



Company Induction

Please Note:

The following health and safety points as contained in this site induction documentation form the first link in the chain to provide a safe workplace by Statewide Door Services. The Occupational Health & Safety Act 2004 details the industrial safety requirements to all employees, sub contractors and site visitors about Statewide's duty of care.

Statewide Door Service has an employer obligation to ensure that each individual leaves the site in a condition equal to or greater to the condition that the individual arrived. Put in simple terms you go home in good health, uninjured and without the likelihood of incurring the need for medical treatment in the future as a result of your involvement at Statewide Door Service.

Your signature on the attached company induction register confirms your having been advised of the content of this company induction, you understand your own responsibilities to yourself, others on the work site and that you have been advised where to find this document for future reference.



GENERAL SAFETY INSTRUCTIONS

It is your responsibility to read and become familiar with the contents of this safety handbook. It contains general safety instructions, which apply to all Statewide Door Service employees and subcontractors. Specific circumstances may require additional safety instructions to be issued on particular sites.

All safety instructions are to be applied in conjunction with relevant legislation, codes of practice, etc in operation in the State of Victoria at commencement of the project. Where any conflict exists between such legislation and these instructions, then the higher standard of safety shall apply.

The objective of this safety handbook is:

- > to emphasise the importance STATEWIDE DOOR SERVICE attaches to health and safety
- > alert you to the typical safety hazards which you may encounter on work sites.
- > to give you some practical advice in avoiding accidents or putting your health, or the health of others, at risk.

This safety handbook is not intended to be comprehensive or cover all the hazards you may encounter in your job, but it does highlight the most common ones you may encounter.

This handbook is in no way intended to replace proper safe practice instruction, which your employer must provide on a continuing basis. It is intended to draw to your attention those things and acts which may put you or your work mates at risk.

If you are in doubt, about a health or safety matter - ASK YOUR SUPERVISOR.
Never put yourself at risk.

We are all responsible for each others safety, if you see a hazard or anything you consider wrong, tell your supervisor or site management immediately.

YOUR PERSONAL ATTITUDE TO HEALTH AND SAFETY.

It is important to remember that even the toughest employee can unfortunately be killed or injured by, for instance, failing to wear a hard hat or taking an unnecessary risk.

STATEWIDE DOOR SERVICE asks for a level headed and disciplined attitude to health and safety.

WARNING NOTICE

Severe penalties can be imposed on anyone found guilty of an offence such as intentional or reckless interference with, or misuse of, anything provided in the interests of health, safety and welfare.



Site Management

Site Management is able to request and shall insist on any person found in breach of the site safety guideline to be removed from the site and to be replaced by another person for the project.

ANY PERSON FOUND TO BE IN BREACH OF THE FOLLOWING RULES MAY BE REMOVED FROM ANY WORK SITE WITHOUT FURTHER WARNING.

THEFT - stealing anything from the existing workplace.

REMOVAL - of handrails, guardrails or fences without authority.

FIGHTING - will not be tolerated even to the extent of mock fights.

REFUSING - to comply with safety instructions, rules or regulations.

INTERFERING, DAMAGING, VANDALISING - any safety equipment or amenities.

DRUGS OF DEPENDENCE - without prior management approval

ALCOHOL ON SITE - without prior management approval

ANY - other serious breach of Health and Safety Rules and Regulations

1. SAFETY RULES

EMPLOYEE SITE CONDUCT - employee site behaviour shall not cause to offend, upset or harass the customers, management staff, retailers or the public.

DRUGS & ALCOHOL - drugs or alcohol shall not be allowed on site.

SMOKING - Smoke Free Zones are to be observed on site.

INJURIES - It is every individual's responsibility to ensure that their injury is reported and logged in the Register of injuries.

PLANT & EQUIPMENT - Only authorised persons who have a current certificate of competency, or are in training under the direct supervision of a competent person, are to operate, or erect prescribed equipment. If in doubt ASK your supervisor.

ELECTRICAL EQUIPMENT - No persons shall interfere with electrical equipment or wiring at any time unless authorised by their company and are a qualified person. All electrical equipment must have a current Electrical Tag in compliance with relevant legislation and be protected by a core balance earth leakage device.

COMPRESSED AIR - Do not use compressed air to blow dirt from hands, hair or clothing; it is very dangerous to fool with compressed air or blow it at another person.

HOUSEKEEPING - Stock materials and waste in safe locations. All exits, walkways and stairwells must be kept clear at all times.

SAFETY SIGNS - Employees must observe safety signs on **All Occasions**. The signs are erected for your safety.

REPORTING HAZARDS - Unsafe acts or conditions must be reported to your Supervisor, or to Management immediately.

HORSEPLAY - No worker shall conduct themselves in a manner which is likely to cause accident or injury to themselves or others.



2. CARE OF INJURED PERSONS

Comfort and reassure the patient until medical aid arrives.

An injured person should not be moved unless there is danger of further injury before medical aid arrives.

The following treatments should be given priority:

- a) Airway: Ensure the patient has a clear airway.
- b) Breathing: Ensure patient is breathing, if not artificial respiration will be necessary.
- c) Circulation: Check pulse, if none, external heart massage may be necessary.
- d) Control any severe bleeding.

Note: Artificial respiration and heart massage must only be administered by persons appropriately trained to do so .

3. EMERGENCY PROCEDURE

Ensure you are familiar with the emergency procedure applicable to the area you are working in. If you are not sure ASK.

4. REPORTING ACCIDENTS, INJURIES AND INCIDENTS

Each work injury or illness, however small, must be reported immediately to your supervisor (telling a workmate does not constitute a report).

Each work injury or illness, regardless of how minor it may be, must be recorded in the register of injuries.

All accidents involving damage to equipment or materials, including motor vehicle accidents, on or near to the worksite must be reported to your supervisor or manager at once, so that an investigation may be immediately actioned, to establish the cause of the accident and determine that a safe condition prevails.

All incidents, including near misses must be reported to your supervisor or manager at once, so that an investigation may be immediately actioned, to establish the cause of the Incident and determine that a safe condition prevails.

5. FIRST AID FACILITY

At the induction the location of the first aid facility will be made known to you including who the first aid officers are and how she/he may be contacted.

6. MANUAL HANDLING

It is important to lift in the correct manner, as noted below.

- Never attempt to lift beyond your capacity. If in doubt test the objects' weight before handling it; if it appears heavy or bulky, obtain a mechanical lifting aid and/or somebody to help.
- Ensure clear access is available.
- Get a good footing and never try to lift anything which you consider is too heavy or bulky for you.
- Place your feet about shoulder width apart in a good, comfortable, balanced position, close to the load being lifted.
- Bend at the knees and grasp the load.
- Keep back straight - not vertical but straight. It should not be arched or bent.
- Take a firm hold on the load with the palms of the hands NOT just the fingers. (Use gloves to protect against any sharp protruding objects).
- Keep back as straight as possible, tucking chin in to lock spine.
- Keep elbows close to ribs.
- Lift gradually by straightening the legs - let the strong thigh muscles do the work - NOT the lower back muscles.
- Do not twist the body or turn one of your feet when lifting. If you have to change direction, turn with both of your feet, not your body.
- Carry the object close to your body and watch where you're going.
- When lowering, maintain a good grip and keep the back straight. Watch out for pinching your fingers.



7. CONDUCT

The following will not be tolerated:

- Fighting in the workplace/site.
- Urinating in places other than ablution blocks.
- Graffiti on walls of ablution blocks.
- Horseplay, practical jokes and rowdiness.

No person is to present themselves for work under the influence of alcohol or drugs. These people are a hazard to themselves and others.

8. PERSONAL PROTECTIVE EQUIPMENT (PPE)

All PPE must comply with the appropriate Australian Standard and be marked accordingly.

Your employer is obligated to provide all PPE necessary to ensure your safety. You are under a similar obligation to use the PPE provided at all times you are instructed to.

Wear clothing which is suitable for the job you are doing and keep it as clean as practicable. Loose or torn clothing should not be worn, particularly around moving machinery.

Safety footwear conforming with the relevant Australian Standard must be worn by all personnel in designated areas.

Hard hats must be worn by all personnel, at all times, wherever any person could be struck by falling material or other objects, and in all areas designated by Management as a hard hat area.

Hearing protection must be worn wherever high noise levels have been identified; (eg. jackhammer, grinding, explosive power tools, pile driving, impact tools).

Eye protection is compulsory in designated eye protection areas, when using power tools that have a risk of eye injury, or when in the vicinity of electric arc welding.

Wear gloves when handling any materials or substance which might cause harm to your hands, (eg. epoxies, concrete, bricks, wire cables, steelwork).

Avoid wearing gloves near moving machinery. Use appropriate filter masks or respirators in dusty or fume-filled conditions.

The correct fit and wearing of PPE is important. Make sure your employer provides proper instruction and training on the wearing of PPE.

9. HYGIENE

Keep all facilities clean. Place all rubbish, particularly food scraps, in the bins provided.

Always use the sanitary facilities provided and keep them clean and tidy.

Urinating and spitting in places other than ablution blocks will not be tolerated.

Infectious waste from employees with medical conditions requiring ongoing injections is to be sealed in a plastic bag and disposed in the approved medical waste containers held on site.

Should used needles be found on site they are to be reported to the site manager for collection and removal in accordance with company policy for infectious materials.



10. HOUSEKEEPING

Good housekeeping on the job is mandatory, and everyone must do his or her part daily in this activity to keep the workplace clean.

All tools equipment must be securely locked away when not in use.

Keep materials safely stacked in designated areas.

Remove all nails from timber, ply or other materials at the time of stripping.

Do not leave timber, ply or other materials with protruding nails on the floor.

Waste bins provided for removal or rubbish must be used.

Keep stairways, landings and access ways clear and unrestricted at all times.

Break off hardened nails left in concrete floors and columns with the correct tool, NOT by hitting with a hammer.

Keep work areas clear of tripping hazards at all times.

Wipe up oil or grease as soon as it is spilled then cover area with a suitable material to absorb any residue.

11. ELECTRICITY

All electrical wiring, installation and maintenance is to be carried out only by, or under, the direct supervision of a qualified electrical tradesperson.

Any other employee of the company including all sub contractors is not to tamper with or in any way interfere with Electrical wiring, installations, apparatus or equipment.

Before operating any electrical switch or device you shall take all precautions to ensure the safety of others will not be compromised by your action.

Portable generators - All portable generators must be fitted with core balance earth leakage protection having a rated tripping current not exceeding 30ma.

Electrical inspections of equipment - All portables and semi-portable electrical equipment must be tested in accordance with the appropriate Australian Standard and have a label fixed to equipment showing date and inspection and equipment plant number.

Isolation and danger tagging – Before working on any electrical equipment it must be isolated from power, and/or the correct locking out and/or danger tagging procedure followed.

Power leads - Use only power leads, which have been inspected and tagged by a qualified person.

Note: Keep all power leads off the ground or floor where practicable and place them so that they cannot be damaged. Electric leads must be properly earthed and must not exceed 30m in length unless authorised by Management. Double adaptors and piggy back plugs must NOT be used.

12. UNSAFE CONDITIONS

If, in your opinion, an unsafe condition exists and requires urgent attention; correct it yourself if possible. If you cannot do so, make it as safe and immediately report the condition to your supervisor, or to Site Management.

Please fill in SITE HAZARD or UNSAFE WORKING CONDITIONS IDENTIFICATION REPORT Under procedures in your OH&S folder



13. WARNING SIGNS

Warning signs are placed for your protection. Read them and take notice and their warning.

The removal, shifting or destruction of any warning sign is forbidden without authorisation.

Should any sign be removed or destroyed accidentally, notify Management immediately and ensure the hazard is addressed by the sign is not left unprotected in the meantime.

All containers must be clearly marked with their contents.

14. SMOKING

Smoke free zones are to be observed in or around the workplace

15. LADDERS

Only approved ladders complying with relevant Australian Standards or industry codes of practice approved under relevant legislation can be used. Approved Australian Standard markings must be fixed to all ladders.

No electrically conductive ladder is to be used around live Power.

Before using any ladder, check for faulty rungs or side rails. Do not use if damaged. Report any damage to your supervisor or manager.

Keep ladders in good condition, position them in a safe manner and extend them a minimum of one metre beyond the landing place. A ladder should be footed securely against a solid backing at a safe angle of 75 degrees.

If possible, place the ladder clear of walkways/traffic ways. All ladders must be tied or otherwise secured in position.

Note: The ladder must be held at the base by an assistant while the ladder is being secured. This is particularly important when in use on roofs and elevated work.

Before using ladders clean mud or grease off boots. All tools and materials should be carried on ladders in belts or suitable backpacks with shoulder straps or be hoisted by rope.

Builders ladders are only to be used for access, NOT to work off unless the Three Points of contact are required at all times and the belt buckle rule can apply. (The belt buckle shall not extend past either ladder style while in use)

Stepladders are not to be over 3 metres (10ft) high. Never stand on the top. Work being performed from a steep ladder must be able to be carried out in a safe manner without any risks to safety.

Maintain three (3) points of contact at all times when climbing up or down ladders.

Ladders must not be used to support planks. Only one person at a time is permitted on a portable ladder.

Never use a step ladder as a straight ladder. Do not use extension ladders for heights above 5.5 metres.

16. FLOOR OPENINGS, HOLES AND EDGES

When working in shafts or in lifts or stairwells, ensure that there are not workmen below or above.

17. HAND TOOLS



Always use the correct tool for the job, do not improvise. Use safety goggles or a face shield when there is a risk of eye injury.

Hand tools must be used for their intended purpose only. The design capacity of hand tools must not be exceeded by unauthorised attachments.

18. POWER TOOLS

All electrical power tools must be tested and tagged in accordance with relevant legislation and/or codes of practice.

Electrically powered tools and equipment must be earthed at all times when in use, except double insulated tools.

Angle grinders used for cutting must be fitted with a “D” handle (or similar approved), also dead man switch and safety guards. Operating switches or levers requiring constant pressure for operation must not be tampered with to make the tool operate without constant hand or finger pressure.

Do not use any power tools that have defective or incorrectly adjusted guards, cuts out or other safety devices.

Grinding wheel speeds must conform to the manufacturers’ recommended speeds. Eye and/or face protection conforming with relevant Australian Standards must be used at all times.

Always switch off power and remove plug before making any adjustments or blade changes.

19. CRANE OR HOIST WORK

Only certified persons or authorised persons in training under direct supervision from certified persons are permitted to carry out slinging operation and direct crane movements.

One authorised person only is permitted to relay signals to a mobile crane operator.

20. SUSPENDED LOADS

Loads must be tightly secured when being transported by mobile devices. Never suspend a load over people. Never allow anyone to walk or stand under a suspended load. Do not allow to hang any longer than necessary.

No container must be used for the hoisting of goods unless the container is designed for that purpose, and has the Safe Working Load (SWL) clearly marked.

Do not leave any load suspended without an operator at the controls.

21. HOT WORK

A hot work permit is required before any temporary work involving open flames or Producing heat and/or sparks (oxy & acetylene work, welding, grinding, etc.) is carried out.

Hot work permits may be issued by Site Management or if not available by Statewide Doors Employee.

The following conditions must be adhered to before, during and after the hot works.

General

Ensure:

- > All employees involved in the works have been given instruction and training in the safe use of all equipment and fire fighting facilities.
- > Sprinklers, fire hoses or extinguishers are in service, operable and available.
- > Hot work equipment is in good repair and appropriate for the works to be undertaken
- > Ventilation is adequate.



- > All services have been located and made safe (electric cables, conduit etc.).
- > Area is roped off and designated with appropriate warning signs.
- > Spark / flash screens are used at all times for welding works.
- > If the fire alarm needs to be disconnected Management are informed, prior to disconnection.

Requirements within 5m of work

Ensure:

- > Flammable liquids, dust, lint and oily deposits removed.
- > Explosive atmosphere in area eliminated. Floors swept clean.
- > Combustible floors wetted down, covered with damp sand or fire resistive sheets.
- > Remove other combustibles where possible. Otherwise protect with fire resistive tarpaulins or metal shields.
- > All wall and floor openings covered.

Work on walls or ceilings

Ensure:

- > Construction is non combustible and without combustible covering or insulation. Where this is not possible, ensure measures are taken to prevent such material from burning.
- > Materials on other side of walls are non combustible.
- > All services have been located and made safe (electric cables, conduit etc.).

Work on enclosed equipment

Ensure:

- > Enclosed equipment is cleaned of all combustibles.
- > Containers are purged of flammable liquids/vapour .
- > Confined space hazards are addressed (Refer to AS 2865 –1995: Safe working in confined space).

Oxygen and acetylene brazing, cutting

- > Gas cylinders must be upright when in use, secured to prevent falling, protected from extreme heat and from being struck by moving equipment and falling objects.
- > If transported by crane, hoist or derrick, gas cylinders must be handled in a suitable cradle, net or skip box, NEVER by wire or fibre rope, web or chain sling, or by dragging. Regulator must be removed.
- > Care must be taken to ensure that oxygen cylinders and fittings do not come into contact with oil or grease. Oxygen under pressure when combined with oil or grease may cause an explosion.
- > Oxygen cylinders must never be stored near highly combustible material, especially oil and grease or near fuel gas cylinders.
- > Caps should be replaced on cylinders that are empty and such cylinders must be marked “empty”.
- > Flash back arresters must be fitted to all regulator or hand pieces.
- > Approved safety equipment must be used with cutting and brazing equipment.
- > Suitable fire fighting equipment must be adjacent to cutting and brazing equipment, where combustible materials are located to cutting and brazing equipment, where combustible materials are located in the area.

Electric welding

- > Welding screens must be used when welding to protect the eyes of others working in the area.
- > It is the responsibility of the person using welding gear to check its condition before use and make repairs where necessary, particularly to damaged leads.
- > Persons assisting with electric welding are required to use eye protection and avoid looking directly at an electric arc.
- > “Danger welding in progress” signs to be displayed in the area where welding is being carried out.
- > Where sparks, slag and other welding debris may effect persons working at a lower level, either fire blankets or a suitable barricade with signs restricting access must be used.
- > All care should be taken to prevent sparks and slag contacting any flammable materials or equipment.



- > Switch off welding power sources and turn off all valves when the job is completed or whenever you leave the area.
- > Suitable fire fighting equipment must be kept as close as possible to the work area.

22. EXPLOSION AND GAS HAZARD

No work involving source of ignition must be attempted near any pit, manhole, open sewer, drain vent, pipe trench or any space where there is reason to believe that flammable vapours may be present.

At locations similar to the ones above where there is reason to believe that toxic gas may be present, no work must be performed in the location until approved protective measures have been taken.

In areas where flammable or toxic vapours or gases may occur, all work must be done in accordance with hazardous areas work procedures.

23. POTENTIALLY HAZARDOUS SUBSTANCES

Information instruction and training on precautions to be taken to ensure the safe use, handling, storage etc., of potentially hazardous substances must be provided by your employer who will obtain the relevant material safety data sheets (M.S.D.S.) from manufacturers, suppliers, etc.

You must follow all of the precautions provided by your employer and/or the manufacturer, supplier, etc. to ensure safe use of substances. Before using any product you must read all warnings and instructions on container to ensure that all safety precautions are being complied with and that the substance is being used for the correct purpose and in the correct manner.

If you have any doubt whatsoever about the correct procedures for the safe use, handling, storage, etc. of any substance, immediately seek further information or advice from your supervisor.

Do not use any substance for which you do not know the correct procedure for the safe use, handling, storage, etc.

Flammable liquids i.e. petrol must be stored in approved metal containers and suitably labelled.

24. VEHICLES, PLANT AND EQUIPMENT

No person must drive or operate any vehicle, plant or equipment, unless they have been instructed in it's safe and correct operation by a competent person. Such information, instruction and training on precautions to be taken to ensure the safe and correct use of vehicles, plant or equipment, must be provided by your employer who will obtain the relevant information from manufacturers, suppliers etc.

You must follow all of the instructions provided by your employer to ensure safe use of vehicles, plant or equipment.

If you have any doubt whatsoever about the correct procedures for the safe and correct operation of any vehicle, plant or equipment, immediately seek further information or advice from your supervisor.

Do not use any vehicle, plant or equipment for which you do not know the correct procedures for safe and correct operation.

You must not operate any vehicle, plant or equipment which you are not confident that you can effectively control.

Pre-start checks must be done on a daily basis or when taking over a vehicle, plant or equipment from another operator.

When transporting personnel, it is the operators responsibility to ensure that each person is seated safely before moving off. No seat, no ride.

When carrying a load, it is the operators responsibility to ensure that the load is safe and secure before moving off.



No person is to travel on the rear of a truck or utility.

Refuelling of mobile and portable equipment must be carried out in an approved manner. A responsible person will be in attendance at all times during refuelling.

Vehicles, plant and equipment should always be parked on level ground with the handbrake applied.

Obey speed limits.

All safety / operational signage and safe working loads are to be clearly visible on all plant and equipment.

All plant and equipment to be fully serviced and maintained in accordance with the manufacturers instructions and in good working order.

Where plant or equipment is shut down for servicing, repairs, tests or adjustments, no person must carry out work on the plant or equipment until it has been rendered inoperative in a manner that will prevent its accidental re-activation.

25. FORK LIFT TRUCKS

Only personnel who have been tested and certified, or who hold a learners' permit issued by relevant authority are permitted to operate fork lift trucks.

When conveying a load, fork lift trucks should be operated with the forks or pallets about 100 cm above the floor.

On down grades a loaded truck should proceed with the load last and on upward grades with the load first.

Riding on forklifts is strictly forbidden.

26. FIRE FIGHTING EQUIPMENT

Personnel are expected to acquaint themselves with the location of fire fighting equipment and alarms in the area where they are working. You are expected to know what type of equipment is used for what type of fire (eg. combustible fire, oil fire, electrical fire, etc.) and the equipment available for that fire and how to operate such equipment. If you do not know - ASK.

When a fire breaks out, sound the alarm and then attack the fire with the appropriate equipment if it is safe to do so.

27. EVACUATION PROCEDURE

Familiarise yourself with the assembly area and the system employed when an evacuation is initiated - you will be advised as to how it works and what you are to do at the induction period.

28. U.V PROTECTION

Exposure to the ultra-violet radiation in sunlight is potentially harmful.

The following precautions should be taken:

- factor 15+ (or greater) block-out:
- sunglasses (be sure to use safety glasses where the task requires it):
- head and neck protection and
- loose fitting clothing which provides adequate coverage.
- Your employer is required to provide such protection.



EMPLOYEE OH&S ACCEPTANCE

Employee:

Family Name:

First Name: Middle Name:

- I have read and understood the section entitled **Safety Manual**.
- I have read and understood the section entitled **General Safety & Site Induction Notes**.
- I have read and understood the section entitled **Medical Emergency employee information and rights and obligations**.
- I have correctly filled out the **Employee Information** Medical form.

I agree to abide by the Health and Safety rules as set out in the above sections.

END