



Policy Statement And General Safety Manual



Duty Of Care Towards Yourself And Others

*All staff are required to comply with the
Occupational Health and Safety Act 2004,*

*To use all personal protective
equipment in the correct and safe manner,
(as instructed by their employer);*

And

*To co-operate with their employer to
fulfil their duties, and not to endanger
themselves or others in the course of
their work.*



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1.0 SAFETY POLICY...

Statewide Door Service is dedicated to ensuring the safety of our employees, customers, the general public, and our environment.

We believe that the only way to decrease the probability of an accident is by:

- Strictly adhering to safety standards and codes
- Maintaining quality control systems
- Reviewing all our work methods
- Undertaking the necessary staff training

All our activities are performed in accordance with relevant Act, regulation guidelines, and Australian Standards.

Statewide Door Service is committed to:

- Ensuring that the workplace/site and the means of access to it are safe
- Providing safe equipment to employees and maintaining it
- Devising and implementing safe systems and procedures of work
- Providing the necessary information, instruction, training and supervision to enable staff to work safely.

Signed By_____On _____/_____/_____

Position_____

Signature_____



2.0 OH&S STRUCTURE AND SYSTEM...

2.1 Health and Safety Philosophy

Our priority is to eliminate and control hazards at their source or along the path between the source and our staff. Many methods are available, and those most appropriate to the specific situation will be used.

Pre-contact control is the first and most important method because it prevents the hazard from reaching the worker. Pre-contact control can be achieved by providing protection through the use of site safety audits and remedial procedures to identified issues, machine guarding, better housekeeping, and safe work practices. While many hazards can be anticipated and avoided through effective engineering and safety audits at the pre-contact stage, others may not be recognized before an accident occurs. We believe a genuine effort to identify hazards is essential so that they may be reduced or eliminated at the source.

Where pre-contact controls are not practical, feasible, or totally effective then point- of-contact controls must be used. The point-of-contact control is important but secondary because it cannot eliminate the hazard. This form of control is primarily accomplished through personal protective equipment and worker review of their surroundings. It is to be only used when pre-contact controls are not possible or not totally effective.

2.2 Description of this OH&S Manual

This safety manual defines and documents our policies and objectives for occupational health and safety. It focuses on **Statewide Door Service's** commitment to

- Implementing existing Acts, standards, regulations and codes of practice.
- Providing on-going and refresher training to ensure skills are developed and maintained by employees.
- Ensuring all relevant OH&S risks/activities are documented and made available to appropriate authorities, staff, and associates wherever necessary.
- Performing work place inspections to ensure compliance with safety standards.
- Co-operation and open communication with others on work sites.

2.3 OH&S Responsibilities

The Operations Manager is responsible for **Statewide Door Service** OH&S policies and procedures. As the employer, **Statewide Door Service** duties include:

- Undertake hazard identification, risk assessment and control of risks identified on all of its sites.
- Provide training, information, and instruction for employees as necessary.
- Consult with OH&S representatives of the client
- Remain current with Victorian Workcover Authority safety issues.

2.3.1 Health and Safety Representative

The health and safety representative shall be elected by the employees from within the employees ranks. Where no employee is prepared to accept the nomination as health and safety rep the employer shall have the right to appoint an employee as the health and safety representative.

Note: The responsibilities as detailed below shall equally represent Statewide Door Service expectations for all supervisors and general foremen.

Responsibilities:

- Implementation of safety program
- Ensure employees and sub-contractors' adherence to the program

2.3.1 Cont.....

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- Update safety program to reflect changes as required
- Inspect each work site to ensure program is being followed
- Documentation and maintenance of records required by the program
- Observing rules of the program
- Reporting and investigating incidents, accidents and injuries to relevant authorities
- Conducting safety meetings with employees and sub-contractors to ensure safe worksite practices
- Ensure equipment required for each activity is available and in good working order, complete with safety devices
- Ensure provision of personal safety protection equipment and that it is suitable to the required activity
- Ensuring all visitors to worksite are suitably attired
- Assigning work activities to sub-contractors according to capabilities, training and experience
- Provision of job instructions to employees on each task, including safe handling of materials
- Act as senior liaison to client

2.3.2 Where sub-contractors have employees

The Sub-Contractor's Responsibilities are:

1. Place employees into work areas in according with the employees capabilities, training and experience.
2. Report all accidents and injuries to Statewide Door Service OH&S representative as soon as possible after their occurrence.
3. Observe Statewide Door Service rules, written and verbal and induct all sub-contract employees into these provisions before commencing work on site.
4. Provide and ensure comprehension of the safety plan information to their employees.
5. Provide certification of insurance relating to Workers Compensation, Professional indemnity, Product liability (where applicable), general and public liability.
6. Conduct and report on periodic safety inspections of their work site at least weekly and provide corrective action on identified hazards and violations of safety and quality rules.

2.3.3 All Staff

Responsibilities:

- a) Observe rules policies and procedures of the safety program
- b) Report all accidents and injuries to site supervisor including near misses
- c) Report unsafe acts and conditions as they become aware of them
- d) Wear the nominated PPE items as instructed at all times
- e) Advise fellow employees of observed bad work practices or breaches of Policies and/or Procedures where applicable to foster higher standards
- f) Take constructive criticism without malice.
- g) At all time work in a safe manner and do not take short cuts with safety

Duty Of Care Towards Yourself And Others

All staff are required to comply with the Occupational Health and Safety Act 2004; to use all personal protective equipment in the correct and safe manner (as instructed by their employer); and to co-operate with their employer to fulfil their duties and not to endanger themselves or others.



3.0. SAFETY TRAINING PROGRAM...

All most all oils and greases and related products are classed as hazardous materials. Some substances used by **Statewide Door Service**, such as turpentine for cleaning parts, are classed as dangerous as they are flammable. A warning phrase on the label, such as “WARNING”; “POISON”; “DANGEROUS POISON” or “HAZARDOUS” identifies a hazardous substance.

The manufacturers of oils and greases and related cleaning products are to supply material safety data sheets (MSDS). Safety training will be given on understanding and complying with both the MSDS guidelines and the statutory regulations for the control of hazardous materials.

Material Safety Data Sheets will be held in a folder on all sites where such products are being used and employees shall acknowledge availability of this information by signing the front page of the register.

Statewide Door Service shall undertake refresher training in but not limited to:

1. Height safety,
2. Ladder safety
3. PPE protective equipment

3.1 Staff Induction Procedures

3.1.1 Prior to Commencement of Employment

All staff will undergo a medical check-up and hearing test before commencing employment. The staff must be physically fit to carry out the work.

They must also be psychologically comfortable about working at heights off ladders or light working platforms.

3.1.2 Contract Induction Register

Before working on site, all details of the certificates, licences and qualification cards of staff and contractors are to be recorded

3.1.3 At Commencement of Projects

On commencement work, all associated staff will undertake the following procedures:

- a) Briefing of contract scope and activities.
- b) Familiarization with the Health and Safety manual for the site.
- c) Introduction to worksite identifying boundaries and hazards.
- d) Reviewing relevant forms, JSA, Work methodology report, manuals, checklists, and contracts
- e) Where agreed, undertake training on equipment / plant that is necessary for activities under contract.
- f) Inspect all equipment for maintenance requirements and general serviceability prior to its use and record inspection details where required.
- g) Ensure all employees and supervisors hold the necessary PPE equipment and associated training in its correct use.

3.2 Staff Training and Competencies

3.2.1 Training

On-going training will be conducted at regular intervals

Training Records:

All staff training will be recorded in the Staff Training register.

All records are kept and are available for viewing on request to the Quality Assurance Officer



4.0 SAFE WORK PRACTICES-PROCEDURES...

When purchasing a hazardous substance, make sure it is labeled and that the label remains intact and readable. If a substance is to be decanted, the new container needs to be labeled with the product name, unless the substance is to be used immediately and the container cleaned after use.

Information on methods for determining whether asbestos products and lead are present on a building, their location /amount and on the selection of an appropriate management will be taken from the guidelines given in the Australian standards.

Statewide Door Service responsibility will be to obtain a signed statement from the client on their knowledge of these issues.

4.1 Manual Handling

Wherever practicable, use trolleys and mechanical lifting aids to minimize the strain on your body. Take a good look at all manual handling tasks with an eye to reducing the need for bending or reaching. Check the weight of items to be lifted and ensure they are within the prescribed safe lifting limits as set by Statewide Door Service.

4.2 Protection from the hazards of flammable and combustible liquids

All staff are required to observe the following basic safe practices:

- Obtain and read the Material Safety Data Sheets (MSDS) for all of the materials used.
- Be aware of all of the hazards (fire/explosion, health, chemical reactivity) of the materials used
- Know which of the materials/gases that you work with are flammable or combustible liquids
- Avoid or eliminate ignition sources (sparks, smoking, flames, hot surfaces) when working with flammable and combustible liquids.
- Store, handle and use flammable and combustible liquids in well-ventilated areas.
- Use approved equipment, including labelled safety containers, for flammable and combustible liquids
- Keep containers closed when not in use.
- Bond and ground metal containers when transferring flammable and combustible liquids.
- Practice good housekeeping and equipment maintenance.
- Wear the proper personal protective equipment for each of the jobs you do.
- Know how to handle emergencies involving the flammable and combustible materials
- Follow the health and safety rules that apply to the job.
- Paint materials are not to be left within the reach of children.



4.3 Operation of Plant and Work Sites

4.3.1 Plant

Plant relevant to our projects include air compressors, welding equipment, scaffolds, and temporary access equipment (industrial safety nets, individual fall arrests systems, scissor lifts).

Only trained and certified staff are to operate such plant & equipment. All equipment is only to be used in the manner specified by the manufacturer on delivery to site.

The equipment report undertaken at the beginning of the project will identify any plant that requires permits and / or an operator to be certified with a national certificate of competency.

All work practices are to be carried out as specified in the appropriate Regulations and codes

4.3.2 General Maintenance

Cleanliness and functional ability of all equipment is vital. All equipment is to be checked by staff at the start of each day. All equipment will be thoroughly cleaned after use and manufactures servicing requirements implemented. The solvent recommended by the manufacturer will be used for clean-up work.

Any dirty equipment/containers to be washed on site will be cleaned according to EPA guidelines. Contaminated waste is to be disposed off in accordance with site procedures to prevent the unwary from coming into contact with the material. Tools and brushes etc are to be washed in containers so that no contaminant/chemical waist empties into the waste pipes.

4.3.3 Environment

Company supervisors with responsibility for storing material on the site will consult with the Site Safety Officer for assignment of storage space and any extra instructions for safe storage.

EPA requirements will be compiled with.

Care will be taken to ensure that existing storm water or drainage ditches are not polluted, dirtied or obstructed during the work period.

All existing footpaths and rights of way will be protected throughout the work period.

Noise pollution on site will be kept to the absolute minimum.

4.3.4 Worksite

Provision and maintenance of safe work sites in relation to

- meal, clothing and shelter facilities
- personal protective equipment
- washing and sanitation facilities
- health, safety and welfare provisions

Will be based on the guidelines given in the Code of Practice for Workplaces.

4.4 Electrical Safety

All electrical equipment will be tested and tagged by a qualified person before use on site and at three month intervals

Equipment maintenance records will include:

- What was checked, Date, Name & signature and licence number of person qualified

4.5 Working at Heights

Advance planning is essential to identify locations where fall prevention and/or protection measures will be required and to determine what procedures and arrangements will be most suitable for those locations.

All work performed on ladders, scaffolding, booms etc will be carried out following the guidelines given in the Prevention Of Falls From Heights Regulations



4.5.1 Ladders

Ladders should only be used for very light work where there is no danger of over reaching and the worker can steady themselves at all times. Ladders should only be set up on firm flat surfaces. Single and extension ladders should be fixed against movement or be footed by another person.

Metal or metal-reinforced ladders should not be used in proximity to any live electrical equipment or power lines.

4.5.2 Scaffolds

Scaffolds, particularly mobile scaffolds, are commonly used in a wide variety of fit out and finishing work. Make sure they have been properly constructed to the supplier's brochure or data sheet. In particular, make sure all braces are fitted correctly, and the scaffold is level and plumb. Make sure the access ladder is fitted inside the scaffold framework.

Do not allow workers to raise a platform unit to a higher level, creating a dangerously incomplete platform. Make sure guardrails, mid rails and toe boards are fitted around all sides of working platforms. Check that scaffolds are not overloaded. Never permit workers to work from a scaffold unless the castor wheels are locked to prevent movement. Do not allow anyone to ride on the scaffold when it is being rolled to a new location

4.5.3 Working at heights greater than 2 metres

Regulations under the Occupational Health and Safety Act require:

- Suitable and safe scaffolding, for all work which cannot be done safely by a person standing on permanent or solid construction or safely from ladders
- Provision and maintenance of a safe means of access to every place at which any person has to work at any time
- Provision by fencing or otherwise securing the safety of any person working within 2 metres of an edge from which they can fall a distance of more than 2 metres
- Provision of effective fencing to all platforms, open sides of all floors, opening in floors, roofs, and platforms, open sides of stairs, stair landings and all excavations more than 1.5 metres deep.

If working directly from a ladder a ladder restraint bracket or similar shall be used to reduce the chance of a ladder slipping.

If it is impracticable to comply with the above, then these requirements will be observed so far as practicable and the person in charge is to provide safety nets or safety belts and life lines of a type approved by the safety officer.

4.6 Personal Protective Equipment (PPE)

PPE is to be worn to minimize exposure to specific occupational hazards. When the hazard cannot be removed or controlled adequately, PPE must be used if the work process is to continue. Anyone not wearing the necessary PPE will not be permitted in work areas.

All staff are required to wear the following protective equipment:

- Work safety boots
- Hard hats (when necessary)
- Respirators (when necessary)
- Eye protection (Safety glasses and/or UV reduction wrap around sun glasses)
- Sun protection (including a long sleeved shirts, brimmed hat and sun screen lotion)
- Work gloves when lifting materials
- Hearing protection
- Life / safety belts (when necessary)

All PPE will comply with the relevant Australian Standards.

All PPE will be stored according to guidelines given in Code of Practice for Building and Construction Workplaces



4.7 Protection from Ultraviolet Radiation

Excessive exposure to the sun's radiation over the years is a factor related to premature skin aging, skin cancer, and cataracts in older people.

The UV levels are highest in spring and summer between 10 a.m. and 4 p.m. At noon on a clear summer day, for example, it can take only 15 minutes to cause sunburn on unprotected fair skin.

To reduce the exposure of staff to ultraviolet rays while working in direct sunlight when UV levels are high, the following precautions are to be followed:

- Wear a hat and wear tightly woven clothing covering as much of the body as is practicable.
- Apply sunscreen (every three hours) with a Sun Protection Factor (SPF) of 30+ or higher on exposed skin. The sunscreen should be effective in filtering both UV-A and UV-B rays; this information is usually printed on the product's packaging.
- Wear eyeglasses that effectively filter ultraviolet rays. (Note: Plastic safety glasses are good UV filters).

5.0 RISK ASSESSMENT...

5.1. Hazardous Materials

Most adhesives, oils/greases and chemical related sealant products are classed as hazardous materials. A warning phrase on the label, such as "WARNING"; "POISON"; "DANGEROUS POISON" or "HAZARDOUS" identifies a hazardous substance.

Health effects may be acute, resulting from a short-term exposure, or chronic, resulting from long-term exposure over a period of time. Chronic effects may not occur for many years. They are hard to predict in advance and when they do occur it may be hard to identify what caused them. Whether any health problems actually occur depends on:

- The amount of exposure
- The route of exposure - the way that a hazardous substance gets into a person's body.
The most common ways are by breathing the substance in (inhalation) or skin contact. Some hazardous substances can be absorbed through the skin and substances can be accidentally swallowed (eg. By eating or smoking with contaminated hands).
- Whether an individual is or has been exposed to other hazardous substances. This can increase or change the adverse health effects
- The individual's own sensitivity to the substance's effects - previous exposure to a sensitiser, for example, will cause an allergic reactions such as asthma to even a very small exposure
- Impact of two initially safe products being joined together

5.2 Hazard/Risk Assessments

Hazard/Risk assessment should be done in conjunction with the SWMS and appropriate JSA.

6.0 WORKPLACE INSPECTIONS...

6.1 Hazard Reporting

A Hazardous Substances Register for items use by the company will be developed and it will contain:

- A list of all the hazardous substances used in the workplace
- A copy of all the MSDS

All records will be easily accessible to health and safety representatives and staff.

7.0 HEALTH & SAFETY CONSULTATIONS...

When necessary, the appointed OH&S officer will attend weekly meetings to discuss any potential safety issues.



8.0 INCIDENT RECORD & INVESTIGATION...

All incidents and near misses are to be reported to the designated OH&S officer.

A register of injuries and first aid treatment must be kept at each place of work. The following details must be recorded in this register:

- the name, age, address and occupation of the injured person
- the industry in which the person was working
- the operation in which the person was engaged at the time of injury
- the date and time the injury occurred
- a brief description of the type, cause and location of the injury and the treatment given
- the name of the first-aid person in attendance
- any referrals for further treatment if required.

The company's Health and Safety Officer will ensure that:

- the required information is recorded in the register
- the register is made available for inspection when requested by an inspector
- the records are kept for at least six years to meet the statutory claims period.
- An investigation report is undertaken for all injuries including remedial action taken to prevent re occurrence.

9.0 PERFORMANCE MONITORING...

The Hazardous Substances Package requires Statewide Door Service, to keep certain records. These will be readily available to workers and their representatives.

They include:

- assessment reports where monitoring or health surveillance is not required for 5 years
- records of instruction and training - for at least 5 years

9.1 Monthly Performance Reports

Records concerning the hazardous substances register and MSDS will be reviewed to ensure that they are up to date and accurate, and to monitor whether the company is meeting OH&S requirements.

9.2 Health and Safety Auditing Program

If any risk assessment indicates that there is not a significant risk to health, and exposure to hazardous substances is under control, a note will be made in the Hazardous Substances Register to indicate that assessment has been done.

If the assessment indicates that there is a significant risk to health, a report must be made of the assessment and kept for at least six years on the respective employees employment file.

If the assessment indicates that monitoring or health surveillance is required, the assessment report must be kept for 30 years.

After five years each risk and work assessment must be reviewed if the work assessed is still being done. The assessment will also be revised:

- Whenever there is a significant change to the work, eg. different hazardous substances are used or new work methods are introduced
- If there is new information about the health hazards;
- If adverse health effects are reported or detected in health surveillance;
- If monitoring shows inadequate control of exposure; and or improved control measures become available.

10.0 HOT WORK PERMITS...

10.1 Hot work permit policy



10.1.1 Purpose

To describe the procedures to be undertaken by employees, contractors and sub- contractors to control welding, open flame or spark producing plant or equipment or where fire or explosion could result.

10.1.2 Definitions

Hot work: refers to the use of any tool or instrument, which causes flame or incendiary, sparks to be produced during the normal cause of use. This includes, but not limited to, welding, oxy cutting, heating with welding torch, grinding and drilling operations.

Hot Work Permit: A permit must be processed to ensure that the area will be as free as possible from fire hazard's and that the proper precautions have been taken to isolate the possible incidence of fire. This extends to both the periods during the cause of the work and in the immediate fire watch period there after.

Fire Watch Period: refers to the period after the permitted work has stopped and the period there after in which it is possible, due to the material in the surrounding area, to support combustion as a direct result of the permitted works. A minimum period of two hours shall apply.

10.1.3 General

It doesn't take much - about 7 minutes - for a small fire in a typical modern office to erupt into an inferno and destroy everything.

The starting point for these fires is from welding, oxy torches, grinding soldering or any other operation producing an open flame, heat or a spark. Lax precautions or failure to abide by policy and procedures are the most common reasons. A sensible program does not have to be costly or time consuming. Just be aware of the hazards; use common sense to eliminate or protect sources of combustion. Make sure that fire-fighting equipment is available (and serviceable) in close proximity to the work site.

10.1.4 Procedures

Before any hot work can be performed by any **Statewide Door Service** employees, contractors and sub-contractors they shall obtain a hot work permit from the place of employment or arrange for one to be issued by the **Statewide Door Service** site manager for their project.

10.3 Fire Watch Procedures

Following any work undertaken under a "Hot Work Permit" the "Fire Watch" periods will apply, with inspections of the site being made to check for any signs of heat/smouldering remaining in the work area.

Employees, contractors and sub-contractors will ensure that any fire watch period extending beyond the normal site working hours shall continue to be monitored.