid Officers are required to undergo Hepatitis B Immunizations provided by the company in accordance with Bloodborne Pathogen requirements. Blood serology is required to ensure that ALL 1st Aid Officers have acquired immunity.
5. 1st Aid Officers have been made aware through their training of the risks associated with Bloodborne pathogens. As a result, it is company policy that all attending 1st Aid Officers wear protective gloves and glasses where practicable (in some emergency circumstances this may not be possible) when providing treatment. Bloodborne pathogen clean up kits and procedures (refer OHS-027.3) are provided in all departments to facilitate the safe clean up of any blood and/or body fluid spills associated with injury or illness. It is recommended that only trained 1st Aid Officers clean up such spills however, in instances where this may not be possible refer to OHS-027.3 for instructions.
6. Appropriate disposal facilities for Biological waste is located in the first-aid room and arrangements have been made with "Collex" to dispose of Biological Waste (refer OHS-035.1 for contact details).
7. In instances where Employees, Contractors and Visitors may have inadvertently become exposed to potential **KNOWN** Bloodborne Pathogens (either by direct contact to the eyes, mouth or exposed wounds of blood and/or body fluids of a known carrier – communicated by the injured person) follow exposure guidelines as posted in all departments or; as outlined in OHS-027.3 and report immediately to



the Human Resources Manager. Referral to the company physician for immediate and appropriate medical treatment will take place along with any necessary follow-up.

Should contact occur with blood and body fluids from a known carrier but NOT penetrate any vulnerable areas (e.g. eyes, mouth, exposed wounds etc), follow the exposure instructions outlined in OHS-027.3 and report immediately to the Director / Manager. Should concern be held by the person as to their health status, referral to the company physician is an option for tests to be conducted.

NOTE: Test results may take up to 3 months prior to any medical assurances being made as to the likelihood of infection for any of the above scenarios.

The company will cover all costs associated with this treatment. In cases where exposure to blood and body fluids has occurred and the status of Bloodborne Pathogens is unknown, screening of the injured person for any Bloodborne contaminants maybe organised with their consent. This process provides more immediate results, generally within one week of exposure. Whereby consent is not obtained from the injured person, the procedure and waiting time outlined previously will be the option available for the individual exposed to follow, where concerns are held regarding their health & welfare.

8. **SafetyCo** check all First-Aid facilities on a Monthly basis and a record of these checks is documented in a report submitted to SAS. First-Aid Facilities are regularly reviewed as part of the Monthly Workplace Inspection. (Refer OHS-028)
9. First-Aid Officers are required to ensure that all first aid treatment administered is recorded in the Injury Register (refer OHS-032).
10. The Director or Managers shall review the first aid system annually.

Audit Records

First Aid Assessment Report Form OHS-027.1
 Workplace Inspection Records OHS-028
 Training Database.
 First Aid Treatment Register.

Responsibility & Procedure Owner

Human Resources Dept.

First Aid Officer Register

The following register provides a current list of first aiders within the organisation.

NAME	DEPARTMENT	STANDARD OF FIRST AID TRAINING	DATE OF CERTIFICATE	RENEWAL DATE
THEBARTON				

Bloodborne Pathogen Exposure & Clean-up Guidelines

Is There A Risk from Blood?

HIV/AIDS/HEPATITIS B & C are found in the body fluids of infected people, but only blood, semen and vaginal fluids have enough virus in them to pose a risk of infection in other people. In a few cases, HIV infection has resulted from direct exposure to the blood of an infected person. In all these cases, the infected person has:

- Injured themselves with a needle or other sharp instrument that has an infected person's blood on it.
- Allowed an infected person's blood to contact a cut, a sore or a skin condition such as dermatitis or eczema.
- Allowed an infected person's blood onto a mucous membrane, such as the eye or the mouth.

Blood should always be treated as if it were infectious.

When there is an injury causing bleeding, blood should be cleaned up at once. Continue reading this procedure for guidelines on managing blood spills.

Are There Other Risks of Infection?

There is no evidence of HIV infection occurring from contact with other body fluids of infected people, such as saliva, urine, faeces, pus or vomit. Nevertheless, it is sensible to wear gloves and safety glasses when in contact with these fluids.

There is no evidence that HIV infection can occur through shared eating, toileting or washing facilities, even if an infected person is known to be present.

There is no evidence of HIV in saliva causing infection through kissing, spitting or biting.

How Do I Manage Blood Spills?

HIV is a fragile virus outside the body. It is easily killed with bleach.

- Wear disposable gloves when handling any body fluid.
- Never allow another person's blood onto cuts, sores or broken skin, or near the eyes or mouth.
- Clean up spilt blood promptly with a disposable cloth soaked in diluted bleach. Wash all affected surfaces with hot water and bleach.
- Carefully handle any sharp object with blood on it. Place disposable object in puncture-proof container such as a tin or plastic bottle. Sterilise the objects.
- Handle needles and syringes with great care, whether they appear to have blood on them or not. Place them in puncture-proof containers.
- All cuts, sores and skin conditions should be covered.

What To Do If Exposed To Blood & Body Fluids

- Encourage the wound to bleed by gently squeezing it.
- Wash the affected area with warm, soapy water.
- Apply an antiseptic, and a Band-Aid,
- Report incident immediately to H. R. Manager
- Arrangements for immediate treatment, management & counselling will be made with company Physician.
- For further information about disposal, HIV or drug use, contact the Department of Human Services on DIRECT LINE 1800 136 385

Blood Sanitising Kit – Contents

- Disposable Gloves
- Disposable Gown
- Disposable Face Mask
- Disposable Eye Glasses
- Disposable Hair Net
- Disposable Foot Protection
- Disposable Waste Bag
- 1 x 20gsm Disinfectant – Det-Sol 5000
- Disposable Resus-O-Mask

Distribution Points

Locations

	Quantity
• Manufacturing	1
• General Office	1
• Warehouse Office	1

Workplace Inspection Procedure

Purpose

The objective of this procedure is to ensure a process whereby management and employees may together identify hazards and take action to prevent accidents and illness from occurring in the workplace. Furthermore, this process empowers employees from within departments to be more autonomous in managing their work environment. The process involves inspection, communication, evaluation and review. A key feature of the process is to ensure management accountability, employee participation and the commitment from all personnel to hazard elimination and control.

References

References include but are not limited to the following for each state:

OH&S Act

Dangerous Goods (Storage & Handling)

Code of Practice for Workplaces

Procedure

1. Formal workplace hazard inspections will be undertaken:

Quarterly:

- a) A schedule is established each quarter at the OH&S Committee whereby Management, Supervisors and Health & Safety Representatives are required to participate in a **SITE** workplace inspection to be conducted on a quarterly basis.
- b) By using the **“Workplace Inspection Checklist”** this will ensure regular monitoring of the overall Health & Safety program within Safe Access Solutions and provide a benchmark for progress in this area.
- c) Auditors are required to submit a completed copy of the inspection to the OH&S Committee to allow issues identified to be included on the Hazard Register. All minor issues should be documented on the Project Task Management System and dealt with locally by Managers.



- d) Should serious hazards be identified then these will be referred to the OH&S committee to be addressed.
- e) The Human Resources Dept. will retain monthly Workplace Inspection Reports for a period of two (2) years.

Audit Records

Copies of inspections in accordance with this procedure.
Project Task Management System.
Hazard Register.
Minutes of Safety Committee Meetings.

Responsibility & Procedure Owner

Human Resources Department

Workplace Inspection Checklist

Date: _____ Workplace: *Thebarton*

Area(s) inspected: *Offices / Manufacturing / Warehouse / Grounds*

Inspection team: _____

1. One on One Safety Discussions and Observations during Audit.

Conduct one on one safety discussions with employees in the area you are auditing:

Topic/issues discussed:

1. _____ _____ _____
2. _____ _____ _____
3. _____ _____ _____

Employee/s involved in discussion:

_____ _____ _____

Unsafe Acts/Conditions

During the audit were any unsafe acts and/or unsafe conditions observed: If so, please give details.....

1. _____ _____ _____

2. _____

3. _____

4. _____

Auditors – Please Note:

Please assess the effectiveness of Hazard's that have been controlled in this area. Is the control working? i.e. continuing to minimise the risk or risk remains eliminated.

	OK	PROBLEM	COMMENT
2. Safety Management System			
OH&S policy displayed and up to Date			
Emergency procedures displayed			
H&S Representatives			
H&S Committee minutes available			
Hazard report procedure in place			
Incident report procedure in place			
H&S induction for all employees			
Other			
3. Housekeeping and Storage			
General tidiness			
General cleanliness			
Waste disposal			
Storage stack stable and suitable Height			
No exposed sharp edges			
Material stored in racks, bins or Cupboards			
Shelves/Floors free of rubbish			
Items not able to fall from a height			
Adequate clearance for people/Vehicles			
Traffic areas marked clearly			
Other			
4. Work Environment			
Adequate ventilation			
Comfortable temperature			
Lighting suitable for the task			
Noise controlled			
Floor in good condition			
Satisfactory layout of workplace			
Walkways free of cables and leads			
Dust hazards controlled			
Other			

	OK	PROBLEM	COMMENT
5. First Aid and Emergencies			
First aid kits accessible, stocked & suitable for Hazards present			
Trained first aiders on duty and Identifiable			
Emergency eye-wash and Showers operate - Test during audit			
Fire extinguishers/hoses accessible And current (Tested 6 monthly)			
All emergency exits/doors signed & unobstructed			
All emergency exits unlocked from Inside			
Has there been a recent fire drill?			
Emergency numbers displayed			
Other			
6. Hazardous Substances			
Chemicals register kept and up to Date			
Material safety data sheets available			
Chemicals stored correctly, including gases			
Dangerous goods storage signage appropriate			
All substances labelled			
HAZCHEM signage in place			
Personal protective clothing & equipment available			
Empty containers removed			
Check Spill Kits in place/all equipment available			
Other			
7. Plant and Equipment			
Guarding and warning signs in place			
Plant and equipment clean			
Electrical cords/fittings in good condition – especially Hazardous area.			
Electrical equipment tagged and inspected regularly			
Power outlets not overloaded			
Emergency stops easy to access			
Safe operating instructions available			
Controls easy to reach and clearly Marked			
Protective equipment used & in good condition			
Conveyors, cable, ropes, chains & slings in good condition			
Operators trained			
Other			

	OK	PROBLEM	COMMENT
8. Welfare Facilities			
Adequate and clean toilet facilities Provided			
Separate and clean eating place Available			
Refuse containers provided and Emptied daily			
Clean drinking water provided			
Refrigerator available for perishable food storage			
Facility for storage of personal Belongings			
9. Ergonomics			
Satisfactory seating			
Adequate workspace			
Work surface height allows normal Body posture (Straight back)			
No fixed body postures (e.g. stooping, bending)			
Repetitive actions minimized			
Manual handling issues controlled			
Mechanical aids available/operating/being used			
Appropriate pace and variety of work			
Other			
10. Car Parking Facilities			
Bays and lanes clearly marked & Maintained			
Traffic signs adequately placed & in good order			
Area free from rubbish and obstructions			
Adequate lighting for night use			
Other			
11. Biological Hazards			
Procedures for safe handling and storage of biologically hazardous materials			
Disposal procedure for contaminated items/material			
Personal protective clothing and equipment available and in good condition			

Workplace Environmental Monitoring

Purpose

The following procedure aims to ensure that all workplace environmental monitoring, by internal or external requirements are met. These requirements may be legislation based or as a result of Safe Access Solution's own internal requirements. This procedure is linked to the workplace inspection procedure. (OHS-028)

Definitions

Atmospheric Monitoring: The use of suitable and valid sampling and analytical techniques to estimate the exposure of employees to airborne substances through inhalation. A competent and trained person will conduct these assessments.

References

References include but are not limited to the following for each state:

OH&S Act

OH&S (Asbestos) Regulations

OH&S (Confined Spaces) Regulations

AIHA *American Industrial Hygiene Association Workplace Environmental Exposure Level.*

ACGIH – TLV *American Conference of Government Industrial Hygienists Threshold Limit Values.*

NIOSH *National Institute of Occupational Safety & Health Control of Hazardous Substances.*

Procedure

1. The need for workplace monitoring will be established through reference to legislation, standards and codes as well as satisfying the internal requirements of Safe Access Solutions.
2. Analytical equipment used is tested and calibrated in accordance with Manufacturer specifications.
3. Atmospheric monitoring of hazardous substances will be undertaken
 - a) Where personal exposure requires measurement to ensure compliance with exposure standards.
 - b) After process modifications or changes to work practices that may adversely affect employee exposure.
 - c) As a check of the effectiveness of control measures.
 - d) To assist in the design or selection of controls to reduce exposure.
 - e) To test atmospheres in confined spaces.
 - f) Continuously on processes involving highly dangerous substances.
4. The requirements for environmental monitoring which is determined through the above, is to be documented and carried out in accordance with the schedule attached. (Refer OHS-029.1).
5. All monitoring results will be communicated to all affected employees through the site OH&S committee and notice boards. Any unacceptable results will be printed on the Hazard Register for corrective action.

Audit Records

A current schedule (Form OHS-029.1)

Records of monitoring in accordance with the Schedule.

Responsibility & Procedure Owner

Human Resources Department

Workplace Environmental Monitoring Schedule

HAZARD TO BE MONITORED	LOCATION	TYPE OF TEST	FREQUENCY	RESPONSIBLE OFFICER
Noise	Thebarton	Audiometry Noise Survey	Bi-Annual or On an as needs Basis	Director
Fumes – Welding	Thebarton	AS 3572 1996	Bi-Annual or On an as needs Basis	Director
Organic Vapours	Thebarton	GC/FID	Bi-Annual or On an as needs Basis	Director
Dust - Respirable	Thebarton	AS 3640 1989 AS 2985 1987	Bi-Annual or On an as needs Basis	Director
Dust - Inspirable	Thebarton	AS 3640 1989 AS 2985 1987	Bi-Annual or On an as needs Basis	Director
Asbestos	Thebarton	Polarized Light Microscopy & dispersion staining.	On an as Needs Basis	Director
Confined Spaces	Thebarton	O ₂ , %LEL as a Minimum.	On an as needs Basis.	Director
Electrical Distribution Panels	Thebarton	Thermography	Annually or on an as needs basis.	Director

Workplace Environmental Monitoring Schedule

HAZARD TO BE MONITORED	LOCATION	TYPE OF TEST	FREQUENCY	RESPONSIBLE OFFICER
Atmospheric Contaminants	Thebarton	Ait Monitoring	Bi-Annual or On an as needs Basis.	Director

Health Monitoring

Purpose

This procedure outlines the health monitoring requirements at Safe Access Solutions. While this procedure is largely based on legislative requirements, Safe Access Solutions will undertake any other recommended health surveillance.

Definitions

Nil

References

References include but are not limited to the following for each state:
Health monitoring will be undertaken in accordance with legislative requirements and any other recommended standard or code in Australia. This includes the following legislation.

OH&S Act
Hazardous Substances Regulations
OH&S (Noise) Regulations
Guidelines for Health Surveillance

Procedure

1. Health Surveillance will be conducted for employees who have been identified through Workplace Environmental Monitoring (OHS-029) as having exposure to **specific** hazardous substances. Should exposure involve those substances listed in the Hazardous Substances Regulations 2000 and; the exposure to the hazardous substance/s is such that it may be likely that an adverse effect on the employee's health may occur under particular conditions of work.
2. A copy of the health monitoring requirements for Safe Access Solutions employees has been provided (Refer OHS-030.1), which provides details of all the tests to be undertaken. This is a Bi-Annual program for employees with exposures or potential exposures only. An explanation of how the surveillance will be performed is provided to employees, from the initial explanation through to any follow up requirements that may be necessary, results dependant. Hearing & Forklift Assessments will be conducted on an annual basis in conjunction with corporate requirements.
3. The Health and Safety Committee will be made aware of the program whilst maintaining employee confidentiality.
4. The health monitoring program is the responsibility of the Human Resources Dept. Records will be kept for a minimum period of 30 years. (Refer OHS-036)
5. All health monitoring tests and programs are made available to employees free of charge.
6. All employees subject to health monitoring will be provided with a clear explanation of the need for monitoring and the process the monitoring will take. This will include the method by which they are notified of their monitoring date and how and when they will be notified of the results. Where an adverse monitoring result is detected the employee will be provided with appropriate treatment and this may include counselling. **Confidentiality will be maintained at all times and results will only be passed onto another party where there is a specific legal requirement.**

Audit Records

- Health Monitoring Assessment Report (Refer OHS-030.1)
- Schedule for Monitoring, Screening and Testing
- Health Monitoring Reports Summary
- Health and Safety Committee Minutes

Responsibility & Procedure Owner

Human Resources Department

Medical Surveillance Criteria

RESULTS

Date:

Dear

Following your medical assessment on....., I have compiled this report about your results and also my recommendations.

Cholesterol

Cholesterol is a fatty substance that is essential to our health and well being. When present in high levels, it accelerates the clogging up of our arteries, a process known as atherosclerosis.

In general, the lower the cholesterol level in the blood, the less likely you will suffer from Coronary Heart Disease and other vascular diseases. The liver manufactures most cholesterol, however, elevated cholesterol is usually associated with poor dietary habits.



The following table outlines acceptable cholesterol levels and gives you the opportunity to assess the significance of your cholesterol level.

<5.2 mmol/L	Desired.	5.3-5.5 mmol/L	Acceptable.	5.5-6.0	Moderate Risk.
>6.1 mmol/L	High Risk.				

Your cholesterol level is mmol/L.....

Blood Pressure:

Blood pressure is the Lateral pressure of force exerted by the blood against the walls of the arteries. Changes in Blood Pressure occur throughout the cycle of the heartbeat. The highest pressure, called the SYSTOLIC – occurs when the heart muscle contracts and the blood is pumped out into the arteries. The lower pressure is called - DIASTOLIC – and occurs when the heart relaxes between the contractions.

High blood pressure (Hypertension) is one of the heart disease risk factors that can definitely be reduced. The actual Cause of high blood pressure is often unknown, but several factors have been implicated. These include lack of physical exercise, obesity, high salt consumption, smoking stress and genetic factors.

Recommended Blood Pressure is a reading of less than 140 / 85 mmHg.

Your Blood Pressure reading was mmHg.....

Blood Glucose:

Increased blood sugar levels can be an indication of Diabetes. Diabetes results when the body's insulin fails to lower the blood sugar – either because the body does not produce enough insulin for its needs, or because the insulin is unable to function properly

Recommended range for Fasting blood glucose is 3.5 – 5.5 mmol/L.

Your Blood Glucose level is mmol/L.....

Lung Function:

The aim of this test is to assess the respiratory organs and the breathing mechanism for their ability to ventilate, the main function of respiration being the supply of oxygen to all tissues of the body. Any impairment of this vital function becomes significant and may be serious. The commonest cause of decrease is smoking related or asthma and allergy.

Your result is:.....

Weight:

Obesity can be labelled as a most common cause of medical and physical problems ranging from depression, through to Coronary Heart Disease. It is ideal that you stay within your height and body structure ratio but this varies from person to person.

Your Weight Kg:..... Recommended Weight Kg:.....

Full blood count:

This blood test is useful as a screening test for the detection of a low or high haemoglobin blood count e.g. anaemia, deficiencies of iron, folate and vitamin B12, hereditary conditions such as thalasseamia. A high white cell count in acute infections, diseases of the bone marrow, and low platelet count which increase the tendency for bleeding.

Your blood test is:.....



Liver function tests:

This blood test assesses how the liver functions in handling toxic material. In our society the commonest cause of any abnormalities of liver function is alcohol. This does not imply very large quantities of alcohol are consumed as some peoples' livers are more sensitive to even little amounts of alcohol. The other major cause of abnormality is hepatitis either acute or past exposure. Far less commonly exposure to chemicals can have an effect. Should there be any abnormality on blood test the management is **NIL ALCOHOL** for 4-6 weeks then review blood tests.

Your result is:.....

Electrocardiograph (ECG):

This test looks at the heart rate and rhythm and assesses any degree of heart damage from past heart disease.

It does not exclude any underlying artery disease causing angina and if this is a concern it would need further testing with an exercise ECG.

You result is:.....

CXR (CHEST Xray):

This test looks for any underlying chest disease such as pneumonia, emphysema, collapse or cancer.

Your result is:.....

Occupational Health Medical

SECTION A: PERSONAL STATEMENT To be completed by Employee:

PLEASE ANSWER THE FOLLOWING QUESTIONS WITH A TICK AS APPROPRIATE

Is your general health at present good Yes No
 Have you been attending your doctor often recently Yes No

For what problem?.....

EXPOSURE HISTORY

How long have you been in your present job?.....years
 Have you had any exposure to chemicals, solvents or noxious substances? Yes No

List.....
 Exposure Time Current.....
 Past.....

Do you wear safety clothes or other protective devices? Yes No

Please List:.....

Have you had any of the following SINCE EXPOSURE?

	YES	NO		YES	NO
Skin rashes or irritation, eczema, dermatitis?	<input type="checkbox"/>	<input type="checkbox"/>	Abdominal cramps, pains, vomiting, nausea?	<input type="checkbox"/>	<input type="checkbox"/>
Eye irritable, itchy, watery or red?	<input type="checkbox"/>	<input type="checkbox"/>	Loss of Appetite?	<input type="checkbox"/>	<input type="checkbox"/>
Nose irritation, discharge, congestion, bleeding?	<input type="checkbox"/>	<input type="checkbox"/>	Diarrhoea, constipation, bleeding from bowel?	<input type="checkbox"/>	<input type="checkbox"/>
Mouth or throat ulcers, bleeding?	<input type="checkbox"/>	<input type="checkbox"/>	Pains, fits, spasms, twitching?	<input type="checkbox"/>	<input type="checkbox"/>
Cough, phlegm, shortness of breath, chest pain?	<input type="checkbox"/>	<input type="checkbox"/>	Dizziness, visual changes, buzzing in ears?	<input type="checkbox"/>	<input type="checkbox"/>
Lumps, swelling, glands?	<input type="checkbox"/>	<input type="checkbox"/>	Emotional problems, difficulty sleeping?	<input type="checkbox"/>	<input type="checkbox"/>
Fever, sweating, loss of weight, palpitations?	<input type="checkbox"/>	<input type="checkbox"/>	Urinary problems, blood in urine?	<input type="checkbox"/>	<input type="checkbox"/>

MEDICATIONS (ON CONSTANT BASIS):.....

SMOKING HISTORY

Do you smoke now? Yes No
 if yes, for how long?..... years
 Daily average?.....a day
 if stopped smoking, when did you stop?

ALCOHOL HISTORY

Do you drink alcohol? Yes No
 If yes, for how long?..... years
 Daily average?.....a day
 If stopped drinking, when did you stop?

WEIGHT

Has your weight altered during the past year? Yes No
 increase.....? decrease?.....

OCCUPATIONAL HEALTH EXAMINATION

Height.....cm	Weight.....kg	BMI:.....		
Vision Right.....	Left.....	Both.....	Colour Vision.....	
				YES NO
Neck (eyes, ears, nose, throat).....				<input type="checkbox"/> <input type="checkbox"/>
Heart.....				<input type="checkbox"/> <input type="checkbox"/>
Abdomen.....				<input type="checkbox"/> <input type="checkbox"/>
Glands.....				<input type="checkbox"/> <input type="checkbox"/>
Skin.....				<input type="checkbox"/> <input type="checkbox"/>
C.N.S.....				<input type="checkbox"/> <input type="checkbox"/>
OCCUPATIONAL HEALTH INVESTIGATIONS				
Urinalysis Protein.....	Sugar.....	Blood.....		<input type="checkbox"/> <input type="checkbox"/>
Spirometry.....				<input type="checkbox"/> <input type="checkbox"/>
Blood Pathology.....				<input type="checkbox"/> <input type="checkbox"/>
Chest X-ray.....				<input type="checkbox"/> <input type="checkbox"/>
Other.....				<input type="checkbox"/> <input type="checkbox"/>
SUMMARY				
Questionnaire.....				<input type="checkbox"/> <input type="checkbox"/>
Examination.....				<input type="checkbox"/> <input type="checkbox"/>
Investigations.....				<input type="checkbox"/> <input type="checkbox"/>
COMMENT				
Possible effect of exposure.....				<input type="checkbox"/> <input type="checkbox"/>
.....				

Recommendation:

Overall Health Rating : Poor Fair Satisfactory Good V.Good

Ergonomics Policy

Purpose

To ensure that ergonomics is considered in workplace design to minimise and prevent the potential negative impact of CTSD injuries (Cumulative Trauma Stress Disorder) for example, Carpal Tunnel Syndrome, Tendonitis, Epicondylitis, Rotator Cuff, Back Pain etc.

Definitions

Ergonomics: Is the study of the interface between a worker and the work environment. The general principle is to design the task to suit the person, NOT fit the person to the task.

CTSD: Is the American Term for what we know as RSI (Repetitive Strain Injury). It is a group of physical disorders that primarily affect the soft tissues of the body (nerves, tendons, muscles, ligaments etc.) mainly at our joints.

References

References include but are not limited to the following for each state:

OH&S Act

Manual Handling Regulations

Manual Handling Code of Practice

Procedure

1. The Ergonomics Co-ordinator for Safe Access Solutions is the Director.
2. The Ergonomics Co-ordinator is responsible for ensuring that all critical tasks have been assessed (refer OHS-017) to determine what ergonomic risks employees are potentially being exposed to at Safe Access Solutions. This process is to be conducted in consultation with the affected employee/s.
3. In conjunction with OHS-008 Ergonomic Hazard Identification & Assessments will be conducted. Utilising the hierarchy of Control, an action plan to minimise, control and/or eliminate ergonomic hazards in the workplace will be formulated.
4. This documentation will be supplied to all OH&S Reps and be posted in all relevant departments for the benefit of employees and also to encourage participation and awareness in the improvement process of all employees.
5. For all new equipment purchases, guidelines have been established whereby, for example, all office furniture must meet certain ergonomic specifications i.e. chairs must be fully adjustable (back, base & height) with 5 point stand including wheels, arm rests and heavy duty gas fitting. VDU's (Video Display Units – Computer Monitors) must be the type that is height adjustable and fully rotating. Desks are required to incorporate a height adjustable keyboard and preferably be the type that facilitates central use of the workstation. The purchase of this equipment is generally performed by the Ergonomics Co-ordinator. For all other major purchases, the Ergonomics Co-ordinator will be required to review all capital requests and ensure that ergonomic considerations are taken into account at design stage. Employee involvement at this time is acknowledged to be critical to the success of the new equipment and its subsequent utilisation by the affected employees.
6. All employees are provided with training and awareness on ergonomics and its importance in the workplace with records of training maintained on the training database.
7. In controlling and managing injuries and illness related to ergonomics at Safe Access Solutions, the company will ensure prompt and appropriate medical treatment by Specialised Occupational Physicians qualified to manage these types of injuries. Appropriate alternative forms of "Meaningful" work will be made available until such time the injury/illness has fully recovered.

8. Employees undergo numerous tests including physical examination of limb/joint mobility and reflexes as part of the annual medical examination process to monitor for any potential adverse ergonomic conditions.
9. For employees required to work for extended periods on computers, it is a requirement of Safe Access Solutions that low radiation filters be fitted to VDU's to minimise the potential adverse affects of eye damage from radiation. In addition to this policy, eye tests will be made available to this group of employees and in accordance with PPE requirements, employees will be entitled to a subsidised pair of prescription glasses.
10. All incidents/injuries related to ergonomics that occur at Safe Access Solutions will be fully investigated and reported in accordance with OHS-032. From this process preventative measures can and will be implemented to prevent recurrence.
11. To monitor the effectiveness of this program, ergonomics must be included as part of the annual internal audit process. Auditors as part of the overall audit should observe the postures and movements involved in all positions/jobs. Any recommendations or findings that have not previously been identified should subsequently be included and the program updated accordingly.

Audit Records

Task Analysis Documentation
 Ergonomic Assessments
 Training Database
 Incident Reporting Records
 Hazard Register
 Annual Audit Records

Responsibility & Procedure Owner

Human Resources Department

Injury/Incident Reporting and Investigation

Purpose

This procedure describes the internal and external incident reporting and recording requirements for Safe Access Solutions and accident/incident investigation procedures. It identifies those individuals responsible for reporting, recording and investigating incidents, and details what forms must be completed.

Definitions

Incident: A situation that has the potential to result in injury or has caused an injury, property damage or environmental damage (e.g. spill, release etc.). Incidents are generally categorized as Near Miss, Property Damage, Environmental or Injury.

Injury **Minor** – Receives 1st Aid Treatment on site by Qualified 1st Aid Officers and resumes normal duties.

Medical Treatment - Seen & Treated by Physician. May require Alternative/Restricted Duties, Allied Health Services, and Prescription Medication. **Does not result in an entire workday being lost.**

Lost Time Accident (LTA) is when an entire shift is missed as a direct result of a work related injury.

References

References include but are not limited to the following for each state:

OH&S (Incident Notification) Regulations
 OH&S (Noise) Regulations
 Hazardous Substances Regulations
 DG (Storage & Handling) Regulations
 Accident Compensation Act
 Environmental Protection Act.

Procedure

1 Notification to WorkCover

1.1 Serious Injury & Dangerous Occurrences

[ref. OHS (Incident Notification) Regulations]

'Worksafe' or 'Safework' is to be immediately notified in the event of an incident, which falls within Regulation 7 or 8 of the Regulations (Refer to Injury Registers for details). Where a death has occurred, and where practicable in every other case, the site of the incident will be preserved until otherwise directed by a WorkCover inspector. The Incident Notification Form (OHS-032.1) is to be completed and sent to the WorkCover Authority Office within 48 hours. Copies are to be retained in accordance with OHS-036. The **Director** is responsible for providing notification to the WorkCover Authority. In such circumstances Senior Management are required to participate in the investigation.

1.2 Other Injuries/Illnesses/Incidents Requiring Notification

Responsibility is allocated to the following people/positions to notify WorkCover pursuant to the adjacent regulations:

Director - WH&S (Noise) Regulations
 Director - DG (Storage & Handling) Regulations
 Director - Workers Compensation Regulations

2 Injury/Incident Reporting

The Injury Register (Form OHS-032.3) is to be completed by the 1st Aid Officer, HSR, Supervisor, Manager or Employee within 24 hours of the injury or incident. **All injuries MUST be reported.** Incidents where a person could have been injured or equipment damaged must be reported (i.e. Near Miss or Property Damage). It is the responsibility of the Department Manager & HSR to ensure that completed Injury Register Documents are submitted to the Human Resources Dept. within 24 hours of the time of the injury or incident. On receipt of an Injury Register Document, the Department Manager/Supervisor shall immediately arrange for an investigation to commence (Refer OHS-032.2). Injury Register Forms are located at ALL First Aid Kits in all departments and are accessible to all staff. The Human Resources Dept. is responsible for ensuring that completed Injury Register Documents and Accident Investigation Forms are correctly filled out and that corrective action is followed up and implemented as per the investigation. The Human Resources Dept. in accordance with OHS-036 will retain all records. Employees will receive a copy of the Injury Register Form for their own records.

3 Investigation

For all injuries and incidents (with the exception of trivial minor occurrences e.g. Paper cuts etc.), an investigation report (Form OHS-032.2) is to be completed by the Supervisor and Department Manager, in conjunction with the employee involved and the employee health and safety representative for the area. For Medical Treatment & Lost Time Accidents a Senior Manager is required to participate in the investigation. Training in accident investigation has been provided to all persons required to participate in Incident Investigation. The report is to be completed within 24 hours of the incident including all signatories and, forwarded to the Human Resources Dept. All Dangerous Occurrences, Medical Treatment Injuries & Lost Time Accidents are required to be forwarded to Corporate Head Office to be included in the Monthly Safety Summary.

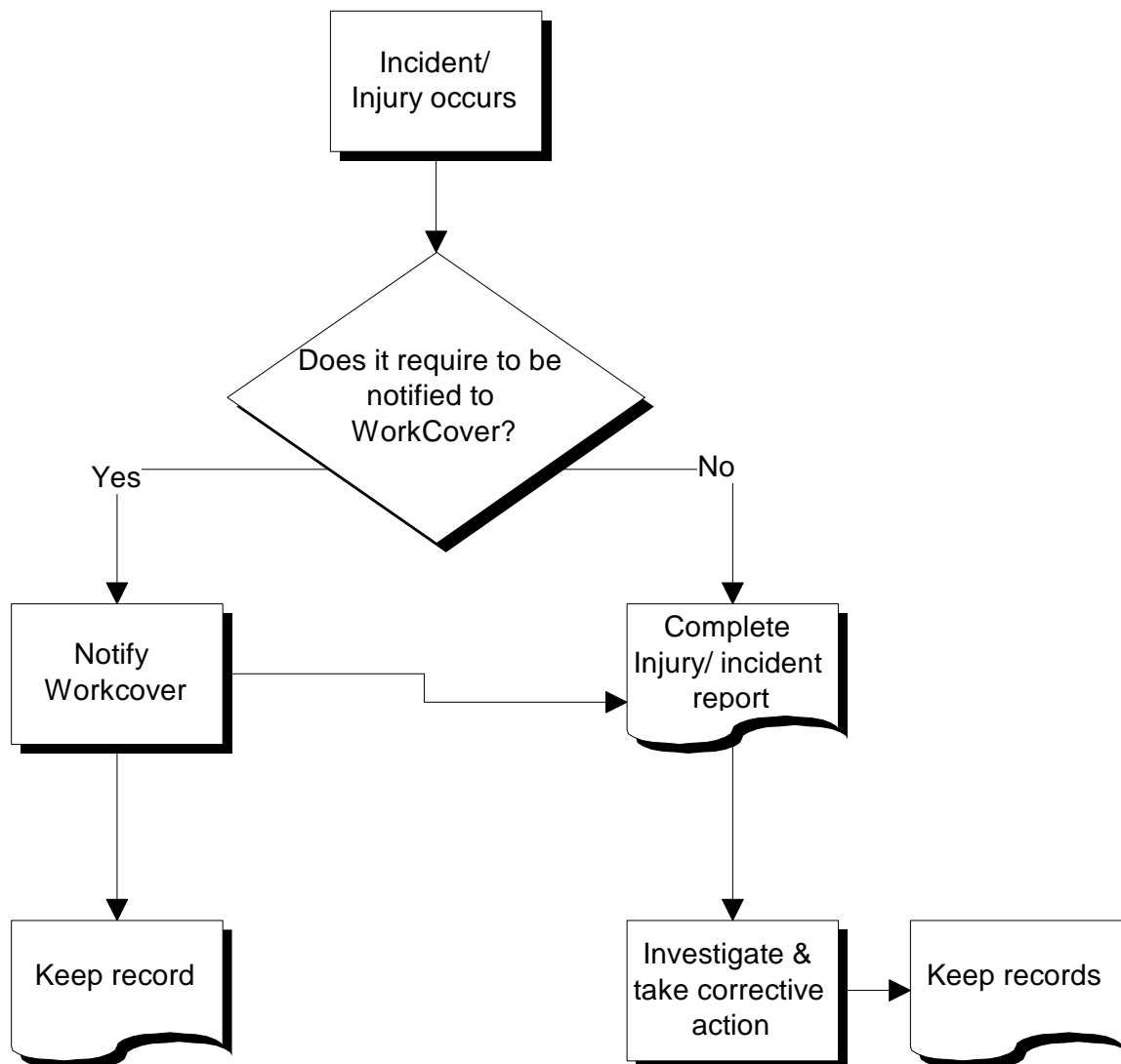
Audit Records

Incident Notification Forms (OHS-032/1)
 Schedule Forms as per OHS (Noise) Regulations 1992
 Dangerous Goods Incident Reports
 Injury Registers (Form OHS-032/2)
 Accident Investigation Forms (OHS-032/3)
 Training Registers

Responsibility & Procedure Owner

Human Resources Department

Flow Chart



Incident Investigation Form

INCIDENT INVESTIGATION PROCEDURE

PLEASE ENTER CLEARLY **AND IN BLACK**

FOR OFFICE USE:				SITE:	
NUMBER:..... DATE:.....		OSHA RECORDABLE etc <input type="checkbox"/> LOST WORKDAY <input type="checkbox"/> RESTRICTED DUTY <input type="checkbox"/> MEDICAL TREATMENT		<input type="checkbox"/> NEAR MISS/DANGEROUS OCCURRENCE <input type="checkbox"/> FIRST AID <input type="checkbox"/> PROPERTY DAMAGE <input type="checkbox"/> EMISSION/RELEASE	
THIRD PARTY: <input type="checkbox"/> VISITOR..... <input type="checkbox"/> CONTRACTOR..... <input type="checkbox"/> OTHER.....		1. DATE OF INCIDENT:		5. INCIDENT LOCATION:	
2. INCIDENT TIME:HOURS <input type="checkbox"/> AM <input type="checkbox"/> PM		3. DATE REPORTED:		4. SHIFT	
6. INJURED PERSON:		7. AGE:	8. EMPLOYEE'S DEPARTMENT:		9. JOB TITLE:
10. JOB FUNCTION: 1. <input type="checkbox"/> LAB WORKER 2. <input type="checkbox"/> ADMIN. MANAGER 3. <input type="checkbox"/> MAINT. WORKER 4. <input type="checkbox"/> PROCESS WORKER 5. <input type="checkbox"/> MATERIAL HANDLING/W'HOUSE		11. MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	12. LENGTH OF EMPLOYMENT: 1. AT SITE..... 2. SAME OCCUPATION..... 3. SPECIFIC TASK:.....		13. SITE SPECIFIC INFORMATION/e.g. EMPLOYEE NUMBER:
14. DESCRIBE THE INCIDENT. BE AS DETAILED AS POSSIBLE, GIVE SPECIFIC TIMES, EXACT LOCATIONS, ETC. CONTINUE ON SEPARATE SHEET IF NECESSARY. ATTACH DRAWINGS/DIAGRAMS WHICH WILL AID IN DESCRIPTION OF THE INCIDENT.					
15. PART OF BODY INJURED: (CHECK ALL THAT APPLY)					
1. <input type="checkbox"/> HEAD/FACE 2. <input type="checkbox"/> EYES 3. <input type="checkbox"/> MOUTH	4. <input type="checkbox"/> NECK 5. <input type="checkbox"/> BACK 6. <input type="checkbox"/> BODY	7. <input type="checkbox"/> SHOULDER 8. <input type="checkbox"/> ARM/ELBOW 9. <input type="checkbox"/> HANDS/FINGERS		10. <input type="checkbox"/> GROIN 11. <input type="checkbox"/> LEG/KNEE 12. <input type="checkbox"/> FEET/TOES	13. <input type="checkbox"/> INTERNAL 14. <input type="checkbox"/> OTHER
16. TYPE OF INJURY:- IMMEDIATE REACTION OR RESULT OF INCIDENT (CHECK <u>MOST SIGNIFICANT</u>)				17. OCCUPATION ILLNESS OR DISEASE DUE CUMULATIVE EXPOSURE (CHECK ONE)	
1. <input type="checkbox"/> WOUND/ABRASION 2. <input type="checkbox"/> BRUISE 3. <input type="checkbox"/> BREAK/FRACTURE 4. <input type="checkbox"/> AMPUTATION 5. <input type="checkbox"/> DISLOCATION 6. <input type="checkbox"/> SPRAIN/STRAIN/RUPTURE 7. <input type="checkbox"/> CONCUSSION 8. <input type="checkbox"/> CHEMICAL BURN/REACTION 9. <input type="checkbox"/> RESPIRATORY REACTION 10. <input type="checkbox"/> ELECTRICAL BURN 11. <input type="checkbox"/> HEAT/COLD BURN		12. <input type="checkbox"/> ELECTRIC SHOCK 13. <input type="checkbox"/> BLISTER 14. <input type="checkbox"/> INFECTION 15. <input type="checkbox"/> HEAT STRESS 16. <input type="checkbox"/> HEART ATTACK 17. <input type="checkbox"/> BITE/STING 18. <input type="checkbox"/> EYE IRRITATION/INJURY 19. <input type="checkbox"/> UNCONSCIOUSNESS 20. <input type="checkbox"/>		1. <input type="checkbox"/> HEARING LOSS 2. <input type="checkbox"/> CUMULATIVE STRAIN INJURY 3. <input type="checkbox"/> VISION IMPAIRMENT 4. <input type="checkbox"/> SKIN CONDITION/DERMATITIS 5. <input type="checkbox"/> LONG TERM RESPIRATORY CONDITION 6. <input type="checkbox"/> ALLERGIC REACTION (OTHER THAN SKIN) 7. <input type="checkbox"/> LONG TERM CHEMICAL REACTION 8. <input type="checkbox"/> RADIATION (INC. WELDING FLASH) 9. <input type="checkbox"/> OTHER	
18. TYPE OF INCIDENT: (CHECK <u>ONE</u> MAJOR FACTOR ONLY)					
1. <input type="checkbox"/> CAUGHT BETWEEN 2. <input type="checkbox"/> CAUGHT IN 3. <input type="checkbox"/> CAUGHT ON 4. <input type="checkbox"/> STRUCK AGAINST 5. <input type="checkbox"/> STRUCK BY 6. <input type="checkbox"/> VEHICLE/LIFT TRUCK INCIDENT		7. <input type="checkbox"/> OVEREXERTION (LIFTING OR CARRYING) 8. <input type="checkbox"/> OVEREXERTION (PUSHING OR PULLING) 9. <input type="checkbox"/> OVEREXERTION (REACHING,BENDING, TWISTING) 10. <input type="checkbox"/> EXHAUSTION 11. <input type="checkbox"/> SLIP/TRIP/FALL (FROM ELEVATION) 12. <input type="checkbox"/> SLIP/TRIP/FALL (ON SAME LEVEL)		13. <input type="checkbox"/> FALL OF MATERIAL/OBJECT 14. <input type="checkbox"/> COLLAPSE OF STRUCTURE 15. <input type="checkbox"/> OVERTURNING 16. <input type="checkbox"/> PRESSURE RELEASE 17. <input type="checkbox"/> FIRE/EXPLOSION 18. <input type="checkbox"/> MACHINERY/GUARDING 19. <input type="checkbox"/> OTHER	

20. EYEWITNESS(ES)		DEPARTMENT:	
21. WAS THERE ANY PROPERTY DAMAGE? <input type="checkbox"/> NO <input type="checkbox"/> YES		ESTIMATED COST:	
DESCRIPTION OF DAMAGE:			
22. CAUSES- SYMPTOMS		CHECK ALL THAT APPLY: X = FORM PRIMARY ACT OR CONDITION √ = FOR CONTRIBUTING ACT OR CONDITION	
ACTS		CONDITIONS	
1. <input type="checkbox"/> BYPASSING SAFETY DEVICES 2. <input type="checkbox"/> CLEANING,CLEARING,ADJUSTING, REPAIRING,MOVING EQUIPMENT 3. <input type="checkbox"/> FAILURE TO USE PROPER PERSONAL PROTECTIVE EQUIPMENT 4. <input type="checkbox"/> FAILURE TO WARN BEFORE START-UP 5. <input type="checkbox"/> HORSEPLAY,DISTRACTION,TEASING 6. <input type="checkbox"/> IMPROPER USE OF EQUIPMENT, TOOLS ETC, 7. <input type="checkbox"/> IMPROPER ASSEMBLY/CONSTRUCTION 8. <input type="checkbox"/> IMPROPER USE OF HANDS, FEET, ETC, 9. <input type="checkbox"/> INATTENTION TO SURROUNDINGS, CONDITIONS 10. <input type="checkbox"/> OPERATING WITHOUT AUTHORITY 11. <input type="checkbox"/> FAILURE TO SECURE 12. <input type="checkbox"/> UNSAFE LIFTING, CARRYING 13. <input type="checkbox"/> UNSAFE OPERATION OF VEHICLE 14. <input type="checkbox"/> UNSAFE PLACING, MIXING,LOADING 15. <input type="checkbox"/> UNSAFE POSITION OR USE OF BODY 16. <input type="checkbox"/> UNSAFE PUSHING, PULLING 17. <input type="checkbox"/> UNSAFE SPEED 18. <input type="checkbox"/> UNSAFE USE OF CAUSTIC, ACIDS, TOXICS, FLAMMABLES, ETC.	19. <input type="checkbox"/> USING DEFECTIVE EQUIPMENT, TOOLS 20. <input type="checkbox"/> VIOLATIONS OF INSTRUCTIONS, POLICIES, OR PROCEDURES 21. <input type="checkbox"/> WEARING UNSAFE CLOTHING 22. <input type="checkbox"/> SUBSTANCE ABUSE 23. <input type="checkbox"/> OTHER	1. <input type="checkbox"/> POOR LAYOUT, ARRANGEMENT OR CONSTRUCTION 2. <input type="checkbox"/> DEFECTIVE EQUIPMENT TOOLS,ITEMS 3. <input type="checkbox"/> RELEASE- ENVIRONMETAL OR SPILLAGE (CHEMICAL DUST VAPOUR ETC.) 4. <input type="checkbox"/> TEMPERATURE - HOT/COLD 5. <input type="checkbox"/> HOUSEKEEPING 6. <input type="checkbox"/> ILLUMINATION 7. <input type="checkbox"/> IMPROPER, INADEQUATE STORAGE 8. <input type="checkbox"/> INADEQUATE EQUIPMENT GUARDS OR BARRIERS 9. <input type="checkbox"/> NOISE EXPOSURES 10. <input type="checkbox"/> VENTILATION 11. <input type="checkbox"/> INADEQUATE PROTECTIVE EQUIPMENT 12. <input type="checkbox"/> INADEQUATE WARNING SYSTEMS 13. <input type="checkbox"/> OTHER	
23. CAUSES - PERSONAL AND JOB FACTORS ARE CONSIDERED TO BE THE BASIC CAUSES OF ACCIDENTS. KEEP THESE FACTORS IN MIND WHEN FORMULATING RECOMMENDED CORRECTIVE ACTIONS.			
PERSONAL FACTORS		JOB FACTORS	
INADEQUATE KNOWLEDGE OR SKILL INADEQUATE PHYSICAL CAPABILITY PHYSICAL STRESS PERSONAL STRESS IMPROPER MOTIVATION/WILFUL VIOLATION BREAKDOWN/LACK OF COMMUNICATION	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> INADEQUATE PROCEDURES <input type="checkbox"/> INADEQUATE LEADERSHIP OR ENFORCEMENT <input type="checkbox"/> INADEQUATE DESIGN OR ENGINEERING <input type="checkbox"/> INADEQUATE MAINTENANCE <input type="checkbox"/> INADEQUATE PURCHASING <input type="checkbox"/> INADEQUATE TOOLS AND EQUIPMENT <input type="checkbox"/> ABUSE OR MISUSE	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

24. RECOMMENDED CORRECTIVE ACTIONS: (TO ELIMINATE BASIC CAUSES AND PREVENT RECURRENCES)			
CORRECTIVE ACTIONS	PERSON AND DEPARTMENT RESPONSIBLE	TARGET DATE	DATE COMPLETED
1.			
2.			
3.			
4.			

25. REVIEW SIGNATURES:

SUPERVISOR: _____ DATE: _____

OPERATIONS MGR.: _____ DATE: _____

SAFETY CO-ORDINATOR: _____ DATE: _____

DIRECTOR: _____ DATE: _____

**All corrective actions MUST be transposed onto the Project Task Management System for assignment, responsibilities and monitoring.
Please refer to OHS-008.2 for assigning priorities to hazards and non conformances identified in the incident investigation*

Register of Injury

COMPANY NAME ADDRESS Post Code Workplace Address

INJURED PERSON DETAIL

Surname..... Given names..... Home Address.....Post Code..... Male <input type="checkbox"/> Female <input type="checkbox"/> Full Time employee <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Contractor <input type="checkbox"/>
--



IF CONTRACTOR Employer Name.....

INJURY

Nature of injury (e.g. strain/cut etc).....

Part of Body.....

Is this injury a recurrence of a previous injury YES NO

If so give detail.....

ACCIDENT/INJURY DETAIL

Location in workplace where injury occurred.....

How did injury occur

What were you doing at the time of injury.....

What was the cause of the injury.....

MEDICAL ATTENTION Given by

First Aid Officer Name.....

Hospital.....

Doctors

Name.....

Address.....

OTHER INFORMATION

Injury Date / / Time.....am/pm Ceased Work Date / /
 Time.....am/pm

Reported to..... Date / /
 Time.....am/pm

Witness to Accident

1. Name.....

Name.....

ENTRY BY – Injured worker to sign if completing form – otherwise by person completing

Name
 (print).....

Signature..... Date / /

NOTICE ACKNOWLEDGED ON BEHALF OF COMPANY

Name (PRINT)..... Signature.....Date / /

Injured Worker is to receive a copy as well as retained for records by HR Dept.

Materials Storage and Transportation

Purpose

To ensure that all materials are stored and transported in a manner that prevents any potential hazard to persons or the environment.

Definitions

Vehicle: Describes any powered plant designed to transport one or more persons.

References

References include but are not limited to the following for each state:

OH&S Act

OH&S (Plant) Regulations

AS 4084 Steel Storage Racking

AS 4068 Flat Pallets for Materials Handling

All Fork-Lifts must comply with the requirements of the SAA Industrial Truck Code

Procedure

Storage

1. All materials will have a designated storage area which caters for the maximum amount likely to be stored, and ensures that there will be clear areas in front of walkways, fire exits, fire equipment and electrical switchboards etc.
2. Sufficient lighting will be provided to ensure all operations in the area will be safely performed.
3. All containers will be durably and accurately labelled as to their contents.
4. All storage areas will display signs that describe the materials to be stored and the capacity allowed. Racking and free stacks are to be stable and protected against vehicle impact where appropriate.
5. Racking and pallets are to be in good condition. Any damage to racking is to be reported to the area supervisor immediately.
6. Hazardous materials storage areas will ensure product stability and segregation from any potentially reactive materials. The storage will display appropriate signs (Refer OHS-020) and emergency procedures, fire fighting equipment, personal protective equipment and clothing and employee training will be maintained.
7. Only competent persons are permitted to operate forklifts and trucks. Such operators must be familiar with the storage systems in any particular area.
8. Pedestrians and vehicles will be separated where possible by painted lines and signs.
9. Appropriate speed limits will be identified, signed and monitored.
10. Storage areas and equipment will be inspected regularly. (Refer OHS-028)

Transportation

1. All materials transported MUST be accurately and durably labelled and secured prior to transport.
2. All Forklifts MUST be inspected using the Daily Start-up Checklist. (Refer OHS-033.1).
3. Drivers of all transport vehicles must carry EPG (emergency procedure guides).

Audit Records

Workplace Inspections of storage areas and vehicles. (Refer OHS-028)

Daily Start-up Checklists.

Training Database.

Responsibility & Procedure Owner

Human Resources Dept.

Daily Forklift Start-up Checklist

Model _____ Forklift Reg'n. _____ Week Beginning _____

		MON	TUE	WED	THUR	FRI	SAT	SUN
VISUAL CHECKS	DAMAGE Bent, Dented or Broken Parts							
	LEAKS Brakes, Hydraulics & Transmission							
	TYRES & WHEELS Load wheels, Drive wheels, Castors							
	FORKS In place, properly secured							
	CHAINS, CABLES & HOSES (ALL) In place, properly secured, not damaged							
	FLUID LEVELS Brake & Radiator							
	BATTERY PLUGS & LEADS (ALSO CHARGER) Cracked, burnt, tight fitting							
	GUARDS Overhead, load backrest, battery clamp, gas bottle clamp							
	SAFETY DEVICES Flashing lights, brake lights, warning labels, etc. in condition as equipped. Compliance plates secure.							
	OPERATIONAL CHECKS	HORN / BEEPERS (Reverse) Ensure operating.						
STEERING Smooth, no excessive play								
HYDRAULIC CONTROLS Raise & lower, tilt forward & rearward, reach in & out, sideshift R & L etc., no unusual noise								
BRAKES Test brakes to ensure they work smoothly & effectively								
PARKING BRAKE Hand or foot								
SEAT Secure, not damaged								
HOUR METER READING								
OPERATOR'S INITIALS								

NOTE:

If the truck is found to be in need of repair or in any way unsafe, or contributes to an unsafe condition, the matter shall be reported immediately to your Supervisor, and the truck shall not be operated until it has been restored to safe operating condition.

If during operation, the truck becomes unsafe in any way, the matter shall be reported immediately to your Supervisor, and the truck shall not be operated until it has been restored to safe operating condition.

Do not make repairs or adjustments unless specifically authorized to do so.

SUPERVISOR'S SIGNATURE AT WEEK'S END _____

COMMENTS :

***PHOTOCOPY TO BE KEPT BY DEPARTMENT SUPERVISOR AND/OR AREA OH&S REP.

Hazardous Substances & Chemical Control Procedure

Purpose

The purpose of this procedure is to ensure:

1. That the hazards associated with all workplace chemicals are properly evaluated and controlled.
2. That the information concerning such hazards, as well as the appropriate protective measures, is effectively communicated to those who may be exposed.
3. This procedure aims to outline all aspects associated with the safe use, storage and transportation of hazardous substances. This procedure applies to all materials which meet the definition of a hazardous substance and which are stored, handled, transported or used or created as a result of processes at the workplace.

Scope

1. This procedure applies to all Safe Access Solutions employees, contractors and visitors and establishes the minimum standards that must be met.
2. It is applicable to all chemicals known to be present in the workplace that workers may be exposed to under normal conditions of use or in foreseeable emergencies.
3. Where a requirement of this procedure conflicts with local laws or regulations, the latter shall prevail. If the local requirements provide a lower standard of worker protection, locations shall use their best endeavours to meet the corporate standard.
4. Safe Access Solutions is responsible to ensure compliance with all Applicable regulatory requirements pertaining to the production, import/export, use, disposal of chemicals, and the communication of the associated hazards and necessary protective measures.

Definitions

1. Hazardous substance - is defined as a substance which; is listed on the National Occupational Health and Safety Commission's *List of Hazardous Substances [NOHSC:10005(1994)]* or
2. As classified by either the manufacturer or importer in accordance with the National Occupational Health and Safety Commission's *Approved Criteria for Classifying Hazardous Substances [NOHSC:1008(1994)]* and;
3. Includes any substance or article listed in the *Australian Code for the Transport of Dangerous Goods by Road and Rail (ADG Code)*

References

References include but are not limited to the following for each state:

1. Hazardous Substances Act
2. Environment Protection Act
3. Dangerous Goods Act
4. A.S.1940 The Storage & Handling of Flammable Goods.
5. O.H.&S. Act
6. O.H.&S. Act
7. O.H.&S. Asbestos Regulations
8. Protection of the Environment (Operations)
9. The Waste Minimization & Management Act
 - *National Code of Practice for the Preparation of Material Safety Data Sheets [NOHSC 2011 (1994)]*
 - *National Standard for Control of Hazardous Substances Model Regulations [NOHSC:1005 (1994)] and Model Code of Practice [NOHSC:2007 (1084)]*
 - *National Guidance Note for the Labelling of Workplace Substances [NOHSC:3013(1991)]*

- National Code of Practice for the Labelling of Workplace Substances [NOHSC:2012(1994)]
- National Standard for Approved Criteria for Classifying Hazardous Substances [NOHSC:1008(1994)]

Note: Hazardous substances controls will be implemented in accordance with legislation covering health and safety, dangerous goods and environment, as well as the National Standards for Hazardous Substances. Where possible the need for hazardous substances will be eliminated so far as is practical.

Procedure Owner & Responsibility

OC&D Manager & Chemical Control Co-ordinators.

Material Safety Data Sheets (MSDS)

1. An effective system shall be implemented to obtain, prepare, distribute, maintain and, update MSDS for all chemicals produced, imported, used, or stored on site.
 - i. **Note:** Whereby a sample is not registered for use by the company the MSDS is NOT required to be kept and the sample is to be disposed via our prescribed waste system.
2. An MSDS shall be obtained for **ALL** chemicals used or stored within a facility by either the Procurement Manager or the person requesting authorization.
3. An MSDS shall be prepared for each hazardous chemical produced on site in accordance with Worksafe Australia Guidelines overseen by the Regulatory Affairs Officer.
4. MSDS will be maintained in the workplace under the direction of the Technical Services Manager and Regulatory Affairs Officer. MSDS will be readily available and accessible to all employees, contractors, visitors and customers. This will include access to electronic databases as well as paper copies of MSDS.
5. MSDS will also be readily available to health care professionals and emergency service personnel upon request or in the event of an emergency.
6. In accordance with the Corporate Medical Records Policy (MM-1) and Australian Legal Requirements, MSDS for all hazardous chemicals shall be retained for at least thirty (30) years from the date that the hazardous chemical is no longer produced or used at the site. A master list will be maintained by the Regulatory Affairs Officer.

Material Safety Data Sheets For Incoming Chemicals

1. All incoming MSDS shall be reviewed for completeness by the Regulatory Affairs Officer and Chemical Control Coordinators. This includes ensuring that there are no blank sections, that the proper numbers of pages are present, and that it is legible.
2. If the MSDS is incomplete or illegible, the required information shall be requested from the **Chemical Manufacturer**.
3. When the MSDS is received, the site shall verify that the incoming chemical is on the Approved Chemical List (**refer to Regulatory Affairs Officer for this information**).
4. A new chemical cannot be used until either a MSDS is received, or the Equivalent hazard information and the necessary precautions are communicated to the affected employees by the chemical control coordinators.

Material Safety Data Sheets For Site-Produced Hazardous Chemicals

1. An accurate and adequate MSDS shall be developed, and appropriately updated,
2. For each hazardous chemical produced or imported in accordance with Worksafe Australia Criteria (**Refer: Marlene Thompson – Regulatory Affairs Officer**).

Hazard Determinations:

1. Hazard determinations shall be conducted for chemicals stored, used and produced by the site by the Regulatory Affairs Officer.

Incoming Chemicals:

1. Hazard determinations for all incoming chemicals shall consist of reviewing the chemical manufacturer's MSDS for completeness and identification of whether the chemical possesses any physical and/or health characteristics that make it hazardous.

Imported and Site-Generated Chemicals

1. Hazard determinations for site-generated and imported chemicals shall be conducted in accordance with Worksafe Australia Guidelines.

NOTE: Contact the Regulatory Affairs Officer or Chemical Control Co-ordinators for information on how hazard determinations are conducted.

Risk Assessments

1. As a minimum, risk assessments shall be completed for all Chemicals where there is insufficient data or where it is identified through the approval process that the chemical poses a greater than acceptable exposure to employees and no less hazardous chemicals can be substituted in its place. Assessments shall be conducted in accordance with Worksafe Australia Guidelines by the Regulatory Affairs Officer.
2. Assessments shall focus on the risk of exposure, considering the scope of the task, frequency, duration and potential route/s of exposure. Emergency situations and response actions will also be considered. Where chemical exposures are uncertain, exposure monitoring will be conducted.
3. Required protective measures shall be identified by the assessment and implemented before chemical use.

Chemical Approval & Control

1. An effective chemical review and approval process shall be developed, implemented, and maintained.
2. This process shall adequately address the necessary Safety, Health, and Environmental reviews and approvals **Prior** to the introduction of a new chemical into Country Facilities.
3. Please find attached an example Chemical Review and Approval Form that identifies key Safety, Health, and Environmental issues that may need to be evaluated as part of the overall approval and control process.



4. **NOTE:** Notification of proper authorities (e.g., environmental agencies) may be required prior to introducing a new chemical on site. This will be done by the Chemical Control Coordinators.
5. As part of the review and approval process, an evaluation will be made to determine if a less hazardous or less toxic chemical is available for use (**Elimination & Substitution**).
6. The approval process shall include a designation of any appropriate control measures. These control measures may include:
7. Installation of effective engineering controls
8. Development and implementation of appropriate work practice controls (e.g., standard operating procedures, training, establishment of a regulated area, etc.), and/or,
9. Identification and implementation of appropriate personal protective equipment.
10. Designated areas where eating, drinking, smoking, and/or applying cosmetics are permitted, will be established if hazardous chemicals are used or produced in such a way that workers' may be exposed.

NICNAS (National Industrial Chemicals Notification & Assessment Scheme) Reporting

1. All chemicals imported into the Australia require written certification that their importation is according to all rules and regulations under NICNAS regulations.
2. Non-registered chemicals require either a "Pre-manufacturing Notice" or must be handled under special conditions. *Refer to Chemical Control Co-ordinators.*
3. All Facilities are required to report alleged serious adverse health effects or environmental effects for materials produced, generated, released or otherwise involved in our activities.

Chemical List

1. A Chemical List shall be developed and maintained for all chemicals stored, used, produced, imported, or otherwise obtained within the facility. This list shall include both hazardous chemicals and Dangerous Substances Only. Additionally, this list shall include hazardous chemicals brought on site by contractors or by other personnel, if employees are, or may be, exposed to these chemicals.
2. The Chemical List shall be updated quarterly or whenever:
A new chemical is brought on site, or,
3. An effective system will be established and implemented to eliminate unnecessary chemicals and purge obsolete chemicals from the site.
4. **NOTE:** A chemical inventory shall be conducted at least once a year for all hazardous chemicals stored, used and/or generated by the site to ensure that quantities do not exceed our Dangerous Goods, Poisons or NICNAS licensing requirements.
5. The Chemical List can be maintained in lieu of the actual MSDS for at least 30 years, if it contains the minimum necessary information.

Labelling

1. The labelling requirements associated with this procedure do not apply to the following:
 - a. Any portable container which is filled from a labelled container and immediately transferred to another labelled container, by the same individual.
2. All labelling shall be in accordance with Worksafe Australia Guidelines and appropriate Dangerous Goods Legislation and; will be maintained for all containers of chemicals (with the exception of sample bottles of 100mls or less which must be accompanied by a MSDS, as well as pipes and piping systems.
3. An internal labelling system will be established to ensure that chemicals identified on receipt at "Inwards Goods" with missing, damaged, and/or improperly labelled containers will be properly identified and tested prior to release for storage/production purposes.
4. All empty containers, which previously contained hazardous chemicals, are to be disposed of and/or recycled in accordance with the provisions of the Dangerous Goods and Environment Protection Acts. Under no circumstances are these containers to be disposed of in the general waste stream.

Information & Training

1. The information and training requirements detailed in this procedure do not apply to the following:
 - a. Safe Access Solutions employees, such as office workers, who are not exposed to hazardous chemicals in the workplace.
 - b. Contractors who are not exposed to hazardous chemicals in the Workplace.
 - c. Visitors who are not exposed to hazardous chemicals in the workplace and,
2. Contractors who may be exposed to hazardous chemicals whilst performing work on the premises shall receive adequate information and/or training on:
 - a. The hazards of the chemicals or classes of chemicals that they may be exposed while working on site.
 - b. The necessary protective measures.
 - c. The location and availability of the MSDS.
 - d. Any in-plant labeling system(s) and;
 - e. What to do in the event of an emergency.
3. Effective information and training programs will be developed, implemented, and maintained in accordance with provisions of the Dangerous Goods Act.
4. Training shall be documented and the records maintained. The training records shall include the date of the training, the trainer, the employee sign-in sheet(s), and the training outline or summary of the course content.

Training Frequency

1. As a minimum, training shall be provided at the time of the employee's initial assignment and once every two years thereafter. This session must be completed before the employee is allowed to work in areas where hazardous chemicals are present.
2. More frequent training is required under the following circumstances:
 - a. Before a new hazard, not necessarily a new chemical is introduced into the work area.
NOTE: This provision is also applicable to hazardous chemicals that are brought into the work area by contractors.



- b. Before beginning work in a new department with any new or unique hazards associated with that department.

Contractors

1. In accordance with Safe Access Solutions Procedures for Contractors the Project Manager shall ensure that contractors do not bring any unapproved chemicals onto company premises.
2. If the contractor requires the use of chemicals and they have been approved for use, and there is a risk of exposure to Safe Access Solutions employees, the Chemical List shall be updated. Where appropriate, the applicable MSDS shall be maintained in accordance with this procedure
3. If a new hazard is being introduced into a work area where Safe Access Solutions employees are, or may be exposed, the appropriate management personnel shall be notified of the necessary training requirements.
4. The Project Manager shall ensure that the contractor is provided with appropriate training in accordance with this procedure prior to the use of any chemical that has been approved for their use on the premises.
5. The Project Manager shall ensure that the contractor properly disposes of their chemicals upon completion of the project/job.

Audits

To verify that this procedure has been effectively implemented and is being maintained, a formal documented annual audit shall be conducted. This audit can be conducted as part of the Site Safety and Health Coordinator's annual safety and health audit of the facility.

Audit Records

Dangerous Goods Assessment Factor Calculation.
Hazardous Substances / Dangerous Goods Manifest.
MSDS Register.
Folders/Computer records of MSDS.
Dangerous Goods Inspections.
Training Registers.
Health and Safety Committee Review/Minutes.

Hazardous Substances and Chemical Approval Form

(Material Safety Data Sheet (MSDS) Must be Attached)

What is the intended use of the Substance?

Is this request (circle one): URGENT STANDARD

Signature of Person Requesting Authorization:

_____ Date: _____

Signature of Department Manager / Acting Department Manager:

_____ Date: _____

Signature of Purchasing Officer/s:

_____ Date: _____

Signature of Chemical Control Co-ordinator Authorising Approval:

_____ Date: _____

**Note: Original of this document MUST be retained by the Chemical Control Co-ordinator with a copy to be supplied to the requestor.*

****** If MSDS (Material Safety Data Sheets) are not available or insufficient data is supplied the proposed substance will either NOT be approved or be required to undergo Hazard Determination in accordance with Worksafe Australia Guidelines under the direction of the Regulatory Affairs Officer.

******* Chemical Control Co-ordinators are the only company responsible officers authorised to approve new hazardous substances and are required to ensure that all Occupational Health & Safety and Environmental obligations are satisfied prior to approval of the proposed new substance.

Waste Management

Purpose

This procedure aims to outline the safe removal of waste from Safe Access Solutions.

Definitions

Waste:

(Reference Environment Protection Act) Includes (a) any matter whether solid, liquid, gaseous or radioactive which is discharged, emitted or deposited in the environment in such volume, consistency or manner as to cause an alteration in the environment; (b) any discarded, rejected, unwanted, surplus or abandoned matter; (c) any otherwise discarded, rejected, abandoned, unwanted or surplus matter intended for - (i) recycling, reprocessing, recovery or purification by a separate operation from that which produced the matter; or (ii) sale; and (d) any matter prescribed to be waste.

References

References include but are not limited to the following for each state:

Environment Protection Act
Environment Protection (Transport) Regulations
Dangerous Goods (Storage & Handling) Regulations
Dangerous Goods (Transport) regulations
Hazardous Substances Regulations

Procedure

1. The Environment Protection Authority requires Safe Access Solutions to handle, treat and dispose of certain waste in defined ways under their legislation. All waste at the workplace that meets the definition of prescribed waste under EPA guidelines is to be identified and appropriate measures documented for safe disposal in accordance with legislative requirements.
2. Reviews of the waste handling procedures will be conducted at Six (6) monthly intervals in accordance with the Waste Minimisation and Environmental Management Plan.

Audit Records

Waste Minimisation & Environmental Management Plan
Current Waste listing (OHS-035.1)
Associated Records & Documentation.
Quarterly Staff Meeting Documentation.
Training Database.
Trade Waste Agreement.

Responsibility & Procedure Owner

Human Resources Department

Waste Listing

AREA	TYPE	WASTE DESCRIPTION	EPA REQUIREMENTS	SERVICE PROVIDER
1.Thebarton	RECYCLING	Paper and Cardboard. Steel.	Nil.	City of West Torrens. Denron metals
	GENERAL	All other waste with the exception of Glass, & Aluminium.	To be disposed of at an EPA approved Landfill site for INDUSTRIAL.	SoLo Recovery

Respiratory Equipment & Fit Testing Requirements

Purpose

To ensure that all employees required to wear respirators as a requirement of their job are provided with appropriate respiratory equipment that has been specifically fit tested to ensure minimum protection levels are achieved in accordance with Australian Standards. Furthermore, this procedure aims to ensure that all employees required to use respirators are provided with appropriate training in the use, fitting, care maintenance & storage of their equipment.

Definitions

Nil

References

References include but are not limited to the following for each state:

OHS Act

A.S. 1715 – 1994 Selection, Use & Maintenance of Respiratory Protection Devices

A.S. 1716 – 1994 Respiratory Protection Devices

Procedure

1. All employees whom work with substances identified as potentially harmful and/or hazardous to human health through respiration (breathing) shall be identified (refer OHS-008 & OHS-017).
2. All employees identified shall be required to wear appropriate respiratory protection that satisfies the requirements of AS 1715/1716. The preferred respirator for use at Safe Access Solutions is the RFF2000 Full Face Respirator fitted with Class 1 filters for Gases & Vapours with an additional P2 fitting for irritant dusts.
3. On being supplied with this equipment and prior to use, all employees are required to undergo "FIT" testing to ensure that the equipment being supplied offers the minimum protection level as defined in

AS1715 of 50. This means that the respirator is providing 50 times greater protection than if NO protection was being worn at all.

4. Employees are trained during the fit testing program in the use, fitting, care, maintenance and storage of the respiratory equipment.
5. As a requirement of this procedure and based on individual test results obtained, male employees are required NOT to have beard growth in excess of 4mm. Preference is that employees should be clean shaven in order to ensure that the minimum protection levels obtained during fit testing, continue to be achieved in the workplace whilst in use.
6. Employees with beards are NOT permitted to use Full Face Respirators to handle harmful and/or hazardous substances as the seal of the mask is not tight which permits potential exposure to the substance. Violations of this policy will result in disciplinary action. Moustaches are exempted from this policy where it does NOT interfere with the fit and seal of the mask.

Audit Records

Fit Testing Documentation
Training Registers
PPE Register
Approved List of Respirator Wearers

Responsibility & Procedure Owner

Human Resources Department

Safe Work at Heights

Purpose

To ensure that all employees and maintenance contractors required to perform tasks working at heights do so in a safe manner; with appropriate equipment to protect themselves and colleagues working in and around the area.

Definitions

Working at Heights: Is any activity that necessitates an employee and/or maintenance contractor to perform a task at a height in excess of 1.8 metres using some form of elevating equipment (excludes fixed platforms and walkways). Examples of such equipment include: Scaffolding, Ladders, Scissor Lifts, Man Lifts, Forklift Safety Cages and Elevated Work Platforms.

References

References include but are not limited to the following for each state:

OHS Act

Safe Work on Roofs

Certification of Plant Users & Competency standards set by the various licensing bodies in each State for the use of equipment facilitating work at heights. Where there is no such licensing body, the competency requirements assigned by professional groups or educational institutions are accepted.

Procedure

1. The Company Responsible Officer shall inspect all equipment prior to use for performing work at heights. A ladder inspection program is in operation at Safe Access Solutions whereby all portable ladders are inspected quarterly and all fixed ladders are inspected annually. Forklift Safety Cages are inspected annually. All other elevating equipment is checked prior to use on the premises.
2. The person/s responsible for supervising work at heights will ensure that employees/contractors are appropriately trained and qualified to carry out such work and operate equipment that provides access to heights.
3. All operators of equipment that require a certificate of competency and/or licence to operate MUST provide Safe Access Solutions with evidence in the form of a photocopy to be kept on file and MUST carry their papers whilst working on site. Failure to do so will prevent people from performing such activities on site.
4. Dependant on the nature of the task and the risks involved a safe work or roof permit may need to be formulated between the contractors and the company.
5. Inertia Fall Arrestors (Harnesses) may be required to be worn in certain circumstances, for example, in certain elevated work platforms it is a legal requirement, working from extension ladders (where unavoidable and no other alternatives exist), working from scaffolding etc. Harnesses are inspected annually to ensure they are maintained in good condition or prior to use where contractors provide their own by a company responsible officer.
6. When working from extension ladders two (2) people must be present initially to ensure that the ladder is adequately footed. On scaling the ladder for the first time, wearing an appropriate harness, the top rung must be secured prior to any work commencing from the ladder.
7. Where work is being performed at heights, the area must be adequately signed and barricaded to protect employees/contractors from any unwarranted traffic hazards and also in order to keep people away from the area where objects may fall from a height.
8. When cranes are in use, with the use of slings, roofworks or major scaffolding is in place, hard hats meeting Australian Standards MUST be worn by all contractors and employees whom are required to work in the vicinity.
9. All chains, slings and lifting equipment are to be of the type required to meet Australian Standards or relevant statutory regulations, in good condition and with evidence of regular maintenance.
10. Forklift Safety Cages MUST be of the type specified by the regulations and be used in accordance with these requirements.

UNDER NO CIRCUMSTANCES ARE PALLETS ON FORKLIFTS TO BE USED AS WORKING PLATFORMS.

11. All working platforms and stairwells on the premises MUST be fitted with guard rails in accordance with Australian Standards and fall protection mechanisms to prevent employees from falling from heights.

Audit Records

Contractors Induction Program & Safe Work Documentation
 Training Registers
 Project Task Management System
 Preventative Maintenance Program

Responsibility & Procedure Owner

Human Resources Department

Hearing Conservation

Purpose

To ensure that employees are not exposed to noise levels in excess of 85 decibels (dB). Where it is identified that employees are working in an environment in excess of 85dB then using the hierarchy of hazard control, Safe Access Solutions will implement control measures to reduce noise levels to below 85dB.

Definitions

Decibel: This is the unit of sound measurement.

LEQ8: The Linear Equivalent (or average) of 8 hours exposure in a noise environment.

Audiometry: A basic test used to ascertain the level of hearing acuity across a range of frequencies and is measured in decibels.

References

References include but are not limited to the following for each state:

OHS Act

Noise Regulations

Plant Regulations

Australian Standards 1259, 1259, 1270, 1319, 1591

Competency standards set by the various licensing bodies in each State. Where there is no such licensing body, the competency requirements assigned by professional groups or educational institutions are accepted.

Procedure

1. For employees exposed to Noise Levels in excess of 85dBA, annual reference audiometry will be performed to monitor the hearing levels and potential impact of noise on the employee and/or contractor/s:

Whereby results show a: (1) **10db drop** from previous audiometry at **2khz, 3khz or 4khz,**

(2) **A drop of 15db at 3khz, 4khz or 6khz** or;

(3) *A result at 4khz: Of 25db at 30years or younger*

Of 35db at 45years or younger or;

50db at any age in either ear;

Employees will be required to undergo a retest within 30 days. Should the retest confirm the result then the employee will be referred for medical assessment either by the Company Physician or ENT specialist to determine the cause of the hearing loss and; the action to take to prevent further deterioration.

2. It is a requirement of Safe Access Solutions that where noise levels are in excess of 85dBA or equipment operates in excess of 85dBA hearing protection devices must be worn. The type of hearing protectors to be worn is the choice of the individual, provided that it adequately reduces noise exposure below 80dBA.

3. All employees required to wear hearing protection devices will be required to undergo training in fit, use and maintenance to ensure optimal use and life expectancy of such equipment. All such equipment will be replaced on an as needs basis at the request of the employee. Hearing protection devices will be inspected to ensure employees maintain and use it accordingly through the Monthly Workplace Inspection Procedure. Training will also include hygiene to prevent and minimise the risks associated with ear infections.
4. Whenever modifications to existing plant or new plant is purchased whereby noise levels are in excess of 85dBA; or when plant is being installed in an area that previously had acceptable noise levels, an acoustic assessment of that area will be conducted to determine noise requirements. As a minimum, full site acoustic surveys will be conducted every three (3) years.
5. Linked to our purchasing procedure (refer OHS-013) is the evaluation of noise levels associated with the purchase of new plant. Through this process and our noise plan (formulated by the OH&S Committee based on the site noise surveys), noise emitting or generating processes or items of plant have been identified with the aim of controlling these emissions in accordance with the Hierarchy of control. The aim of Safe Access Solutions is to reduce noise levels through the process of hazard management to a uniform level of 80dBA. Until such time as this can be achieved hearing protection devices provide adequate protection. Engineering & Administrative controls have been introduced and replacement equipment has made improvements in some areas.

Audit Records

Reference Audiometry
Training Registers
Medical Examination Information
Project Task Management System
Hazard Register

Responsibility & Procedure Owner

Human Resources Department

Asbestos Control

Purpose

To ensure that no products containing asbestos are in use or can be purchased for use by employees and contractors at Safe Access Solutions.

Definitions

Asbestos: Is defined as the fibrous form of mineral silicates belonging to the Serpentine and Amphibole groups of rock forming minerals including: Actinolite, Amosite (brown asbestos), Crocidolite (blue asbestos), Chrysotile (white asbestos) tremolite or any mixture containing one or more of these. Exposure to asbestos may result in asbestosis or a lung disease known as *Mesothelioma*.

References

References include but are not limited to the relevant for each state:

OHS Act

Asbestos Regulations.

Procedure

1. It is acknowledged that Asbestos containing materials are potentially located inconspicuously at Safe Access Solutions Thebarton and; in the everyday environment in which we live. The form of asbestos present in every day life is primarily "White Asbestos" for example; it is in motor vehicle brake linings, insulation materials (extreme temperatures) and clutches to name a few examples. However, the aim of Safe Access Solutions is to ensure that aside from these products where there is practically zero risk of exposure to employees, that the purchase and use of other Asbestos containing products is restricted. To this end:
2. Safe Access Solutions has undergone tests for the presence of Asbestos at Thebarton with Asbestos Free. An asbestos containing hut has been removed with floor tiles tested (by Polarised light microscopy and dispersion staining) with a negative test result obtained which is indicative that the site at Thebarton is now potentially Asbestos free as well.
3. A system has been established through the purchasing procedures (refer OHS-013) to ensure that products purchased by maintenance and purchasing officers personnel do NOT contain Asbestos. Maintenance and Purchasing Personnel have received training on this issue and are aware of the company's requirement that NO asbestos containing materials be purchased. If uncertain as to whether a product may contain Asbestos a Material Safety Data Sheet (MSDS) is to be obtained prior to purchase. Attached is a list of products that may still potentially contain asbestos (refer OHS-042.1).

Audit Records

Asbestos Reports
Training Registers

Responsibility & Procedure Owner

Human Resources Department

Products Potentially Containing Asbestos

ALPHABETICAL LIST OF ASBESTOS PRODUCTS AND USES:

Air conditioning duct - exterior or interior acoustic and thermal insulation.	Asbestos yarn
Arc shields in lift motor rooms or large electrical Cabinets	Autoclave/steriliser insulation
Asbestos-based plastics products - as electrical insulates and acid resistant compositions	Bitumen-based water proofing such as Malthoid, typically on roofs and floors, also in brickwork
Asbestos cement conduit	Bituminous adhesives and sealants
Asbestos cement electrical fuse boards	Boiler gaskets
Asbestos cement external roofs and walls	Boiler insulation, slabs and wet mix
Asbestos cement internal flues and downpipes	Brake disc pads
Asbestos cement moulded products such as gutters and ridge capping	Brake linings
	Cable penetration insulation bags (typically Telecom)
	Calorifier insulation

Asbestos cement pits - traffic light control wiring	Car body fillers - not common	
Asbestos cement sheet	Caulking compounds, sealant and adhesives	
Asbestos cement sheet behind ceramic tiles	Clutch faces	
Asbestos cement sheet internal over exhaust canopies such as ovens, fume cupboards, etc.	Cooling tower slats/baffles	
Asbestos cement sheet internal walls and ceilings	Compressed asbestos cement panels for flooring, Typically verandas	
Asbestos cement sheet underlay for vinyl	Door seals on ovens	
Asbestos cement storm drain pipes	Electric heat banks - block insulation	
Asbestos cement water pipes (usually underground)	Electric hot water services – normally not asbestos but may be some millboard present	
Asbestos-containing laminates, (e.g. formica) used where heat resistance is required, e.g. ships	Electric light fittings, high wattage, insulation around fitting (and bituminised)	
Asbestos-containing pegboard	Filler in acetylene gas cylinders	
Asbestos felts	Filters – beverage; wine filtration	
Asbestos marine board, e.g. marinite	Fire blankets	
	Fire curtains	
	Fire door insulation	
Asbestos mattresses used for covering hot equipment in power stations	Fire-rated wall rendering containing asbestos with Mortar	
Asbestos paper used variously for insulation, filtering and production of fire resistant laminates	Pipe insulation including moulded sections, water- mix type, rope braid and sheet	
Asbestos textile gussets in air-conditioning ducting Systems	Fire-resistant plaster board, typically on ships	
Asbestos textiles		
Floor vinyl sheets	Pitch-based (e.g. zelemite) electrical switchboard	
Floor vinyl tiles	Plaster cornice adhesives	
Fuse blankets and ceramic fuses in switchboards linings		Refractory
Gas chromatography ovens		
Gaskets - chemicals, refineries	Refractory tiles	
Gaskets - general	Rubber articles - extent of usage unknown	

Gauze mats in laboratories/chemical refineries Boiler	Sealant between floor slab and wall, usually in rooms, risers or lift shafts
Gloves - asbestos	
Header (manifold) insulation	Sealant or mastic on windows
Insulation blocks	Spackle or plasterboard wall jointing compounds
Insulation in electric reheat units for air-conditioning systems	Sprayed insulation - acoustic wall and ceiling Sprayed insulation - beams and ceiling slabs
Laboratory bench tops	Laboratory fume cupboard panels
Laboratory ovens - wall insulation	Stoves - old domestic type: wall insulation
Tape and rope - lagging and jointing	
Lagging in penetrations in fireproof walls	Tapered ends of pipe lagging, where lagging is not necessarily asbestos
Lift shafts - asbestos packing around penetrations	
Welding aprons for welding and cutting	
Packing material for gauges, valves, etc., may be square	
Paint, typically industrial epoxy paints	

**Source: VOHSC, Asbestos Inquiry
Report, 1990**

WH&S Induction Program - QUIZ

1. What is the WH&S Philosophy Statement for Safe Access Solutions?

2. Please name your WH&S Representative/s?

3. Please name 2 First Aid Officers you have access to in an emergency?

4. What does MSDS stand for?

5. Where are the MSDS located?

6. Why do we have MSDS?

7. Where do you assemble in the event of an evacuation?

8. Who is your Area Fire Warden?

9. Who is the WH&S Program Co-ordinator for Safe Access Solutions?

10. Where is the controlled copy of the WH&S Manual Located?

11. Where & Who can you obtain WH&S Legislation & Information from?

12. Who is the Ergonomics Co-ordinator for Safe Access Solutions?

13. List the Personal Protective Equipment (PPE) you are required to wear in the Manufacturing Areas?

14. Match-up (Draw a line between) which item of PPE protects you from which type of hazard?

PPE Type

Safety Shoes
Safety Glasses
Hearing Protection
Hair Nets
Face Masks
Gloves

Hazard

Noise
Entanglement
Dust/Fumes
Hand Injuries
Trips/Slips/Falls/Mobile Plant
Splashes/Foreign Bodies

15. Is it a condition of employment to wear the PPE supplied to you? Why?

16. Why is it important to report ALL Injuries?

17. Who is the Rehabilitation Co-ordinator for Safe Access Solutions?

This section of the quiz is MULTIPLE Choice. Please CIRCLE the answer you think is most correct.

18. If Machinery (Plant & Equipment) is NOT working properly what should you do?

- a) Keep using it because production is important.
- b) Stop using it and do not tell anyone.
- c) Stop using it, LockOut the Isolation switch and report to your supervisor.
- d) Kick it, it will probably run properly again.

18. Why is it so important to Lock, Tag & Try when cleaning or performing maintenance on Plant & Equipment?

- a) To protect employees from injury whilst performing cleaning or maintenance.
- b) To stop people from being able to operate the equipment.
- c) To let people know what is happening to the equipment.
- d) All of the above.

19. What is a hazard?

- a) Something that has the potential to cause harm through either injury or illness.
- b) Something to avoid on the Golf Course.
- c) A flashing yellow light.
- d) A dangerous situation.

20. What is Risk?

- a) A gamble you take on the stock exchange.
- b) The Likelihood that an exposure to a hazard will result in injury or illness.
- c) A part of the human body.
- d) The outcome when something goes wrong.

21. If you see an unsafe condition what should you do?

- a) Nothing.
- b) Tell your Work-mates.
- c) Report it to your Department Supervisor and/or WH&S Rep.
- d) Test it to see if it is unsafe.

22. If you see someone performing an unsafe act what should you do?

- a) Help them.
 - b) Pretend you did not see anything.
 - c) Stop them and explain to them that what they are doing is unsafe.
 - d) Stop them and explain to them that what they are doing is unsafe and report the incident using either a STOP card or notifying your Supervisor or OH&S Representative.
23. If you injure yourself at work what MUST you do?
- a) Do not say anything and hope that it gets better.
 - b) Wait until it gets really bad before saying anything.
 - c) Report it immediately to a 1st Aid Officer and/or your Supervisor and document it in the Injury Register. This helps the company to determine the cause of the accident to prevent it from happening to others.
 - d) Take sick leave until you get better because that's what it's there for.
24. What are the key principles of safe lifting?
- a) Bend your back, reach for the load, twist your spine to turn and carry as much as possible.
 - b) Bend your knees, keep your back straight, move your feet to turn, keep the load close to your body and reduce the distances over which you carry the load.
 - c) Don't do any lifting.
 - d) Use a forklift.
25. When cleaning or performing maintenance on plant & equipment what steps should you take before performing these tasks?
- a) Make sure you have everything you need to perform the task.
 - b) Make sure you are adequately trained to safely perform the task.
 - c) Notify employees in the area of the type of work to be performed, isolate the plant by locking out the power switch and tagging. Test the equipment to make sure it cannot operate so you can safely perform the task without others starting the equipment whilst you are working on it.
 - d) Test & inspect the equipment to see if there is actually a problem or whether it really does need to be cleaned.
26. Who is permitted to enter a "Confined Space"?
- a) Only trained and authorised Maintenance Contractors who have been issued a permit by trained and authorised Company Officers.
 - b) People who can fit.
 - c) Anyone.
 - d) No One.
27. What should you do immediately if you spill a chemical substance on yourself?
- a) Change you clothes.
 - b) Seek Assistance from 1st Aid Officers.
 - c) Leave it to dry out and everything will be OK.
 - d) Wash the affected area continuously with water for at least 15 minutes. During this time 1st Aid Officers can find the MSDS for follow-up treatment advice.

Above all else, during audits of any kind - if you are asked a question and you are not sure of the answer, the following statement is acceptable:

I am NOT sure but I would look this up in my copy of the WH&S Manual or, discuss the matter with my Supervisor or WH&S Representative.