



Company Standard Forms & Procedures

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Occupational Health & Safety



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OCCUPATIONAL HEALTH AND SAFETY POLICY

At McPeake Builders (herewith noted as MB) the health, safety and welfare of all employees and visitors is of equal importance to all other operational considerations. The employer, supervisors and employees work together to ensure that MB has safe workplaces.

Objective

The objective of MB safety policy is to ensure that:

- A safe working environment is provided and maintained.
- Safe working systems are provided and maintained.
- Hazards and Risks are identified, assessed then controlled, monitored and evaluated OH&S.

This is achieved by the development of procedures to guide all employees in implementing and monitoring the safety system

Responsibilities

The Director is ultimately responsible for a healthy and safe workplace. However all personnel are responsible for carrying out their own responsibilities in accordance with the health and safety procedures and policy.

Employer (Responsible Officer) is responsible for:

- Ensuring compliance with occupational health, safety and welfare legal requirements.
- Taking reasonable steps to provide a safe workplace and safe ways of working.
- Providing ways for employees to be informed about and involved in health and safety issues at work.
- Ensuring this policy and all safe work procedures are kept up-to-date.
- The day-to-day management of health and safety issues.
- Ensuring new employees receive information, training and supervision.
- Ensuring employees receive training prior to commencing new tasks or when using new equipment.
- Supervising employees to ensure their health and safety is maintained.

Supervisors are responsible for:

- Ensuring that procedures and policies are implemented for any areas under their control.
- Ensuring all hazards and risks are identified, assessed, controlled and monitored, in areas under their control.

Employees and Sub-Contractors are responsible for:

- Following reasonable instructions and using equipment provided by the employer to protect their health and safety while at work.
- Identifying and reporting any workplace incidents or hazards to their supervisor.
- Being involved in the resolution of occupational health and safety issues.
- Protecting their health and safety and the health and safety of others.

Visitors are responsible for:

- All visitors are to abide by occupational health and safety legal responsibilities, and follow any reasonable instructions and advice while in MB workplaces.

Review of policy:

- MB health and safety policy will be reviewed each year to ensure that it remains compliant with any legislative or MB business changes.

Responsible Officer / Staff Representative: Name: _____

Signature: _____

Policy Review Date: ____ / ____ / ____



SECTION 1

INTRODUCTION

This document details the Occupational Health & Safety Procedures for McPeake Builders.

It is a requirement of employment as an employee or subcontractor that this document has been read by them and they acknowledged the contents of this document.

It is the responsibility of Management and the employees to ensure that all procedures are adhered to on all premises and work sites for which McPeake Builders are engaged to perform work.

McPeake Builders recognise the many benefits to be gained from a health and safety program and will pursue the objectives with vigour. These procedures will be the subject of continuous review and updated where necessary by the Occupational Health and Safety Committee.

To achieve the objectives the company will adhere to the following.

1. Nominate an appropriate level of Management to be the Occupational Health and Safety Representative.
2. Train Management and employee representatives in Occupation Health and Safety Procedures.
3. Monitor the health of employees.
4. Maintain information and records relating to the health and safety of employees and subcontractors.
5. Monitor the conditions of any workplace under the control and management of McPeake Builders.
6. Induct all employees and subcontractors in Occupational Health & Safety Procedures of McPeake Builders.

McPeake Builders will conform to the requirements of the Occupational Health & Safety Act 1986.



SECTION 2

FIRST AID

First Aid is the primary care of the ill or injured. It commences with arrival at an accident or incident and continues until recovery or the arrival of medical first aid. There is always the possibility of an employee being required to render the initial first aid.

To ensure the best possible primary first aid in the event of an injury or incident TCM Total Commercial Maintenance Pty Ltd have determined that all employees be familiar with and comply to the following conditions.

1. A first aid kit is to be carried in all company vehicles at all times.
2. A first aid kit is to be available in any workplace that involves an employee of TCM Total Commercial Maintenance Pty Ltd.
3. First aid kits are to be checked by the Occupational Health and Safety Representative at least once a month to ensure they comply with minimum requirements.
4. Subcontractors are to be in possession of a first aid kit that meets the requirements listed in this document when employed by TCM Total Commercial Maintenance Pty Ltd.
5. An injury/incident report is to be completed and passed on to the Occupational Health and Safety Representative when items from the first aid kit are used.



SECTION 3

FIRE AND EMERGENCY

Fire extinguishers are to be located in all company vehicles and premises. Fire extinguisher checks are to be conducted by the Occupational Health and Safety Representative on a regular basis but not less than twice annually. The results of the checks are to be recorded in the Occupational Health and Safety Fire Appliance Register.

When working at an operational site that does not have adequate or appropriate fire protection for the materials being used, all employees are to ensure the appropriate fire extinguisher is taken to site.

3.1 FIRE AND BUILDING EMERGENCIES

There are set evacuation procedures for every Company premises. It is your supervisor's responsibility to instruct you in the details of your specific evacuation procedures. You need to fully understand what you must do and where you must go, in the event of an evacuation. This will be explained to you in detail at the relevant work site by your supervisor. As a general rule the following points hold true for all site evacuation procedures.

3.2 GENERAL EVACUATION PROCESS

Evacuation orders apply to all Company employees, contract employees and visitors. If you are told to evacuate an area you must.

- Turn equipment off (where it is safe and practical to do so)
- Leave the area quickly, but do not run.
- Proceed to the designated congregation or assembly area.
- Remain at the designated congregation or assembly area, until told to leave by the Supervisor – not before!

Under no circumstances are you to re-enter the work site until appropriate authorities have given the site the all clear.

3.3 RULES FOR BASIC FIRE PROTECTION

You are not allowed to light any fires within the workplace without the approval of the Risk Management Co-ordinator.

The only two exceptions to these rules are:

1. the lighting and smoking of cigarettes in permitted areas
2. welding, cutting or burning and heating in approved areas (eg: workshop).

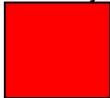
Do not smoke in areas designated as non-smoking areas.

Regular removal of waste material (e.g. oily rags, papers, cartons and oil spillages) will reduce the risk of fires.

All employees are expected to ensure their work area is clean and tidy at all times.

3.4 USING FIRE EXTINGUISHERS

WATER (Cooling) - Direct jet at the base of the fire and move across the area of the fire. A fire spreading vertically should be attacked at its lowest point and followed up.



FOAM (Smothering) – Arch the stream and allow the foam to drop onto the surface of the liquid. Don't aim the jet into the liquid, because this will drive the foam beneath the surface and lose the smothering effect.



DRY CHEMICAL POWDER (breaks reaction/Smothering) – With a flammable liquid fire, direct the jet towards the near edge of the fire and with rapid sweeping motion, drive the fire towards the far edge until all flames are extinguished.

With electrical equipment, direct the jet straight at the fire.



CARBON DIOXIDE (Smothering/Cool) – Use in the same way as dry chemical powder extinguisher.



- Identify the exact location and type of fire extinguisher in your immediate work area, in case of fire.
- Check that the extinguishers are fully operational by inspecting the:
 - a) Pressure gauge needle (this should be showing a fully charged position).
 - b) Breakable plastic tamper tag (this should be intact and located around the pin and the trigger).
 - c) Weight of the extinguisher.
- A defective or used extinguisher should never be left on, or returned to, the mounting hook.

- If you have just used an extinguisher, or found a defective extinguisher, place it on the floor underneath the mounting hook, and report it to the appropriate Safety Officer, so an immediate replacement can be obtained.

3.5 EXTINGUISHING FIRES

1. Take up a position where access to the fire is unrestricted.
2. Stand up-wind of the fire to avoid smoke and flames.
3. Stand up-hill of the fire to avoid dangerous run off.
4. Take a crouching position and keep clear of smoke and heat.
5. Identify your line of retreat before attacking the fire.
6. Test the extinguisher before moving into the immediate area of the fire and remove the safety pin.
7. If in any doubt about it being an electrical fire, treat as if an electrical fire and use the correct extinguisher.
8. If there is any chance of chemicals or explosives being in the fire, evacuate the area immediately; do not attempt to extinguish it yourself.

3.6 TYPES OF FIRE EXTINGUISHERS

		Class of Fire					NOTES LIMITED indicates that the extinguishant is the agent of choice for the class of fire, but that it will have limited extinguishing capability. Class D fires (involving combustible metals) use only special purpose extinguishers and seek expert advice. COMMENTS Refer to Appendix A of AS 2444
		A Wood, paper and plastics	B Flammable and combustible liquids	C Flammable gases	E Energised electrical equipment	F Cooking oils and fats	
Colour scheme - AS2444 Pre 1999 Post 1999 YES NO							
Type of Fire Extinguisher	Water	✓	✗	✗	✗	✗	Dangerous if used on flammable liquid, live electrical equipment and cooking oil/fat fires.
	Wet Chemical	✓	✗	✗	✗	✓	Dangerous if used on electrical fires.
	Foam	✓	✓	✗	✗	LIMITED ✓	Dangerous if used on electrical fires.
	Powder AB(E)	✓	✓	✓	✓	✗	Special powders are available specifically for various types of metal fires (seek expert advice).
	Powder B(E)	✗	✓	✓	✓	✓	Special powders are available specifically for various types of metal fires (seek expert advice).
	Carbon Dioxide	LIMITED ✓	LIMITED ✓	✗	✓	✗	Generally not suitable for outdoor use. Suitable only for small fires.
	Vaporising Liquid	✓	LIMITED ✓	LIMITED ✓	✓	✗	Check the characteristics of the specific extinguishant.

FIRE HOSE REEL	'A' TYPE FIRES ONLY Paper, wood and plastics NOTE: Ensure you maintain a path of egress between you and the nearest exit.
FIRE BLANKET fb	'F' TYPE FIRES ONLY Cooking Oils and Fats NOTE: Use as a blanket to wrap around a human torch (ensure you replace after every use).



3.7 BOMB THREATS

In the event that you receive a bomb threat over the phone or in person the following steps should be implemented.

1. Make a note of the State the Telephone Number call was received on.
2. Notify a co-worker (whilst still on the phone), who should advise the Area Warden. Do not hang up the phone.
3. Attempt to find out the location of the bomb, where the bomb is and when the bomb will go off.
4. Write down as much as you can about the caller i.e. Accents, background noise, tone etc.
5. Advise the Fire Warden of the details of the call.

SECTION 4

SAFETY RULES

The following protective equipment is to be used as instructed and must be worn correctly to provide optimum safety protection in operational areas that require their use.

- Safety Shoes
- Safety Glasses/Goggles
- Welding Masks
- Dust Masks
- Hard Hats
- Hearing Protection
- Protective Clothing



4.1 GENERAL

- Safety equipment such as safety footwear, hearing protection, hard hats, safety glasses, etc must be worn in all designated areas and when otherwise instructed by your Supervisor.
- Safety equipment is, provided by the Company but it is your responsibility to keep it clean and in good repair.
- Worn or broken equipment should be reported immediately to your Supervisor so that new equipment can be issued.
- On termination of your employment, all protective equipment that has been issued to you must be returned to the Company.
- To ensure your safety at work:
 - a) Wear tough and close fitting clothes
 - b) Wear suitable footwear (no thongs) and keep them in good repair In addition, if you are working on machinery:
 - c) Keep long hair under a tight fitting cap/hat
 - d) Don't wear watches, bracelets or rings as these may get caught in moving machinery parts.

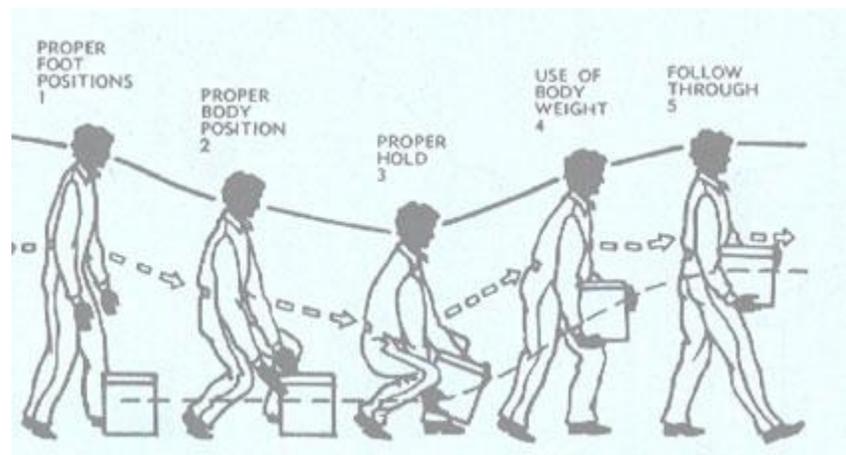
4.2 MANUAL HANDLING

Incorrect lifting and carrying can result in serious, long-term injury, where possible reduce the amount of lifting by using mechanical aids.

In order to ensure your safety, always practice the following rules:

1. Never lift or carry any object that you are not confident you can easily lift or move by yourself. Seek help when required.
2. Bend knees, keep back straight as possible
3. Grip the load with palms of hands and fingers
4. Use body weight to start load moving, then lift by pushing up with legs
5. Keep arms and elbows close to body
6. When lowering load, bend knees – do not stoop
7. When moving an object to either side turn with the object by moving your feet. Do Not twist your body
8. Walk never run with a load

NOTE: Same action is required, but in reverse when putting down the load. (see diagram below)





4.3 VEHICLES

All drivers of company owned or leased vehicles must hold an appropriate licence or permit for that vehicle and obey all rules and regulations.

Speed limits, stop signs and other road rules must be obeyed at all times.

Seat belts must be worn when driving or travelling in company vehicles no matter how long or short the journey.

Drivers are not to use mobile phones whilst driving a vehicle unless 'hands free' operation is available.

Where any vehicle is found to have a defect or other fault, which creates an unsafe condition, then this should be brought to the attention of your supervisor.

Any damage to company vehicles must be reported to your supervisor as soon as possible.
Record keeping log book of the company vehicles.

4.4 DRUGS AND ALCOHOL

It is the responsibility of each employee to ensure that he/she is not, by the consumption of alcohol or drugs, in such a state as to endanger their own or another person's safety at work.

- No person is permitted to bring any unlawful drug or alcohol onto the worksite.
- Should you be found in possession of any unlawful drug or alcohol whilst at work, dismissal may result.
- If you attend work to commence duties in an unfit state due to alcohol or drug consumption, arrangements will be made to convey you home. Disciplinary action may also be taken.

4.5 SAFETY HELMETS

- Safety helmets must be worn at all times on specified sites except in crib rooms, offices, enclosed vehicles, cabs, and amenities buildings.
- It is recommended that the hard hat be replaced after 3 years from date of manufacture due to ultraviolet light embrittlement.
- The hard hat must be replaced if it is chipped, cracked or after receiving a solid impact from a falling object.
- Do not paint or drill holes in the helmet, as it will reduce the strength of the helmet shell.

Nothing should be placed or stored between the harness and the shell.

4.6 HEARING PROTECTION

- Hearing protection must be worn in designated or sign posted high noise areas.
- Hearing protection must be worn where any risk of excessive noise exists (Excessive noise is considered to be 85 decibels or greater).
- Earplugs are an acceptable form of hearing protection in noise levels up to 105 decibels. If noise levels exceed 105 decibels, earmuffs must be worn.

4.7 EYE PROTECTION

The minimum eye protection that can be worn in designated areas is approved safety glasses made to Australian standards.

The following are examples of when eye protection **must** be worn:

- Operating power driven machinery
- Using pressurised steam
- Using compressed air
- Grinding or buffing
- Handling/transporting chemicals
- Welding and,
- When unsure that no risk is present

If you have to use prescription glasses, the lenses must be made of toughened glass/plastic to conform to Australian standards.

When working with chemicals, or hazardous materials, the minimum eye protection is safety glasses or chemical goggles.

Specialised goggles or masks must be used while oxy-cutting or welding – safety glasses are not adequate.

As a basic rule, when a safety helmet is required to be worn, so too are safety glasses.

4.8 HAND PROTECTION

- Gloves must be used whenever your hands are exposed to possible injury.
- Canvas/leather gloves are acceptable for protection from dirt, grime and sharp objects.
- PVC or nitrile gloves must be the type used when handling liquid chemicals.
- Never wear gloves on pedestal/bench grinders.



4.9 FOOT PROTECTION

- Safety boots or shoes are to be worn in all designated areas. The wearing of sandals, thongs, slippers and open footwear is prohibited at all times and locations.
- Boots must be fitted with toecap protection, and have high traction soles that are acid, oil, caustic and heat resistant.
- Boots with splits, exposed toecaps, and missing laces are unacceptable.
- Rubber boots, with built in toe protection should be worn in wet conditions.
- If you are wearing footwear, which is unsuitable, you will not be allowed to start work.
- Company will contribute to a total of \$85 per pair of boots per (12) twelve month periods.

4.10 SAFETY REFLECTIVE VESTS

Some projects will insist on the wearing of safety Reflective Vests or shirts due to the nature of the works. This is most common on civil projects where earthmoving machines and general traffic are the hazards.

4.11 RESPIRATORY PROTECTION

- Respiratory Protection is required for all tasks, which generate airborne particles (eg. dust, fumes or spray mist). Respirators should be worn in all designated areas.
- Disposable particulate respirator masks are suitable for use in non-toxic, dusty environments only.
- These respirators must be discarded and not re-used if there is any visible dirt on the inside of the mask, when it becomes damp, or when there is increased resistance to breathing.
- Disposable particulate respirators are not suitable protection against smoke, fumes or toxic gases.
- Half-face masks with disposable cartridges must be used to provide adequate protection in these instances. Always check the application labelling on the respirator prior to use.
- Cartridges must be replaced as often as is specified by the manufacturer or as soon as any taste or smell, apart from the normal rubber odour of the mask is detected.
- Both half-face mask and full-face masks respirators are ineffective and provide no protection if worn over beards. If it is a requirement to wear a mask as part of your normal work, you must be clean-shaven in order to obtain a mask seal.

4.12 WORKING AT HEIGHTS

All persons who are exposed to a risk of falling eg (where handrails, edge protection) must wear and use an approved safety belt or harness with lanyard attached to a secure anchorage in compliance with relevant regulations.

4.13 FALL RESTRAINTS

- Any person who is working in an area where there is danger of them falling from a height must be provided with and correctly use an approved safety belt.
- A safety belt, with an attached lifeline anchored to a rigid structure is the minimum fall restraint.
- However if the fall arrest of the lifeline is greater than 600mm, a safety belt should not be used, instead, the use of a full harness is required.
- The attached lifeline must be secured to a fixed structure, do not rely on a person to hold on to your safety line.
- Regularly inspect safety belts and harnesses and obtain a replacement unit from your supervisor if there are any faults or defects.

4.14 LADDERS

Falls from ladders or scaffolding can result in serious injury. Remember the following rules to minimise hazards associated with this equipment:

- Ladders must be equipped with non-slip safety footing.
- Defective ladders must be repaired or scrapped.
- Place a ladder a quarter of its length away from the wall.
- Have someone hold it at its base to allow you to tie it off at the top.
- Always use both hands and face the ladder when going up or down.
- Only one person should use ladders at a time.
- Don't hang tools from the ladders.
- Do not go beyond the third highest rung on stepladders.
- Mud and grease to be cleaned from boots before climbing.
- Where both hands are required for working, use a safety belt or scaffold. Do not overreach.
- No metal ladders and no ladder reinforced with wire shall be used in the vicinity of any electrical conductor or of any electrified equipment or apparatus.
- Ladders must be firmly lashed off or clamped at the top and bottom.
- Do not place ladder on an unstable or soft base.
- Ladders must be soundly constructed, not repainted.
- All ladders should be long enough for the job.



4.15 SCAFFOLDING

Make sure that all scaffolding work is carried out strictly in accordance with the applicable regulations in force, for the area where work takes place, at time of installation.

- All scaffolds erected must comply with the governing safety regulations.
- Scaffolds over 2 metres must have handrails and toe boards.
- Keep all scaffolds clear. Do not leave materials and equipment lying around.
- Incomplete or unsafe scaffolds shall display warning notices.
- Mobile scaffolds must not exceed 3 metres in height.

DISMANTLING OF SCAFFOLDING

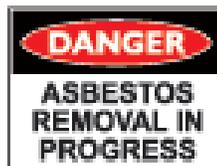
Before commencing to dismantle, check that the scaffold is properly tied to the building or structure. It may be necessary to put in ties before dismantling. If in doubt, check with your Supervisor.

Do not overload platforms with dismantled materials. Retain toe boards to prevent temporarily placed dismantled material from rolling off. Retain the toe boards until the platform is cleared.

Materials must not be stacked above toe boards. Dismantle protection fans before ties above fan level are removed. Lower dismantle materials to the ground. They must not be thrown down.

CAUTIONARY SIGNS

When erecting, altering or dismantling scaffolds, remember your responsibility of the safety of others. **“Caution – Men Working Overhead”**. Where it is appropriate this sign must be prominently displayed.





4.16 WORKING IN INDUSTRIAL LOCATIONS

If you are working within or around factories, refineries, chemical works or other industrial sites, ask your Supervisor if there are any special instructions. Watch for things, which may be less familiar to you. Some of these are:

- Steam lines or other pipes carrying hot or cold substances may not always be provided with lagging where you are required to work and these can cause quite severe burns. If in doubt ask your Supervisor.
- Fuel lines, particularly in refineries, can easily be damaged by careless handled scaffolding equipment and dropped fittings.
- Moving machinery, conveyors, trains, trucks and plant can cause accidents if due care is not taken.
- Welding can cause eye injuries either from intensity of light or from sparks. If you are working near welding, you may need to wear goggles, which will be provided. Never look directly at a welding arc.
- Dusty conditions, fumes or smoke may require the use of a dust or fume mask, which will be provided.
- Chemicals, liquid or dry, in vats, tanks or other storage containers, may also require wearing of protective clothing.

4.17 ELECTRICAL SAFETY

All electrical equipment should be regarded as potentially dangerous.

- Do not allow any object, which you are handling to come in contact with electrical wiring.
- Do not overload any electrical switches or outlets.
- When operating any electrical equipment, make sure that your hands are not wet and that you are not standing in any conducting liquids, such as water, oil, petroleum.
- Any defective electrical items or tools (including exposed wires) must be reported to your supervisor immediately. Leave electrical repairs to electricians.
- Overload switches or relays must only be re-set by a qualified electrician.
- Don't trail extension leads through water or where forklifts, vehicles or scaffolding, may cut them. Always support leads off the ground.
- If any person is in contact with live wires, do not attempt to pull them away. First, switch off the power, give appropriate care and seek medical assistance.
- If equipment is faulty please label it so nobody else will use it and have it repaired by a qualified licensed electrician. Do not attempt to repair it yourself.

4.18 PCB – CAPACITORS

When working in an existing building, PCB's may be found in sealed containers known as capacitors in fluorescent light fittings.

PCB containing capacitors are unlikely to pose a health risk unless they become damaged and leak.

When handling a damaged capacitor, the following precautions must be taken.

- Put on personal protective equipment and clothing before removing damaged or leaking components.
- Wear gloves that are made of materials that are resistant to PCBs, such as Viton, polyethylene, polyvinyl alcohol (PVA), polytetrafluoroethylene (PTFE), butyl rubber, nitrile rubber, or neoprene. Mid-arm length gauntlets may be required.
- When working with overhead equipment (e.g. fluorescent light fixtures), wear a full-face shield and appropriate hair protection.
- After handling PCBs, even if gloves are worn, wash hands well in warm, soapy water before eating, drinking, smoking, handling food or drink, or using toilet facilities.

FIRST AID

If PCB contacts the eyes, immediately wash it out with copious amounts of running water for at least 10 minutes. Occasionally lift the upper and lower eyelids to ensure complete irrigation of the eye. If PCB contacts the skin, immediately remove all contaminated clothing. Wash the affected areas with warm, soapy water. Do not use kerosene to remove PCB from your skin or clothing.

In both cases you should obtain medical attention immediately.

4.19 MACHINERY

- Only authorised personnel are permitted to operate machinery.
- Guards, mechanical lockouts, micro-switches etc **MUST NOT** be interfered with.
- Report any defective machinery to the appropriate person.
- Keep hands, body and clothing away from moving parts, long hair must be tied up.
- Do not wear loose jewellery or rings when operating.
- Wear safety spectacles when and where required.

4.20 MAINTENANCE

If you are required to carry out any maintenance or repair work, you must follow the correct safety procedures, in particular:

- All electrical power, compressed air, water, steam or oil supplies must be turned off at the mains.
- All switches, taps and other controls must be turned off at the machine.
- Danger tags or out of service tags must always be used.

Never attempt to service or repair a machine unless you are trained and authorised to do the necessary work.

All electrical repairs must be carried out by a qualified electrician.

4.21 WORK IN CONFINED SPACES

You have to comply with requirements of Occupational Health, Safety and Welfare Regulations AS1715, AS1716 and AS2685.

A confined space is an enclosure having limited means of access and egress that also has poor ventilation. It is a space where, because of its location, contents, or work activity, there may be hazardous accumulation of gas, vapour, dust, or fumes or the development of an oxygen deficient (less than 19.5%) atmosphere.

No person shall enter a confined space until its atmosphere has been checked to determine whether there is any hazard from:

- Extreme of temperature
- Toxic contaminants
- Lack of oxygen
- Flammable or combustible contaminants

No person shall enter a confined space without an assistant stationed outside and a controlled and documented entry permit system in place. If you have any doubts about the purity of the air in a confined space, report the matter to your supervisor.

4.22 COMPRESSED AIR AND AIR HOSES

Compressed air is only to be used for air driven tools or as directed by your Foreman. The misuse of compressed air can cause critical injury.

- Do not play practical jokes with compressed air – it can be fatal!!!
- Never use compressed air to clean clothing, hair or body.
- Before using a hose check that other people are away from the line of air flow.
- Check air hoses for leaks or bad connections before placing them under pressure.
- Use only sound strong hose with secure couplings and connections.
- Proper protective clothing must be used before using an air tool or hose – goggles or facemask, hand protection and ear protection.
- When the job is complete turn “off” the main isolator and bleed the air from the system.
- Before turning on the main valve, check that the tool is switched “off”.
- Before replacing tools, turn the valve “off”. Do not bend the hose to stop the airflow.

NOTE: Compressed air provided in workplaces contains contaminants, which make, it un-suitable for use in air- supplied respiratory protective devices, such as spraying tools. Compressed air used with such devices must be appropriately filtered through approved filtration equipment.



4.23 SUNBURN AND SKIN CANCER

Burns to the skin are the most common effects of over exposure to the sun. Continued or prolonged exposures to the sun may lead to the formation of skin cancers.

In order to reduce the likelihood of sunburn as well as the possibilities of preventable skin cancers, the following procedures should be adopted, whilst you are working in an outside environment.

- Wear a hat with a broad brim. It is a requirement that hard hats are worn in all areas whilst on site.
- When working outside, keep your skin covered by clothing. Sleeves should be rolled down. Collars protect the skin on the back of the neck.
- Where the skin is exposed to the sun, use a broad-spectrum +30 type of sunscreen. Make sure the face; neck, arms and any other exposed parts are fully covered.
- Apply sunscreen approximately **20 minutes** before going outside; this gives the protective element in sunscreen time to bond to the skin. Don't rub it in; a light film should stay visible. Remember to reapply every **two hours** or more frequently if perspiring a lot.

4.24 HEAT EXHAUSTION

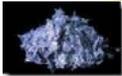
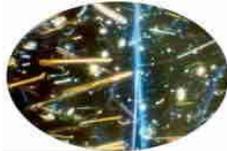
Heat exhaustion can occur when working in excessive heat, particularly in conjunction with high humidity and direct exposure to the sun. This induces excessive sweating with consequent loss of salt and water. Make sure that you take regular and adequate quantities of water in hot conditions.

- Immediately assist affected person out of hot environment.
- Rest casualty in cool place, sponge with cool water if skin is hot and dry.
- Give fluids

4.25 DUST AND FUMES

Asbestos is a hazardous substance, which can be carcinogenic if inhaled. There are special requirements for protection when working where asbestos dust is likely to be present and it is a legal requirement to observe these rules.

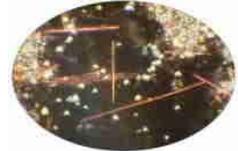
- All asbestos works are to be undertaken by specialist contractors. Under no circumstances should an employee touch or remove asbestos products.
- All sightings of asbestos must be reported to your supervisor
- Should an area you are required to work in be signposted as containing asbestos you should contact your supervisor or manager for further instructions before commencing work.
- There are 3 main types of asbestos (see below)



Brown "Amosite"



White "Chrysotile"



Blue "Crocidolite"

4.26 SPRAY PAINTING

Spray painting generates paint fumes. Unless your task involves spray-painting do not linger near paint sprayers or spray booths.

- All spray painters must wear approved respirators when spraying.
- Do not smoke, eat or drink while painting is in progress
- Always wash your hands after the painting and before eating, drinking or smoking.
-

4.27 WELDING AND HOT WORK

- Welding should always, be performed by a competent welder
- Welders must wear full protective clothing to protect face, body and hands from burns caused by radiation, splatter, sparks or hot metal.
- Welding operations should be performed away from flammable material
- Ensure you have appropriate fire protection equipment
- Adequate ventilation must be provided to prevent toxic or flammable gases accumulating. If welding is to be carried out in a confined space, special precautions must be taken to ensure that persons are not exposed to a toxic or oxygen deficient breathing environment.

- Cables with damaged insulation or exposed conductors must not be used for joining or extending cables.
- Avoid welding in wet or damp environments
- Cables must be protected from mechanical damage and should not be left where other persons could trip or fall over them.
- Suitable barriers must be erected to enclose welding operations in order to protect other persons in the area from harmful glare and radiation from welding arcs or flames.
- Bottled gases, when used for welding or cutting, are to be fitted with flash back arrestors at the regulator end.

4.28 MATERIAL SAFETY DATA SHEET

Material Safety Data Sheets (MSDS) are provided for all employees who are required to work with chemicals and materials of hazardous nature.

All Chemicals and material on company property require a MSDS.

A material Safety Data Sheet must be obtained from the supplier or manufacture before any chemical or material is purchased or introduced onto a site.

In addition, any new chemicals or substance and its MSDS must be checked and inspected by the relevant site safety officer before it can be approved for purchase or used on the site.

A material Safety Data Sheet provides a large amount of information on the chemicals/material, which is often much more detailed than the information given on labels.

An example is on the next page to show the degree of details that is provided.

Material Safety Data Sheets are alphabetically filed. The correct MSDS can easily be located, since the name on the correct data sheet, will be identical to the product name on the container label.

MSDS files or folders are kept permanently in the following locations:

- Supervisors office
- Occupational Health and Safety Department
- Major Chemical Storage Areas

It is your responsibility to locate and read the data sheet, before handling a substance.



You have the right to request to see a data sheet prior to using or handling a chemical/substance.



MATERIAL SAFETY DATA SHEET (SAMPLE)

Product Name: **DET SOL 500**
Contact Point: Sales Manager
Telephone:

Identification:

Trade Name: U.N. Number: **2465**
Other Names: Dangerous Goods Class: **5.1**
& Subsidiary Risk
Manufacturer's Code: Hazchem Code: **2PE**

Poisons Schedule: 5

Physical Description/Properties:

Appearance: White powder giving pink solution
Odour: Slight smell of Chlorine
Specific Gravity: 1.9
Flash Point: None
Flammability Limits: Non-flammable
Solubility in water: 15%
PH [1% solution]: 9.0 – 9.5

Ingredients:

Chemical Entity:	CAS No.	Proportion
Sodium dichloro isocyanurate	2893-78-9	Medium 10-60%
Sodium Tripolyphosphate	7758-29-4	High – greater than 60%

Health Hazard Information:

Health Effects

Swallowed: Low level of toxicity, however, if swallowed irritation, nausea and pain may be experienced.
Eye: Can be severely irritant causing temporary damage.
Skin: Considered to constitute only low hazard, but can cause irritation, even on limited contact.
Inhaled: If particles are breathed in repeatedly, harmful effect will result.

First Aid

Swallowed: Remove from mouth and rinse thoroughly. Give water or milk to drink if patient is conscious. Do not induce vomiting. **OBTAIN URGENT MEDICAL ADVICE.**
Eye: Wash immediately with copious amounts of water and obtain medical attention promptly.



Skin:	Remove contaminated clothing (including shoes) and wash all contact areas thoroughly with water. If pain or redness persists obtain medical advice.
Inhaled:	Remove patient from source of contamination. Seek medical advice
Advice to Doctor:	Treat symptomatically. Chlorine gases evolve when composition occurs constitutes the main danger.
Uses of Product:	Hospital Grade disinfectant used at 6g/l in water giving ppm of Chlorine.
Precautions For Use:	
Exposure Limits	In the presence of water, releases Chlorine for which ACGIH have adopted values as follows:
Chlorine:	TLV/TWA 3mg/m ³ STEL 9mg/m ³
Ventilation:	Local exhausts to remove dust.
Personal Protection:	Whilst quiet safe to handle in normal use situations, it is advisable to avoid unnecessary skin contact by wearing apron and rubber or PVC gloves.
Flammability:	Non-flammable and non-combustible. However, when fire occurs the heat will cause decomposition with liberation of oxygen, which may cause other materials to burn more fiercely.
Safe Handling Information:	
Storage & Transport:	Incompatible with and should be stored away from acids, alkalis, reducing agents and combustible materials. Keep dry and ensure containers are kept closed when not in use. Store away from heat. Do not stow with acids or foodstuffs. Observe provisions of "Australian Code for Transport of dangerous Goods", clause 5.1.
Spills & Disposals:	Wear protective clothing. If possible, keep spill dry, sweep up and shovel into plastic drums. If wet, floor will be slippery BE CAREFUL . Absorb with sand and shovel into drums. Wash excess to drain with large quantities of water.
Fire/Explosion Hazards:	Fight fires with water, fog or fine spray. Can be violently or even explosively reactive in the presence of heat and organic materials. In case of fire, put on full body protective clothing with breathing apparatus. CONSIDER EVACUATION OF THE AREA.
Other Information:	Do not add water to the product as it may spit, always add it to the Water, carefully with stirring.
Company:	EUCALIP BIOCHEMICAL GROUP PTY LTD
Address:	320 Victoria Street, Richmond VIC 3121
Telephone:	(03) 429 5455
Date of issue:	15 th September 1988
Supersedes Issue:	29 th May 1987

SECTION 4

OFFICE SAFETY

People can get hurt just as easily in the office as anywhere else. To ensure your safety follow these rules

5.1 GENERAL



- Safety equipment such as safety footwear, hearing protection, hard hats, safety glasses, etc must be worn in all designated areas and when otherwise instructed by your Supervisor.
- Safety equipment is, provided by the Company but it is your responsibility to keep it clean and in good repair.
- Worn or broken equipment should be reported immediately to your Supervisor so that new equipment can be issued.
- On termination of your employment, all protective equipment that has been issued to you must be returned to the Company.
- To ensure your safety at work:
 - a) Wear tough and close fitting clothes
 - b) Wear suitable footwear (no thongs) and keep them in good repair In addition, if you are working on machinery:
 - c) Keep long hair under a tight fitting cap/hat
 - d) Don't ware watches, bracelets or rings as these may get caught in moving machinery parts.

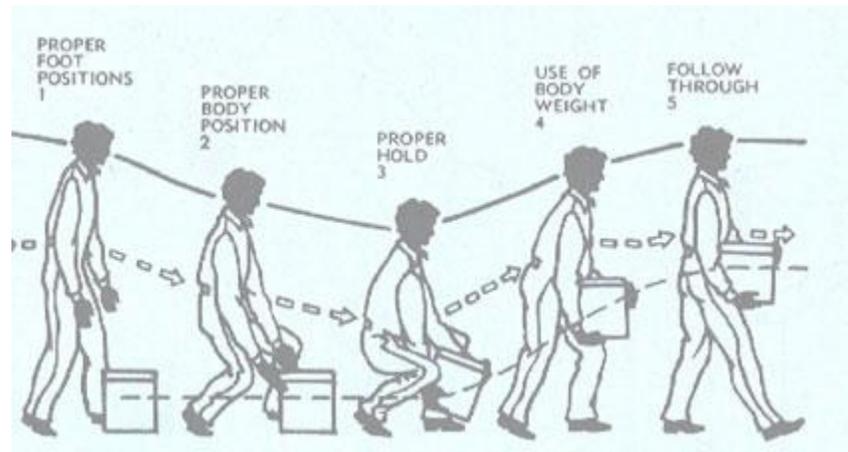
5.2 MANUAL HANDLING

Incorrect lifting and carrying can result in serious, long-term injury, where possible reduce the amount of lifting by using mechanical aids.

In order to ensure your safety, always practice the following rules:

9. Never lift or carry any object that you are not confident you can easily lift or move by yourself. Seek help when required.
10. Bend knees, keep back straight as possible
11. Grip the load with palms of hands and fingers
12. Use body weight to start load moving, then lift by pushing up with legs
13. Keep arms and elbows close to body
14. When lowering load, bend knees – do not stoop
15. When moving an object to either side turn with the object by moving your feet. Do Not twist your body
16. Walk never run with a load

NOTE: Same action is required, but in reverse when putting down the load. (see diagram below)





5.3 VEHICLES

All drivers of company owned or leased vehicles must hold an appropriate licence or permit for that vehicle and obey all rules and regulations.

Speed limits, stop signs and other road rules must be obeyed at all times.

Seat belts must be worn when driving or travelling in company vehicles no matter how long or short the journey.

Drivers are not to use mobile phones whilst driving a vehicle unless 'hands free' operation is available.

Where any vehicle is found to have a defect or other fault, which creates an unsafe condition, then this should be brought to the attention of your supervisor.

Any damage to company vehicles must be reported to your supervisor as soon as possible.
Record keeping log book of the company vehicles.

5.4 DRUGS AND ALCOHOL

It is the responsibility of each employee to ensure that he/she is not, by the consumption of alcohol or drugs, in such a state as to endanger their own or another person's safety at work.

- No person is permitted to bring any unlawful drug or alcohol onto the worksite.
- Should you be found in possession of any unlawful drug or alcohol whilst at work, dismissal may result.
- If you attend work to commence duties in an unfit state due to alcohol or drug consumption, arrangements will be made to convey you home. Disciplinary action may also be taken.

5.5 FURNITURE AND FITTINGS

- Use the available office space to the best advantage. Ensure you can move without colliding with sharp corner of desks, cabinets, etc. Place filing cabinets so that you have ample room when a drawer is fully open.
- Office equipment is not particularly dangerous. Even so, machines should be treated with respect and in accordance with instructions.
- Where machines are electrically operated, don't tinker with the electrics, and report the matter so that a competent technician may be called. This also applies to broken switches, loose connections, damaged cables, etc
- Take care with smaller items of office equipment such as knives, scissors, stapling machines etc. All are capable of inflicting painful injuries.

5.6 OFFICE CHAIRS

Adjust your chair so that you feel comfortable, make sure that your feet are flat on the floor and that your knees are at a 90 degree angle. Adjust the backrest so that it is in the centre of your back or lumbar region. Ensure your back is vertical and your spine is straight.

Move the height of your chair up or down so that when you are typing on the middle row of keys, your forearms are parallel with the floor or if the backs of your legs are being pressed by the front edge of the chair, you may need a footrest to raise your legs.

Following these steps will improve the way you sit and reduce the likelihood of muscle tiredness and joint pain.

5.7 KEYBOARD

Do not rest your wrists on the keyboard or edge of the desk at any time.

Pay careful attention to

- Keep a soft touch on the keys
- Not over stretching your fingers
- Not bending your hands up at the wrist

5.8 DISPLAY SCREEN (VDU)

Try to arrange the direction of the desk and screen so that bright lights and windows are not reflecting in the screen.

Your screen should be at shoulder height and have a tilt so that neck muscles don't get stiff. Arrange the height of the screen and document holder so that the center is about 15 degrees below eye level.

5.9 EXERCISE

Stretching exercises achieve several things

- Reduce muscle tension, prevent muscle strain and make the body feel more relaxed
- Increase range of movement
- Strengthen and stretch muscles which may be either weak or tight
- Prevent muscle strains
- Stimulate the circulation and help lessen feelings of fatigue at the end of the day.



5.10 HOUSEKEEPING

Good housekeeping is an essential part of a health and safe workplace. Each employee is responsible for his or her own workplace.

Remember:

- Keep your work area, walkways and stairways tidy, clean and free from unnecessary clutter.
- Keep exits clear at all times.
- Ensure spills are rectified immediately.
- Place all waste and scrap material in the bins provided.
- Ensure tools and equipment are put away after use.
- If you see any material or equipment in a dangerous place, arrange for it to be moved.

Remember we all have a “Duty of Care”.



SECTION 6

PLANT AND EQUIPMENT PURCHASING AND MAINTENANCE PROCEDURE

1. PLANT AND EQUIPMENT PURCHASES

All plant and equipment purchases are made by the Senior Partners of McPeake Builders.

2. PLANT AND EQUIPMENT MAINTENANCE

Plant and Equipment shall be visually checked prior to their use.

Plant and Equipment that have Tags, Calibration, Servicing or the like, shall be visual inspected and checked for these items prior to their use for compliance.

All plant and equipment owned by McPeake Builders that requires repair or replacement shall be reported to the Manager for assessment and instruction.

6.1 TESTING & TAGGING PROCEDURE

All MB Plant and Equipment must be inspected / tested and tagged within the specified State periods and regulations.

The following items are included as requirements, check lists and procedures for testing and tagging of MB Plant & Equipment.

- **COMPETENT PERSON**
- **VISUAL INSPECTION**
- **EARTHED APPLIANCE TEST**
- **DOUBLE INSULATION TEST**
- **EXTENSION LEADS / POWER BOARDS & IEC LEADS**

Attachments:

- Requirements / Procedure for a Competent Person
- Requirements / Check items for Visual Inspections
- Requirements / Procedure for Earthed Appliance Tests
- Requirements / Procedure for Double Insulation Tests
- Requirements / Procedure for Extension leads / Power Boards & IEC lead Tests
- Copy of Compliance Certificate



6.2 ELECTRICAL TESTING AND TAGGING

Ensure all electrical extension cords and portable electrical tools are in a sound condition and tagged appropriately prior to use.

This equipment is required to be inspected and tested on a regular (3) three monthly basis, to ensure that it complies with Australian Standards and is in a safe condition. Each item is then to be tagged and the test results recorded.

All portable electrical equipment shall be used in conjunction with a fixed or portable earth leakage circuit breaker (ELCB) now referred to as a residual current device (RCD). These protection devices must be used whenever electricity is supplied to moveable electrical equipment through a flexible extension cord.

If the tag on your portable electrical equipment is out of date **DO NOT** use it.

A register must be maintained in the area, which details the following information.

- Serial number of the RCD, or other information sufficient to identify RCD.
- The date of any test carried out
- The name and occupation or duties of the person who carried out the test.
- A description of any defect found and details of any repairs carried out as a result of the test.

Portable RCD's should be tagged to indicate the date of the next test and should be checked during workplace inspections to monitor compliance with the regulations.

The site Manager and Project team are to assess the dangers and controls of the ends of permanent cables so that there are no exposed wires at energisation.

Working in existing buildings can be difficult as you may be amongst live wires from an unknown source even though the local electrical board is dead.

NB: All testing and recording of RCD's must be performed in accordance with the requirements under the Regulations of the Occupational Health and Safety Welfare Act (1995). Section 2.5 electrical

Fixed RCD's: Built-in test – three (3) monthly, Maintenance test – at least every three (3) years

Portable RCD's: Built-in test – before use on any given day (no record required) or at least every three (3) months. Maintenance test – at least every two (2) years.



6.3 COMPETENT PERSON

To ensure that specified electrical equipment used to perform certain work is inspected, tested and tagged, Regulations require that a competent person (such as a licensed electrician) be employed.

A person competent to undertake Inspection and Testing of electrical equipment must therefore have:

1. Knowledge and practical experience of electricity and its hazards.
2. A clear understanding of precautions to avoid danger.
3. The ability to recognise, at all times, whether it is safe for work to continue.
4. The capability to carry out visual examinations of electrical equipment.
5. The ability to distinguish between electrical equipment that is double insulated and equipment that is earthed and identify the appropriate test for each type.
6. The competency to carry out the earthing continuity, insulation resistance and RCD tests on electrical equipment.
7. The knowledge of how to use the relevant testing instruments, interpret and record the results for compliance with the Standard/work place requirements.
8. The ability to recommend the frequency of testing, if required.

Due to the potential hazards of electrical testing all care must be taken.

Disclaimer:
LIMITED Warranty:

The manufacture warrants its products against defects in materials and workmanship for a period of 90 days from the date of purchase. During the warranty period, manufacturer will repair (or at its option replace at no charges) the product that proves to be defective. This warranty does not apply if the product has been damaged by accident, abuse, misuse or miss-application or as a result of service or modification by anyone other than Electromate TnT.

Electromate, the TnT or its manufacture is not responsible for incidental or consequential damages resulting from the breach of any express or implied warranty, including damage to property and, to the extent permitted by law, damages for personal injury. The distributors of this product cannot assume liability or responsibility for any loss or damage resulting from the use of this device.

6.4 VISUAL INSPECTION

- Physical: No damage or component defects to accessories, plugs, outlet sockets or connectors
- No cracks & Abrasions
- No exposed Inner cores or conductors (flexible) supply cords are not twisted and distorted
- Fuse / Over load protection (if fitted)
- Labelling and markings and the warning indications of the maximum load to be connected to the device, is legible and intact
- Damaged Insulation Melted, cuts, abrasions, Iron filings in insulation or insulation tape on lead
- Flexible cords and leads are effectively anchored (glands and grommets intact)
- Covers/guards, in place and secure as intended by the supplier/manufacturer
- Safety devices and systems are in good working order (i.e. Overload latches and buttons)
- No dust & dirt that obstructs exhausts and ventilation
- All controls are working properly and are secure and aligned

6.5 EARTHED APPLIANCE TEST

Test function F1

Earthed Appliances Class 1.

When F1 is pressed the TnT tests the following

1. Is the appliance connected?
2. Earth resistance (Earth Bond Test @200ma)
3. Insulation test (@500v test)(250v test)

250v insulation testing applies to class 1 appliances if selected

Procedure

1. Visually inspect that the DUT to be tested. (Visual Inspection).
2. Plug in DUT into front 3-pin socket.
3. Connect earth clip to any exposed metal on DUT (device under test).
4. Press the F1 key and wait for results. Ensure the device Mains switch is ON.
5. Unplug when tests completed.
6. Read result from screen record result.
7. Press the Enter key to return to main menu.
8. Tag appropriately if passed, or if failed remove from the service or apply danger tag. (In some situations if the DUT is labelled with "Surge protection fitted" or is electronic and fails, conduct a 250V-insulation test. Should it still fail remove from service.)

6.6 DOUBLE INSULATION TEST

Test function F2

Double insulated appliances Class 2.

When F2 is pressed the TnT tests the following

1. Is the appliance connected
2. Insulation test (@250v or 500v test)

Procedure

1. Visually inspect that the DUT to be tested (Visual Inspection)
2. Plug in DUT into front 3-pin socket
3. Connect earth clip to any exposed metal on DUT (if any, or device can be wrapped in foil or metal mesh braid)
4. Press the F2 key and wait for results. Ensure the devices Main switch is ON
5. Unplug when tests completed
6. Press Enter key to return to main menu
7. Tag appropriately if passed, or if failed remove from service or apply danger tag. (In some situations if the DUT is labelled with "Surge protection fitted" or is electronic and fails, conduct a 250V-insulation test. Should it still fail remove from service. 250V available REV 2.0)

250/500VCD Select

To change the TnT Insulation Test Voltage:

1. Hold down the Enter key
2. Press the F2 key
3. Press the F3 key for 250v or Enter key for 500v

In earlier models you may need to press the Enter key 3 times to change voltages

The screen will then confirm the change and return to the main menu automatically. All insulation tests from then on will be at the selected voltage.

Note: TnT will automatically default to 500v when switched off.



6.7 EXTENSION LEADS/POWER BOARDS & IEC LEADS

Test function F3

Then following tests are conducted when a power lead and power boards are tested.

- Earth continuity
- Insulation
- Polarity

Procedure

1. Plug in IEC adaptor lead into IEC socket (Remove Earth Lead if inserted) (Please read note below)
2. Plug male end of extension lead or power board into TnT socket
3. Plug IEC adaptor lead into extension lead/power board socket
4. Press the F3 key for TnT to perform tests
5. If result is a pass tag lead with new tag
6. If failed do not use repair/or discard. Tag with danger tag
7. Press the Enter key to return to main menu

Note: Extension leads should always be uncoiled before using or testing.

Please Note: Please ensure that the IEC adaptor and the IEC socket are inserted firmly or your TnT will show a polarity fail.

6.9 SITE FOREMAN KIT REGISTER

EMPLOYEES NAME:

VEHICLE REGO:

LEGEND: Y: YES N: NO

TOOL/DESCRIPTION	REQUIRED	RECEIVED	TOOLS OWNED BY
Cordless Drill			
Circular Saw			
Jigsaw			
Electric Drill & Hammer			
Angle Grinder			
Electric Planner			
Belt Sander			
Vacuum Cleaner			
Drop Saw 3No			
Ladder			
Safety Switch Box			
Signage			
First Aid Kit			
Power Leads			
Heat Gun			
Compressor			
Nail Gun (airless)			
Broom & Dust Pan			
Jack Hammer / Drill 5No			
Compressed Sheet Saw			
Laminate Trimmer			
Half Horsepower Router			
OH&S Manual			
Sunscreen			

NOTE: All employees are responsible for all tools assigned to their vehicle (as above) if tools are taken out of your vehicle and lent to another employee, it is your full responsibility to keep track of these and follow up if required. Stock vehicle checks will be conducted on a regular basis.



6.11 EXIT AND EMERGENCY ILLUMINATION TEST DETAILS

Date	
Site	
Luminaire Location	
Start Time	
Finish Time	
90min duration	
Interval	
240 volt lamp	
Charge indicator	
Test switch	
Circuit board	
Diffuser	
Comments	
Luminaire Location	
Start Time	
Finish Time	
90min duration	
Interval	
240 volt lamp	
Charge indicator	
Test switch	
Circuit board	
Diffuser	
Comments	
Luminaire Location	
Start Time	
Finish Time	
90min duration	
Interval	
240 volt lamp	
Charge indicator	
Test switch	
Circuit board	
Diffuser	
Comments	



SECTION 7

RISK IDENTIFICATION AND ASSESSMENT

The most important aspect in managing Occupational Health and Safety in the workplace is to identify the risk before it can cause harm. The risk is assessed and measures are implemented to control the risk. The Occupational Health and Safety Representative provides appropriate advice and guidance in implementing controlling measures.

If an employee or subcontractor is unsure of the risk or measure to control the risk then the Manager or Occupational Health and Safety Representative should be consulted before exposure to any potential dangerous situation.

All employees and subcontractors are to be familiar with the regulations in the Occupational Health and Safety Regulations 1995 applicable to their trade or task they are undertaking. Further training or guidance is available if they are unsure of any element of the regulations.



7.1 SITE SAFETY – SET-UP PROCEDURE

1. PURPOSE

This procedure outlines the key items which need to be considered as applicable on all McPeake Builders Projects.

- Display McPeake Builders **Safety Policy**, on site.
- A copy of the **Occupational Health, Safety and Welfare Act and Regulations** shall be kept on site at all times.
- Know your **Responsibilities** with regards to safety.
- Perform a **Project Safety Plan** for each project
- All necessary **First Aid equipment** shall be kept on site at all times.
- Conduct **Site Personnel Inductions** for all personnel working on site.
- Conduct **regular Safety Inspections**.
- Report all **Accident / Near Incidents**.



7.2 HAZARD MANAGEMENT

1. PURPOSE

Although employers have the primary responsibility for providing a safe workplace, the most effective way of doing this is by working with employees, using the S.A.F.E. approach to hazard management. "See it, Assess it, Fix it, Early".

And so, this Hazard Management procedure ensures that hazards in the workplace are identified, assessed and controlled early.

The Project Manager and Site Foreman are responsible for hazard management on / in their own work areas.

2. DEFINITIONS

Hazard: Is anything that that may cause injury or illness.

Risk: Is the likelihood that the hazard may cause injury, illness or death.

3. REFERENCES

Occupational Health and Safety Act 1986
Occupational Health and Safety Regulations 1995
Approved Codes of Practice and Australian Standards

4. PROCEDURE

As implied in item 1 (Purpose – S.A.F.E.), Hazard Management has 3 main areas of process:

Stage 1: Identification of Hazards

Stage 2: Assessment of Risks

Stage 3: Control of Risks

However at MB (McPeake Builders) we also:

Stage 4: Reviewing and Recording hazards.



7.3 STAGE 1: IDENTIFICATION OF HAZARDS

IDENTIFICATION METHODS / GUIDELINES	
<p>General: Check Register of Accident and Near Incident Reports.</p> <p>Inspect the workplace.</p> <p>Discuss any potential hazards with employees and record on the Hazard Identification Form.</p> <p>Look at appropriate Acts, regulations, codes of practice and standards for guidance. Record on Hazard Register if not already done so.</p>	
<p>Projects: Review Project Documentation for areas of work with potential hazards and record on the Hazard Register</p> <p>Concentrate on the most hazardous areas and jobs first. Then record on the Hazard Register</p> <p>Record any "Potential Accidents and or Injuries" on the Hazard Register</p>	

7.4 STAGE 2: ASSESSMENT OF RISKS

Once hazards in the workplace have been identified a risks assessed for the hazards identified.

Risk assessment should take into consideration the following items:

- Past records
- Current concerns from employees
- Nature of the hazard
- Frequency of the hazard
- Duration of hazard exposure
- Any special training requirements to carry out a task or make the workplace safe.

Risk assessment is then conducted by using a series of tables, to collate information which in turn will determine the risks and priorities for action.

STEP 1.

Determine how likely it is someone may be exposed to hazard identified.	Very Likely	Exposure could happen frequently
	Likely	Exposure could happen, but not frequently
	Unlikely	Exposure could happen, but only rarely
	Very Unlikely	Exposure could happen, but probably never will

STEP 2.

Determine how severe a Potential Accident/ Injury/ Illness could be.	Fatal	May cause one or more fatalities
	Major	May result in 5 days to 2 weeks lost time
	Minor	May cause 1 to 5 days lost time
	Negligible	First aid treatment, no lost time

STEP 3.

Match the risk of exposure With the severity on this table.		Fatality	Major	Minor	Negligible
	Very Likely	1	1	2	2
	Likely	1	2	3	3
	Unlikely	1	3	3	3
	Very Unlikely	2	3	4	4

STEP 4. – RISK RATING & PRIORITY

Determine the Risk Rating and Priority using the rating given in the table above (Step 3) Record this in Risk column of the Hazard Register and	1	HIGH	H
	2	MEDIUM	M
	3	LOW	L
	4	NONE	N

Undertake a Project Safety Analysis for identified hazards



7.5 STAGE 3: CONTROL OF RISKS

Further to hazards being identified and the associated risks assessed, appropriate controls / preventative actions need to be compiled, implemented and maintained to control the hazards.

The best way to control hazards is to **ELIMINATE** them. This is not always achievable and so controlling the hazard to minimise the risk may be appropriate.

If you cannot eliminate the hazard, here is a list of options, in order of next best option:

SUBSTITUTION:

If a hazard cannot be eliminated then substitution may be the option. Substitution involves replacing the hazardous item with a non or less hazardous item.

Examples of substitution controls are:

Replacing an unstable scaffold with more stable or suitable work platform.

Using non-flammable items in lieu of flammable items.

ENGINEERING:

If a hazard cannot be controlled by either elimination or substitution then engineering may be the option. Engineering controls involve modifying items to improve the risk of a hazard.

Examples of engineering controls are:

Modification of tools and equipment.

Enclosing equipment, work zones and / or placing guards.

ADMINISTRATION:

If a hazard cannot be eliminated, substituted or engineered then administration may be the option. Administration controls involve developing and implementing safe procedures for hazardous items.

Examples of Administrative controls Procedures:

Writing Work Method Statements for hazardous job specific items.

Reducing the number of personnel exposed to the hazard.

PERSONAL PROTECTIVE EQUIPMENT:

Personal protective equipment as a means of hazard / risk control should be used in addition to other control methods and only when the other control methods are not appropriate.

These controls should be used for short term or emergencies. Protective clothing should fit correctly, be appropriate for its application and cleaned / maintained (if required).

Examples of Personal Protective Equipment:

Safety glasses, footwear and hearing protection



7.6 STAGE 4: REVIEWING AND RECORDING

Reviewing and Recording of hazard / risk controls is an important part of TCM Total Commercial Maintenance Pty Ltd Hazard Management.

Reviews are required to ensure that:

This hazard management process is working successfully.
Control methods have been successful in their application.
There are no new hazards

This is achieved by the director, project managers and site foremen reviewing the hazard register. The register and or other administration is then updated and distributed to all the relevant employees.

Records are required to ensure that:

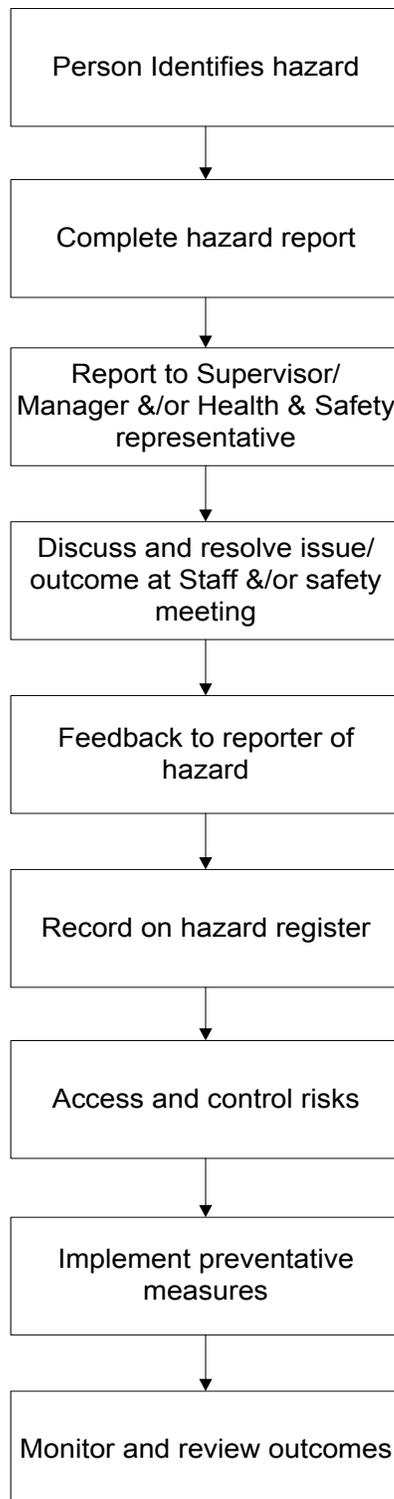
There is a historical record of events
There is a historical record for future awareness and improvement.

This is achieved by the documentation detailed below in Section 5.

7.7 STAGE 5: DOCUMENTATION

Hazard Register
Hazard Identification
Project Safety Analysis Sheet
Site Personnel Induction
Accident / Near Incident Report
Corrective Action Report
Accident / Near Incident Register
OH&S Training Matrix
Residual Current Device (RCD) Test and Inspection Record
First Aid Report Register

7.8 STEPS IN RESOLVING HAZARDS





7.10 CORRECTIVE ACTION PLAN

<p>To complete the following Corrective Action Plan use the following Hierarchy of Risk Controls. Give priority to eliminating the hazard.</p>		
<ol style="list-style-type: none"> 1. Eliminate 2. Substitute 3. Engineering control 4. Administrative control 5. Personal Protective Equipment 		
Actions recommended to be taken	By Whom	By When
A.		
B.		
C.		
D.		



7.12 SITE SAFETY PLAN

PROJECT NAME

ADDRESS

The following site safety plan is to be implemented and maintained at the above project.

Failure to comply with promptly result in one warning by verbal and or written instructions, further failure will result in access to the site being denied.

Site Entry and Parking and Material Access

Site Entry

The main site entry for personnel is via xxxxx.

All persons accessing the site must report to Site Supervisor before entering the site.

Parking

xxxxx.

Material Access

Material deliver to site will be via xxxxx.

General Site Safety Requirements

It is a condition of entry to this site that the following safety requirements are complied with.

Footwear

Suitable footwear must be worn at all times. Bare feet, thongs, flimsy or unsuitable footwear is prohibited at all times.

Protective equipment

Must comply with appropriate Australian Standard. Shall be worn where necessary.

Alcohol

The consumption of alcohol on this site is prohibited at all times.

Protective Equipment

Must comply with appropriate Australian Standard. Shall be worn when necessary.

Accidents

Shall be reported immediately to the Site Supervisor along with any dangerous occurrence.



First Aid

All persons requiring first aid treatment are to contact the Site Supervisor who will provide access to first aid equipment for treatment and record the accident in the report record book, the persons name and nature of accident.

Work Areas/Housekeeping

Must be kept clean and tidy from rubbish and other safety hazards. Rubbish must be cleaned up promptly. All protruding nails shall be removed from timber.

Height Works

Any person having to perform works above 1.8metres must be supplied with and operate from a fully completed scaffold. A ticketed scaffolder must erect scaffold over 3 metres.

Electrical safety

- All electrical fittings to comply with AS 3000 wiring rules
- All temporary electrical fittings must be fitted with an earth leakage device/residual current device, i.e. portable generators.
- All plant and equipment must be checked every three months by a licensed electrician, with a register to be kept on site.
- All fittings to extension cords to be either non-rewirable (moulded) or transparent.
- All leads and power cables to be supported above any work area and passageway to provide clear access for personnel and vehicles.
- Only approved portable multi-boards are to be used. No double adapters/piggy back plugs to be used.
- Every core balance earth leakage device on site must be trip tested monthly and subjected to a calibration test by a licensed electrician every three months from time of installation with a register kept.

First Aid/Emergency Procedures

If an accident/emergency happens on site, notify the first aider or Site Supervisor forthwith;

Details required:

- Location of accident/emergency
- Type of injury
- Severity of injury/emergency
- Will the authorities (i.e. ambulance) be required



7.13 SITE INDUCTION REGISTER

PROJECT:

Badge No.	Name	Company Representing	TCM Site Requirements Inducted	XXX Requirements Inducted	XXX Site Asbestos Awareness & Critical Response Inducted
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Upon signing in the designated areas, the personnel confirms that they understand the requirements conveyed / shown.

Encl.:

- *MB Site Safety Plan*



7.14 WORKPLACE SAFETY CHECKLIST

Inspected By: _____

Date of Inspection: _____

1. GENERAL	Y/N	Details/Comments
Work area adequate for tasks	Y/N	_____
Work area clean and tidy	Y/N	_____
Occupational Health and Safety policies available	Y/N	_____
Accident/Incident report forms available	Y/N	_____
Adequate waste containers	Y/N	_____
Lifting devices available for use if necessary	Y/N	_____
2. EMERGENCY PROCEDURES		
Chief Emergency (Fire) warden appointed and provided with helmet for identification	Y/N	_____
All emergency wardens have been trained	Y/N	_____
Suitable fire extinguishers located and mounted (signage adequate)	Y/N	_____
Extinguishers maintained every 6 months	Y/N	_____
Fire door free from damage/obstruction	Y/N	_____
Emergency evacuation procedures and wardens names displayed	Y/N	_____
Evacuation drills during previous 6 months	Y/N	_____
Staff aware of emergency procedures	Y/N	_____
All new staff inducted into emergency procedures	Y/N	_____
3. FIRST AID		
First Aid kit available and accessible	Y/N	_____
First Aid kit stocked with approved contents	Y/N	_____
Nominated person responsible for First Aid kit	Y/N	_____
First Aid officer appointed and known	Y/N	_____
First Aid officer trained and regular refresher training provided	Y/N	_____
4. AMENITIES		
Access to hand wash facilities	Y/N	_____
Washrooms clean and well stocked	Y/N	_____
5. EGRESS		
Exits clear of obstruction	Y/N	_____
Directional exit signs exist, where necessary	Y/N	_____
Exit doors unlocked	Y/N	_____
6. FLOORS		
Floor surfaces even, unbroken, slip resistant	Y/N	_____
Floor coverings fixed to prevent trip hazard	Y/N	_____
Carpet in good condition, free from snags, tears and loose seams	Y/N	_____
No spills apparent	Y/N	_____

7.PASSAGEWAYS	Y/N	Details/Comments
Corridors adequately lit	Y/N	_____
Corridors clear of obstruction	Y/N	_____
Access way at least 600mm wide	Y/N	_____
No equipment stored in passageways	Y/N	_____
Stairways clear and clean	Y/N	_____
No worn or broken treads on stairs	Y/N	_____
Handrails in good repair	Y/N	_____
Landings are clear	Y/N	_____
8.ELECTRICAL		
Adequate power points available	Y/N	_____
Switches/power points in good working order	Y/N	_____
No excess use of power boards	Y/N	_____
No excess use of extension leads	Y/N	_____
No frayed or defective electrical power leads	Y/N	_____
No electrical power leads or cords on floor	Y/N	_____
Electrical power leads not exposed to wet areas	Y/N	_____
Register of all electrical equipment maintained	Y/N	_____
Register records schedule of required electrical testing and includes sign-off when testing complete	Y/N	_____
9.LIGHTING		
Adequate lighting for tasks performed	Y/N	_____
Light fittings clean and in good condition	Y/N	_____
Light switches easily located	Y/N	_____
10.VENTILATION		
Humidity level acceptable in subjective opinion of majority of workers	Y/N	_____
Photocopier in well, ventilated area	Y/N	_____
Air quality (fumes, dust, pollen) acceptable in subjective opinion of majority of workers	Y/N	_____
11.STORAGE		
Storage safe, orderly and secure so items cannot fall	Y/N	_____
Storage equipment free of rough edges/projections	Y/N	_____
Filing cabinets do not open into walkway	Y/N	_____
12.CHEMICAL SAFETY		
Register of hazardous substances/dangerous goods maintained	Y/N	_____
Material Safety Data Sheet available within each relevant workplace for all hazardous substances	Y/N	_____
All containers labelled correctly	Y/N	_____



SECTION 8

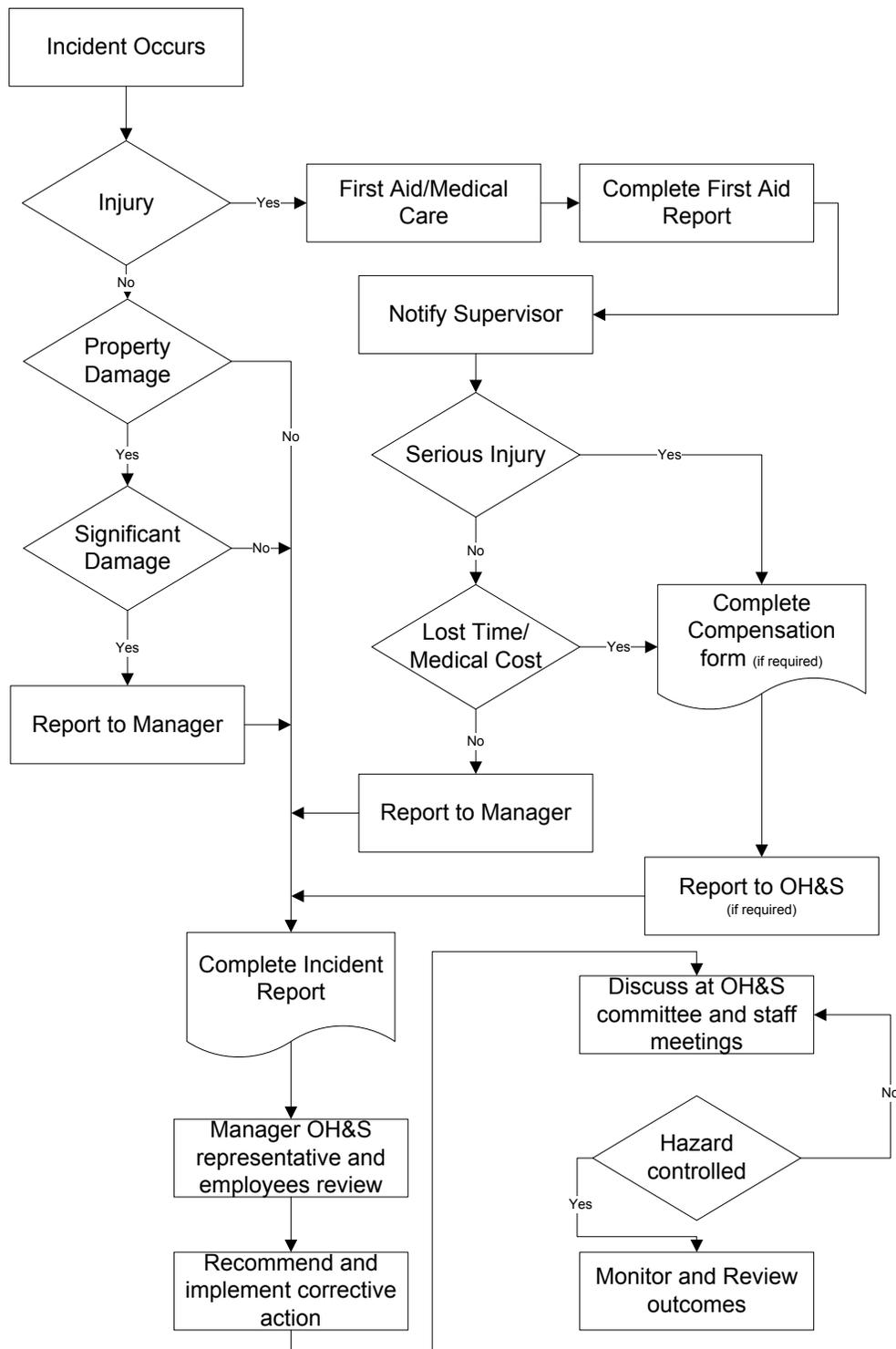
INJURY AND INCIDENT REPORTING

Any injury occurring in the workplace or as a result of work practices must be reported to the management on an Accident / Near Incident Report.

Any injury or incident must be reported as soon as possible but in all cases within 24 hours of the injury or incident occurring.

Hazard Management & Identification of Hazards.

8.1 INCIDENT REPORTING / INVESTIGATION PROCEDURE





8.2 NOTIFICATION OF ACCIDENT/INCIDENT REPORT

Whenever an employee, contractor or visitor to TCM has an incident that results in injury, property loss, environment danger, fire or near miss, a notification of Accident and Incident report must be completed.

PART A : TO BE COMPLETED BY PERSON INVOLVED

NAME :

DATE OF BIRTH:

DATE OF INCIDENT:

POSITION: (tick) Employee Contractor Visitor

DESCRIBE INCIDENT..... **DESCRIBE PROPERTY**.....

DAMAGE.....

.....
.....
.....
.....

WITNESS NAME:

TREATMENT PROVIDED NONE FIRST AID DOCTOR HOSPITAL AMBULANCE CALLED

INJURY DETAILS:

BODILY LOCATION:.....**RIGHT/LEFT**.....

.....
.....
.....

NATURE OF INJURY:.....

.....
.....
.....

LOST TIME INJURY: YES/NO

SIGNATURE:..... **DATE:**.....

PART B: TO BE COMPLETED BY EMPLOYEE SAFETY REPRESENTATIVE

SUGGESTED CONTROLS:.....

.....
.....
.....

HAZARD REPORT RAISED: YES/NO

NAME:..... **DATE:**.....

PART C: TO BE COMPLETED BY MANAGEMENT

ACTION TO BE

TAKEN.....

BY WHOM..... **BY WHEN**.....

NAME..... **SIGNATURE**..... **DATE**.....



8.4 ACCIDENT / NEAR INCIDENT REPORT

Date: _____ Reported By: _____

Time & Date of Accident: _____

Nature of Accident: _____

Injuries Sustained: _____

Reported to: _____ Position: _____

Action Taken: _____

Management Review

Preventative Action Required: _____

Signature: _____ Date: _____

Title: _____



SECTION 9

TRAINING AND INDUCTION

All employees and subcontractors undertaking work for McPeake Builders must undergo training in the Occupational Health and Safety Policy and Procedures relating to the company.

An induction form must be completed by each employee and subcontractor employed by McPeake Builders.

All employees and subcontractors must abide by the regulations contained in the document Occupational Health Safety & Welfare Regulations 1995 broadcasted by the South Australian Government.

When McPeake Builders undertakes work as a subcontractor for any other company all employees and subcontractors for McPeake Builders are to be familiar with and comply by the Occupational Health and Safety Regulations of that company.



9.1 OCCUPATIONAL HEALTH & SAFETY INDUCTION FORM

Name: _____ Date: _____

I have read and understand the following Occupational Health and Safety documents that form McPeake Builders Occupational Health and Safety Policies and Procedures.

- McPeake Builders Occupational Health and Safety Manual.
- Occupational Health Safety & Welfare Regulations 1995

I have been inducted by the Occupational Health & Safety Representative and Management who have explained to me my responsibilities to ensure the correct procedures are adhered to in all instances.

I understand the accident report documentation and the procedure to be followed in the event of a workplace accident.

Company: _____

Name: _____ Sign: _____ Date: ___ / ___ / ___.

Name: _____ Sign: _____ Date: ___ / ___ / ___.

Name: _____ Sign: _____ Date: ___ / ___ / ___.

Name: _____ Sign: _____ Date: ___ / ___ / ___.

