HOME MODIFICATIONS

LAKE MACQUARIE/ NEWCASTLE

T/as Hunter Home Modifications

WORKPLACE

HEALTH & SAFETY

MANAGEMENT PLAN

Responsible Officer:	Chief Executive Officer (CEO)
Document Creator	CEO
Review	This management plan will be reviewed periodically as required or in accordance with the review date
Legislation and other requirements	Work Health & Safety Act 2011 and all Regulations
Associated Documents	Home Modifications WHS Policy Statement

Version	Authorisation	Approval Date	Next Review Date
Current	CEO	1 January 2025	1 January 2027

CONTENTS

SECTION 1 - WORK HEALTH & SAFETY POLICY

1.0 PURPOSE

This policy states the commitment of Hunter Home Modifications (HHM) to the health and safety of all people who work or visit our workplace or have the potential to be affected by our activities.

2.0 SCOPE

This policy applies to all HHM employees, contractors, clients and visitors to our workplace. It also applies to HHM employees, contractors and clients at premises or locations other than the HHM workplace.

3.0 POLICY STATEMENT

Hunter Home Modifications aims to promote and maintain the highest degree of physical, mental and social well-being of all individuals in the workplace. The organisation will comply with all relevant federal and state legislation to ensure a safe workplace and all personnel have a responsibility to ensure a safe workplace by implementing safe systems of work.

Hunter Home Modifications will make resources available to comply with relevant Acts and Regulations associated with workplace health and safety and to ensure that the organisation's workplaces are safe and without risk to health.

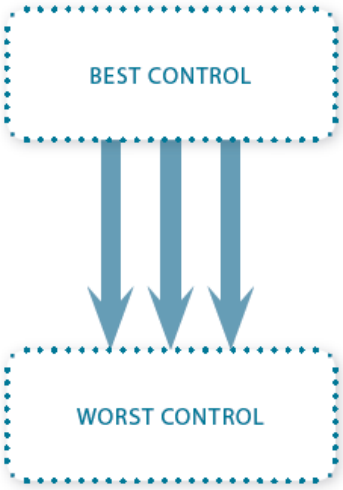
Hunter Home Modifications will undertake regular reviews and take steps to enhance workplace health and safety on a continuous improvement basis.

SECTION 2 - RISK MANAGEMENT

At HHM we have developed procedures which aim to identify the potential hazards of proposed work activities, assess the risks and develop control measures to eliminate, or minimise, the risks. These procedures include 'TAKE 5' risk assessments, safe systems of work, safety work method statement (SWMS) and Occupational Therapy site visit checklists/procedures.

The following diagram demonstrates the risk management process. This process is relevant in identifying hazards, controlling risks and implementing control measures for a work activity or task. The effectiveness of the risk management process is to be reviewed at regular intervals or on occasions where incidents require a review.

The following diagram demonstrates the Hierarchy of Control. This is relevant in considering appropriate measures for eliminating or minimising hazards and risks.



1. **Remove the hazard completely—(Elimination)** e.g. through a design change.
2. **Separate people from the hazard—(Substitution)** e.g. guards on power tools, use effective barriers and edge protection, enclose noisy machinery, environmental catchments/ sedimentation ponds.
3. **Use an engineered control—(Isolation)** e.g. use an Earth Leakage Device (safety switch) on electrical source, use a machine to lift heavy objects, use scaffolding rather than ladders to reduce the risk of falls, environmental swales, booms or barriers, paint wash out station.
4. **Change work practices** e.g. training in lifting techniques or safe work procedures, tagging procedures, waste sorting.
5. **Provide Personal Protection Equipment (PPE)** e.g. hearing protection, eye protection, spill kit.

Note: PPE should be the last option to protect people

2.1 - HAZARD IDENTIFICATION

HHM breaks down specific work activities into job steps to assist in identifying all potential hazards. These work activities are detailed in the safe systems of work and in the SWMS for high risk construction activities.

A safe system of work is a list of job steps and other work related practices.

For each of the work activities and associated job steps identified in the Safe systems of work HHM has identified potential hazards and their risks.

To assist in identifying hazards and risks, HHM has considered the use of resources such as codes and standards, industry publications (i.e. safety alerts; hazard profiles for specific trade groups), workplace experience and consultation (i.e. Toolbox Talks).

2.2 - ASSESSING RISKS

HHM has identified a risk class/ranking for potential workplace hazards by referring to the categories ranging from high to low in a Risk Matrix.

The Risk Matrix is used to determine the level of danger or seriousness (i.e. the consequence) of the risk, how likely it is that this risk will occur (i.e. likelihood/probability) and therefore how detailed control measures will need to be to eliminate or minimise the risk.

All employees and contractors are required to complete a site risk assessment before commencing work.

2.3 - RISK MATRIX

HHM has identified a risk class/ranking for potential workplace hazards by referring to the categories in the matrix below.

Step 1: The organisation identifies the consequence for each potential risk by using the table below.

Note: If a combination of harm, loss or damage could occur the worst-case consequence is selected.

Level	Description of Consequence
High (1) (High level of harm)	Potential death, permanent disability, or major structural failure/damage.
Medium (2) (Medium level of harm)	Potential temporary disability or minor structural failure/damage.
Low (3) (Low level of harm)	Incident that has the potential to cause persons to require first aid.

Step 2: Using the following table, the organisation determines how likely it is that the risk will occur and result in the consequence identified above.

Level	Likelihood/Probability
Likely	Could happen frequently
Moderate	Could happen occasionally
Unlikely	May occur only in exceptional circumstances.

Step 3: Using the risk matrix below, the organisation identifies the risk class/ranking.

Consequence	Likelihood/Probability		
	Likely	Moderate	Unlikely
High (1)	1	1	2
Medium (2)	1	2	3
Low (3)	2	3	3

Class	Ranking
1	Will require detailed pre-planning. Actions will be recorded on a Safe Work Method Statement
2	Will require operational planning. Need to follow procedures detailed in the Safe System of work
3	Will require localised control measures and follow the safe system of work.

2.4 - CONTROL MEASURES

Decide on the best way or combination of ways to eliminate or minimise the risks on your list. A proven approach to improve work health and safety is to apply the following actions, if possible, from the top:

1. eliminate the hazard or risk altogether
2. change / substitute materials, machinery or work processes to safer ones (eg:, use mechanical lifting aids, avoid unnecessary work at heights)
3. isolate the hazard (For example: separate people from the hazard with a physical barrier, relocate the hazard to an alternate location)
4. use engineering to improve safety (For example; place physical guards on moving machine parts, sound—proof equipment to reduce noise, redesign tools and equipment).
5. Use administrative measures such as worker training and/or Safe Work Method Statements or limiting the time of exposure (For example. job rotation, or varying the time when a particular process is carried out) to control the hazard/s.
6. Provide personal protective equipment (PPE) a short term measure, to reduce exposure to a hazard (For example: safety glasses, hearing protection, gloves, hard hats to complement one or more of the above control measures). PPE is the least effective control measure and requires a high level of supervision.

RISK CONTROL GUIDE

Eliminate the Hazard (the best option, it if can be done)	Get rid of the hazard out of the workplace
Substitute	Change of equipment or materials
Isolate	Try to isolate the hazard Design and install equipment to counteract the hazard Use a barrier between hazard and operator
Engineering	Redesign the work process Arrange work so people spend less time around the hazard
Administrative	Training/information Safe Work Procedures Supervision
Personal Protective Equipment (the least preferred option)	Have people wear protective equipment and clothing while near the hazard

2.5 - RISK MONITORING AND REVIEW

Monitoring and review is an essential and integral step in the process for managing risk. Risks need to be monitored periodically to ensure changing circumstances do not alter the risk priorities. Few risks remain static – change may be sudden, or gradual and persistent. Factors that may affect the likelihood and consequences of a risk may change, along with the factors that affect the sustainability or cost of the treatment options.
Programs and processes change, as can the political, social and legal environment and goals of HHM. Accordingly, it is necessary to re-examine the risk context to ensure the way in which risks are managed remains valid.

The principles of risk management are quite general in nature, but their application depends upon the context and environment from time to time. The process of review and monitoring ensures that risk management strategies continue to be a vital part of the HHM's business processes. Periodic reviews of risks and treatment plans are particularly useful when they are associated with operational and strategic plan development and change management. The presence of regular performance information can assist with identifying likely trends, trouble spots and other changes that have arisen.

Possible methods of review:

- Internal check program
- Internal / external audit
- Physical inspections

- Reviews of HHM's policies, strategies and processes
- External assessment/audits

Key questions in risk monitoring and review:

- Are the assumptions, including those made in relation to the environment, technology and resources, still valid?
- Are the management and accounting controls adequate?
- Are the risk treatments comparatively efficient / cost effective in minimising risks?
- Are the risk treatments effective in minimising the risks?
- Do the performance indicators address the key success elements?
- Do the risk treatments comply with the legal requirements, government and HHM policies, including access, equity, ethics and accountability?
- How can improvements be made?

2.6 - OBJECTIVES & TARGETS

- To achieve an accident free workplace
- To make health and safety an integral part of all Management, employees and contractors interactions.
- To involve our employees in the decision making process through regular communication, consultation and training.
- To provide a continuous program of education and learning to ensure that our employees work in the safest possible manner.
- To identify and control hazards in the workplace through a continuous risk management program.
- To ensure measures are taken to eliminate or control all potential accident/incidents.
- To provide effective injury management and rehabilitation for all employees.

The success of our health and safety management is dependent on:

1. Proactive planning of all work activities with due consideration given to implementing WHS controls that are suitable to each given situation.
2. Understanding the total work process and associated WHS risks.
3. Ensuring the work team is committed to achieving our objectives.
4. Ensuring that open and honest communication exists between our employees and all contractors.

2.7 – FIRST AID

Hunter Home Modifications has humane, legal and financial obligations to provide a first aid service for its staff. HHM is committed to providing a first aid service that satisfies HHM's obligations under the WHS Act 2011. HHM is committed to complying with legislation that sets out minimum standards for first aid in the workplace and guides the workplace in determining appropriate first aid arrangements to suit the particular needs of the organisation. When HHM determined the type of first aid arrangements the following was taken into account;

- the types of work performed,

- the nature of hazards encountered,
- the likely injuries and illnesses that may occur,
- the number of people at the workplace,
- the size, layout and location of the workplace.

These procedures require that all first aid injuries be treated and reported.

OBJECTIVES AND RESPONSIBILITIES

The CEO has the primary duty under the WHS Act to ensure compliance with the Act and Regulations including;

- Providing first aid equipment and ensure each worker at the workplace has access to the equipment
- Ensuring access to facilities for the administration of first aid
- Ensuring that an adequate number of workers are trained to administer first aid at the workplace

Workers have a duty of care to take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. Workers must comply with any reasonable instruction, policy or procedure relating to Health and Safety at the workplace such as procedures for first aid and for reporting injuries and illness.

CONSULTATION

Management must consult, so far as reasonably practical, with staff when they are (or likely to be) directly affected by a work health and safety matter.

Consultation should include;

- The number, location and contents of first aid kits and other equipment
- The names and location of people trained to administer first aid
- The procedures to be followed when first aid is required
- The procedures to be followed to maintain the contents of first aid kits

2.8 – HAZARDOUS AND DANGEROUS GOODS

REGISTER OF HAZARDOUS GOODS

A person conducting a business or undertaking must ensure that a register of hazardous chemicals at the workplace is prepared and kept up-to-date. The register must be readily accessible to workers involved in using, handling or storing hazardous chemicals and to anyone else who is likely to be affected by a hazardous chemical at the workplace.

SECTION 3 – IMPLEMENTATION

3.1 - ROLES & RESPONSIBILITIES

The Board of Directors, Management, Supervisors, the HSR and employees need to identify their role in contributing to HHM's wider goals, objectives, values, policies and strategies when making decisions about risk. These assist with defining the criteria by which it is decided whether a risk is tolerable or not and form the basis of controls and management options.

BOARD OF DIRECTOR has responsibility to;

- Ensure that adequate resources have been allocated for carrying out Risk Management in accordance with this Risk Management policy
- Ensure that all staff have their workplace health and safety responsibilities included in their Position Description

HHM will provide the following key personnel. Their roles and responsibilities regarding safety are outlined below.

CEO

The CEO is ultimately responsible for the safety on the site and the HHM Office.
Duties include:

- Developing the Work Health & Safety procedures
- Stimulating a high level of safety awareness at all times
- Identifying safety training needs
- Leading by example
- Ensuring safe equipment and plant is provided
- Insisting on correct and safe work practices at all times
- Reviewing safety reports and inspections and initiating rectification where necessary
- Participating in accident/incident investigations
- Participating in safety meetings and programs
- Monitoring compliance with safe work methods (controls)

MANAGEMENT

Management is responsible for the safety on the project.
Duties include:

- Implementing the Work Health & Safety procedures
- Carrying out reviews to assist in the identification of further risk reduction controls measures
- Stimulating a high level of safety awareness at all times
- Identifying safety training needs
- Leading by example
- Ensuring safe equipment and plant is provided and maintained

- Insisting on correct and safe work practices at all times
- Assisting in the preparation of safe work procedures
- Reviewing safety reports and inspections and initiating rectification where necessary
- Participating in accident/incident investigations
- Participating in safety meetings and programs
- Monitoring compliance with safe work methods (high risk construction controls)

SUPERVISORS

Supervisors are responsible for the safety on the project.

Duties include:

- Monitoring the Work Health & Safety procedures
- Observing all WHS requirements and statutory rules and regulations
- Ensuring that all works are conducted in a manner that is safe and without risk to employees health and safety
- Planning to do all work safely
- Providing advice and assistance on WHS to all employees
- Participating in the planning and design stages of trade activities
- Ensuring current WHS and other relevant legislative requirements are met in the workplace
- Identify WHS training programs in advance and allowing for employee/s identified as requiring training to attend the training
- Actioning safety reports and carrying out workplace inspections
- Preparing and participating in safety meetings and safety programs
- Facilitating the preparation of Work Method Statements for high risk construction work
- Insisting and ensuring on safe work practices at all times
- Investigating hazard reports and ensuring the corrective actions are undertaken
- Conducting project inductions, toolbox meetings and daily team briefings
- Participating in accident/incident investigations
- Leading by example and promoting WHS at every opportunity
- Supervising and ensuring compliance with safe work procedures
- Providing suitable employment to assist rehabilitation initiatives
- Stimulating a high level of safety awareness at all times.

HEALTH AND SAFETY REPRESENTATIVES responsibilities include;

- Representing the workers in the work group in matters relating to work health and safety
- To monitor the measures taken by the PCUB in compliance with the WHS Act 2011
- To investigate complaints from members of the work group relating to work health and safety
- To inquire into anything that appears to be a risk to the health or safety of workers in the work group, arising from the business or undertaking.

EMPLOYEES AND CONTRACTORS responsibilities for risk assessment and risk management

- Participate in development of risk assessments, and discuss the need for the appropriate controls and provision of First aid and other safety facilities.
- Participate in induction and risk assessment and management training programs as instructed by supervisors.

- Ensure that emergency procedures and equipment are in place for high risk activities.
- Wear PPE as provided by HHM in compliance with Workplace health and safety training and workplace requirements.
- Review and update risk assessment provisions in relation to change in the work activities. This should be done in consultation with the supervisor.
- Comply with the Workplace health and safety responsibilities included in their Position Description
- Report via the relevant form and verbally to Supervisors any hazard, Incident, injury, illness or near miss event associated with the risk assessment.
  The following flow chart shows the lines of Work Health & Safety reporting throughout the service

3.2 - TRAINING & COMPETENCY

The purpose of this plan is to ensure all new and current employees of HHM are aware of their rights and responsibilities for WHS, and that they are trained and competent to do their job safely.
This policy applies to all Management, Employees and Contractors of HHM and requires the full co-operation and assistance of all personnel.

3.2.1 EMPLOYEE INDUCTION

All personnel, employees and contractors will be required to attend induction training on commencement with HHM.
The training is designed to provide general WHS awareness, assist in the understanding of WHS legislation and responsibilities, and HHM WHS requirements. The induction program will include but not be limited to the following:

- WHS policies and procedures
- Procedure for reporting an injury or near miss
- Legislative rights and responsibilities
- Workplace hazards
- Emergency procedures
- Safe use of substances and equipment personnel may encounter
- Use of Personal Protective Equipment (PPE) where appropriate

The employee induction checklist form needs to be completed at the conclusion of each induction (Appendix 1)

3.2.2 IDENTIFICATION OF TRAINING NEEDS

Management are responsible for identifying all WHS training needs for the HHM service and co-ordinating the provision of relevant WHS training for all personnel.
Management are responsible for ensuring that all employees and contractors are fully aware of the requirements of their position and possess the necessary qualifications and expertise (where necessary) to perform their duties in a satisfactory manner.

3.2.3 TASK-SPECIFIC TRAINING

Management and employees who have been designated to carry out specific tasks will be required to attend task-specific training. This training will include, but not be limited to the following:

- Risk Management
- Safe Systems of work procedures
- Stress Management
- Workplace cleanliness
- Manual handling risk management
- Manual handling practice
- Infection control & PPE
- Hazardous substance control management
- Hazardous substance use
- Violence prevention control
- Dealing with Challenging Behaviour
- Security
- Driving and transport
- First aid management
- Emergency response
- Accident investigation
- Rehabilitation
- System or compliance audits

3.2.4 RECORDS OF TRAINING

Management will be responsible for the recording of all training courses on the 'Staff Training Register'

Information to be included in the Training Records Form includes:

- Name of training course
- Basic course outline
- Length of course
- Names of attendees
- Signature of attendees
- Signature of Management

A Certificate of Attendance of any training course will be copied and placed in the relevant employee file.

3.2.5 RESOURCES AND MODES OF TRAINING

HHM in accordance with section 19 of the WHS will ensure that information, training and instruction provided to a worker is suitable and adequate having regard to:

(a) the nature of the work carried out by the worker; and

(b) the nature of the risks associated with the work at the time the information, training or instruction is provided; and

(c) the control measures implemented.

Management at HHM will ensure, so far as is reasonably practicable, that the information, training and instruction provided under this regulation is provided in a way that is readily understandable by any person to whom it is provided.

It is recognised that HHM have limited resources for training. Training is considered to include:

- On the job training
- Instruction by Management/Supervisors
- Induction
- Attendance at network forum and other meetings
- Reading and reviewing of resource materials, eg: manuals, brochures, videos
- Guest speaker presentations at meetings
- Seminars and conferences
- Formal training courses provided by an internal or external trainer

3.3 - CONSULTATION STATEMENT

Section 47 of the WHS Act 2011 requires, "A person conducting a business or undertaking must consult, so far as is reasonably practicable, with workers who carry out work for the business or undertaking and who are (or are likely to be) directly affected by a health and safety matter."

This duty to consult is based on the recognition that worker input and participation improves decision-making about health and safety matters and assists in reducing work-related injuries and disease.

Workers are entitled to take part in consultation arrangements and to be represented in relation to Work Health and Safety by a Health and Safety Representative (HSR) who has been elected to represent their work group. If workers are represented by a HSR, consultation must involve that representative.

Where HSR(s) have been elected, they must always be included in any consultation that affects, or is likely to affect, the health and safety of members of their work group.

3.3.1 EFFECTIVE CONSULTATION

In order for consultation to be effective, management must acknowledge the views of employees and inform them of any changes that have been made in the workplace due to issues raised during consultation.

Consultation requires that:

- relevant work health and safety information is shared with workers
- workers are given a reasonable opportunity to express their views and to raise health or safety issues
- workers are given a reasonable opportunity to contribute to the decision-making process relating to the health and safety matter
- the views of workers are taken into account, and
- workers are advised of the outcome of any consultation in a timely manner.

Management commitment and open communication between management and workers is important in achieving effective consultation. At HHM management shares relevant information with workers and their health and safety representatives about matters that may affect their health and safety.

3.3.2 MONTHLY STAFF MEETINGS

WHS Legislation requires the identification of potential workplace hazards, the assessment of the risk of the hazard and the development of controls to eliminate, or minimise, the risk. To assist in hazard identification and the development of controls HHM employees will attend a monthly staff meeting conducted by Management.

All monthly staff meetings will have a designated WHS agenda which recorded in the meeting minutes.

Any corrective action will be followed up and signed off by the nominated person.

Participation:

HHM recognise the involvement of workers as essential in identifying potential hazards that can be eliminated, or minimised, before injuries occur.

WHS discussions during monthly staff meetings will be used to help manage safety, to provide a forum for workers to have their say about safety issues and to help ensure safety awareness is maintained throughout the project.

Specific WHS agenda items to be discussed at each meeting include;

- Action Items from previous meetings
- New WHS business - Safe Systems of Work developed and presented for evaluation and familiarisation or safety alerts discussed, etc.
- Review of incidents since last meeting
- Workplace safety inspection

3.3.3 WHEN TO CONSULT

Section 49 of the WHS Act requires a person conducting a business or undertaking must consult with workers when:

- identifying hazards and assessing risks arising from the work carried out or to be carried out
- making decisions about ways to eliminate or minimise those risks
- making decisions about the adequacy of facilities for the welfare of workers
- proposing changes that may affect the health or safety of your workers, and
- making decisions about procedures for consulting with workers; resolving health or safety issues; monitoring health of your workers; monitoring the conditions at the workplace and providing information and training for your workers.

3.3.4 REVIEW OF CONSULTATION ARRANGEMENTS

These consultation arrangements will be monitored and reviewed on an ongoing basis to ensure that consultation with all employees is effective and that all safety issues are being addressed.

3.4 - HEALTH AND SAFETY REPRESENTATIVES

The HSR(s) will be elected according to the guidelines contained in the WHS Act 2011.
The HSR(s) is to report health and safety issues / concerns to a Supervisor or Management and to gather input from fellow employees on how health and safety problems may be controlled.
Staff meetings will be held monthly with WHS issues to either be resolved or notified.
Board meetings will have WHS as an item on every meeting agenda.
Where a WHS issue requires immediate attention the staff WHS representative will meet with Supervisors or Management to resolve the issue.

3.4.1 TRAINING FOR HEALTH AND SAFETY REPRESENTATIVES

HHM Health and Safety Representatives are entitled to attend the following courses of training in work health and safety.

- An initial course of training of 5 days;
- 1 day's refresher training each year, with the entitlement to the first refresher training commencing 1 year after the initial training.

3.5 - LEGAL AND OTHER REQUIREMENTS

Work Health and Safety Act 2011
Model Work Health and Safety Regulations 2011
How to manage work health and safety risks - Code of practice
Managing risks in Construction work - Code of practice

SECTION 4 - EVALUATION AND INSPECTION

The purpose of this procedure is to determine the effectiveness of the WHS program as well as to observe the actual effects in terms of reduced work place risk and improved work practices.
This procedure will apply to the Board, Management and requires the full co-operation and assistance of all personnel.

4.1 PROCEDURE

Evaluation and Monitoring System

Evaluation and monitoring of the WHS program will be divided into four areas:

- Housekeeping inspections
- System audits
- Compliance audits

Management will be responsible for ensuring the evaluation and monitoring system is in place and carried out according to this procedure.

4.2 WORKPLACE INSPECTIONS

Housekeeping inspections will be conducted every month using the Workplace Inspection Checklist as a guide. The housekeeping inspection should be carried out by Supervisors, Management or the HSR.
On completion of the inspection, complete the Corrective Action Report. This corrective action will be taken on subsequent inspections to ensure deficiencies have been rectified and signed off accordingly.
All Workplace Inspection Reports and Correction Action Reports will be filed and kept for a period of two years.

4.3 AUDITS

System Audits
System audits consist of an examination of the WHS and Injury Management Procedures to determine whether they comply with current WHS legislation and requirements of HHM.
System audits will be conducted by Management.
The audit will be carried out by reviewing the entire WHS Manual and checking it against current WHS legislation, HHM WHS and Injury Management requirements and any changes in the HHM service functions or responsibilities.

There will be a system audit conducted of the WHS and Return to Work Program. It will subsequently occur on a twelve-monthly basis or more often as required.

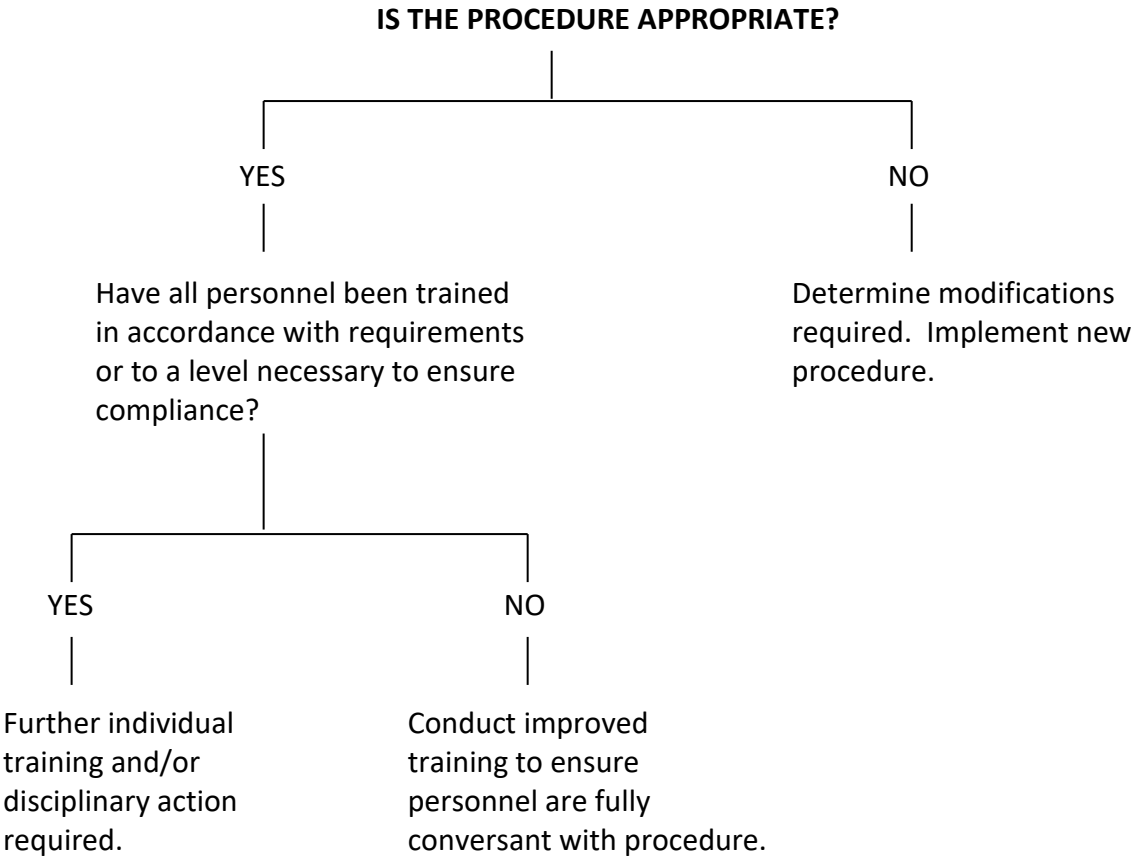
A report will be compiled following the audit, outlining any need for change or improvements together with an action plan for improvements stating the person responsible and the date for completion.

Compliance Audits

Compliance audits consist of the examination and evaluation of actual practices to determine whether they comply with the WHS management plan and Return to Work Procedures.

Compliance audits will be conducted by Management.

The compliance audit will be carried out by reviewing each procedure in the Manual and then checking the actual practice which occurs. Where there is a discrepancy between the practice and the procedure, refer to the flow sheet for action.



The compliance audit will be carried out on an annual basis or more often as required.

Following completion of the compliance audit, a report must be written including any deficiencies noted, proposed improvement strategies, personnel responsible and date for review. Upon completion and review, this report must be filed and kept for a period of not less than five years.

SECTION 5.0 - HAZARDOUS SUBSTANCES & DANGEROUS GOODS

SCOPE

The purpose of this policy is to ensure consistent procedures are followed for the identification, handling and recording of all hazardous substances used by HHM.

This procedure is to be followed for all hazardous substances used at HHM and job sites, and requires the full co-operation and assistance of all personnel.

Hunter Home Modifications provides a current (within 5 years of the date of issue) MSDS to the employee and or Contractor for all products and substances to be used for the work activity.

PROCEDURE

Before a product or substance is used for the work activity, Management or relevant Building Supervisor must obtain and review the Material Safety Data Sheet (MSDS) online to determine if the product or substance is classified as hazardous.

No products or substances, including chemicals or fibrous materials, are brought to the workplace without a current MSDS

All employees involved in the use of products classified as hazardous, are provided with information and training to allow safe completion of the required task.

As a minimum standard, all safety and environmental precautions for use listed on the MSDS are followed when using the substance.

All Dangerous goods products and substances brought to the workplace are to be documented on the Dangerous Goods register.

Hunter Home Modifications considers the following when selecting chemicals and substances for use on site:

- Flammability and exclusivity;
- Toxicity (short and long term);
- Carcinogenic classification if relevant;
- Chemical action and instability;
- Corrosive properties;
- Safe use and engineering controls;
- Environmental hazards; and
- Storage requirements.

All storage and use of hazardous substances and dangerous goods is in accordance with the MSDS and legislative requirements.

All hazardous substances and dangerous goods are stored in their original containers with the label intact at all times.

Hazardous substances and dangerous goods of any quantity are not stored in amenities, containers (unless properly constructed for the purpose), sheds or offices.

SECTION 6 – INCIDENT INVESTIGATION, INJURY MANAGEMENT & RETURN TO WORK

The purpose of this procedure is to outline when an incident investigation must be conducted and how to conduct and record an investigation in order to prevent the recurrence of similar incidents. This procedure applies to all Management Committee members, employees, contractors and requires the co-operation of all personnel.

DEFINITIONS

Incident: An unplanned and unexpected event, which can involve:

- Personal injury and/or
- Property damage and/or
- Near miss

Near Miss: The documented actions to get people to a safe location when a hazard is present.

6.1 - INCIDENT INVESTIGATION PROCEDURE

Responsible Person

Management will be responsible for investigating all incidents.

Incident Investigation Process

a) Any person suffering an injury or serious near miss within HHM must, where necessary, seek treatment immediately and report the incident to Management or Supervisor as soon as possible. In the case where the person is unable to attend work for HHM for more than 24 hours or where there is serious property damage, Management must also be notified.

b) Where possible, Management or Supervisor should immediately check the location of the incident to ensure that the area is safe. If possible, the site should be fully inspected at this time to establish details of the incident.

c) Where the incident investigation cannot be conducted immediately, the investigation must occur within 48 hours of the incident occurring.

d) The incident investigation must be conducted using the Incident Investigation Form which can be found on the WHS Register and involve:

- An inspection of the incident site (eg. building area, environment, work process) to gather any applicable information.

- Interviews with any employees, contractors or clients.

- Development of recommendations of actions, ie: preventative measures, improved safety procedures and improved training needs to be taken to prevent future incidents.

- Monitoring of recommended corrective actions.

e) The findings from the investigation and the development of preventative measures should be discussed with relevant personnel and a full report forwarded to the CEO. Management will be responsible for ensuring that the recommendations have been implemented and a system of monitoring has been developed to ensure that recommended actions are effective.

f) Copies of all Incident Investigation Reports must be filed for future reference.

6.1.2 NOTIFICATION OF WORKCOVER AUTHORITY OF NSW

An incident is notifiable to workcover if it occurs because of the conduct of a business or undertaking and results in the death, serious injury or serious illness of a person or involves a dangerous incident.

Workcover must be notified in the fastest possible way by calling 131050.

A WorkCover Incident Report Form (available from WorkCover website) must be subsequently completed by Management and sent to the WorkCover. The Management Committee must be informed of this Report.

A serious injury or illness includes:

Serious injury or illness of a person means an injury or illness requiring the person to have:

(a) immediate treatment as an in-patient in a hospital, or

(b) immediate treatment for:

(i) the amputation of any part of his or her body, or

(ii) a serious head injury, or

(iii) a serious eye injury, or

(iv) a serious burn, or

(v) the separation of his or her skin from an underlying tissue (such as degloving or scalping), or

(vi) a spinal injury, or

(vii) the loss of a bodily function, or

(viii) serious lacerations, or

(c) medical treatment within 48 hours of exposure to a substance,

and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.

A dangerous incident includes:

- Damage to any plant, equipment or other thing which may endanger the health and safety of anyone at the workplace.
- An uncontrolled escape, spillage or leakage of a substance
- An uncontrolled explosion, fire or escape of gas, fire or escape of steam.
- Electric Shock.
- The collapse, overturning, failure or malfunction of, or damage to any plant that is required to be authorised for use in accordance with the regulations
- The collapse or partial collapse of a structure
- Any occurrence involving imminent risk of death or serious injury to any person (for example, an electric shock) or substantial damage to property.

The Incident Report Form must be returned to the appropriate WorkCover Office within:

- Seven days of death or serious injury (or within seven days of becoming aware that there had been a death or serious injury).
- Seven days of receiving a medical certificate above a serious work-related illness.
- Seven days of a dangerous occurrence.

A copy of each Incident Report Form sent to WorkCover must be kept at the workplace for at least five years.

6.2 - RETURN TO WORK PROGRAM

The purpose of this program is to manage the process in the workplace and to ensure that all injured workers have the opportunity to recover and return to work by:

- Ensuring that return to work as soon as possible is a normal expectation
- Ensuring early access to rehabilitation service such as rehabilitation providers for workers who need them
- Provide suitable duties, where practicable, for an injured worker, as an integral part of the rehabilitation process
- Consulting with the worker's nominated treating doctor about return to work
- Consulting with workers, and, where applicable, unions to ensure that the rehabilitation program operates smoothly and effectively

- Participating in the development of an injury management plan for a worker with a significant injury

- Informing workers of their rights in relation to a workers compensation claim, including the right to choose their own doctor and rehabilitation provider

- Providing access to interpreter services, where needed

- Ensuring workers are not dismissed within six months of injury, solely or principally because of their injury

- Advising employees that refusal to co-operate with their injury management plan may result in reduced or suspended weekly benefits.

6.3 - PROCEDURE FOR THE RETURN TO WORK

The purpose of this procedure is to outline the steps that must be taken to provide an early and safe return to work for any employees suffering from a work related injury or illness.
This procedure will apply to all employees and requires the co-operation of all personnel.

6.3.1 DEFINITIONS

Injury Management: The process that comprises activities and procedures that are undertaken or established for the purpose of achieving a timely, safe and durable return to work for workers following workplace injuries.

Occupational Rehabilitation: The restoration of the injured worker to the fullest physical, psychological, social, vocational and economic usefulness of which they are capable, consistent with pre-injury status.

Injury Management Plan: A plan for co-ordinating and managing those aspects of injury management that concern the treatment, rehabilitation and retraining of an injured worker, for the purpose of achieving a timely, safe and durable return to work for the worker. A plan is for an individual worker.

Return to Work Program: A program established by the employer with respect to policies and procedures for the rehabilitation (and if necessary the vocational retraining) of any injured worker. It must be consistent with the injury management program of the employer's insurer and must comply with the employer's guidelines.

Return to Work Plan: A plan written for an injured worker to outline details about suitable duties, restrictions and hours and days of return to work. It can be written by the employer/ rehabilitation Executive Officer or by an accredited rehabilitation provider.

Significant Injury: A workplace injury that is likely to result in the worker being incapacitated for a period of more than 7 days.

Suitable Duties: Work which the worker is able to do while recovering from their injury and which takes into account factors such as the medical restrictions, the person's pre-injury job and level of education. An employer must provide suitable work to a worker who is able to return to work and requests suitable employment.

Accredited Rehabilitation Provider An organisation accredited by WorkCover to provide injured workers with occupational rehabilitation services to assist them in return to work. Rehabilitation providers are staffed with occupational health professionals such as occupational therapists, physiotherapists, rehabilitation counsellors, psychologists and ergonomists.

Return to Work Officer: An employee of the organisation who co-ordinates and liaises with all parties to assist the injured worker back to work. All category 1 employees (those with a basic tariff premium greater than $50,000) must have a trained rehabilitation Executive Officer.

Nominated Treating Doctor: The treating doctor nominated from time to time by a worker for the purposes of an injury management plan for the worker. The doctor will co-ordinate all aspects of the worker's treatment and return to work management. The nominated treating doctor must be available to discuss the worker's injury management with the employer, insurer or other service provider.

6.3.2 When Work Injury or Illness Occurs

Work-related injury or illness should be reported, an Accident Form completed and treatment arranged, as set out in the First Aid Procedure. It is the worker's responsibility to notify Management or Immediate Supervisor of any injury as soon as is practicable.

The Executive Officer will notify the workers' compensation insurance company of any 'significant injury' within 48 hours, and within 7 days for any other type of injury.

6.3.3 Recovery and Return to Work

Management, or where this is not practicable the workers' compensation insurer and/or WorkCover Advisory Officer, will be required to:

- Assist the worker in filling out worker's compensation forms.
- Notify the insurance company within 48 hours of becoming aware that an injured worker will be off work for a continuous period of 7 days, or within 7 days of all other injuries.
- Ensure the lodgement of the completed forms, certificates and other documents to the insurer within 7 days of receiving them.
- Explain the return to work process to the injured worker.
- Ensure the worker is offered the help of an accredited rehabilitation provider, where necessary. This provider is to be given reasonable access to the workplace.
- Arrange for the worker's return to work on the advice of their nominated treating doctor or rehabilitation provider.
- Co-operate in developing and complying with an injury management plan for an injured worker, where required (Chapter 18, Appendix 2).

6.3.4 Nominated Rehabilitation Provider

The HHM service is required to nominate a rehabilitation provider and fill in their details as below:

PROVIDER NAME :	CRS Australia
ADDRESS:	Level 3, 97 Scott Street, NEWCASTLE NSW 2300
TELEPHONE NO:	1800 624 824 (freecall)
AREAS OF EXPERTISE:	Complete rehabilitation service

The injured worker, in consultation with the employer, may choose to the nominated provider or may choose their own rehabilitation provider as long as they are accredited by WorkCover Authority of NSW.

6.3.5 Provide Suitable Duties

When medical advice states that the worker is fit for work on suitable duties, Management should, as far as is practicable, provide suitable duties. Suitable duties must be approved by the nominated treating doctor. They should not be token or demeaning and should be reviewed regularly.

When the injured worker is, according to medical judgement, capable of returning to work, an individual return to work plan will be developed offering suitable duties. Management will consult with the inured worker, the workers' compensation insurance company and the treating doctor to develop a written Return to Work Plan (Chapter 18, Appendix 2). Appropriate assistance will be given to workers permanently unable to return to pre-injury duties.

6.3.6 Consultation

Management is required to consult with the injured worker and other workers about the rehabilitation of individual workers.

6.3.7 Confidentiality

All rehabilitation records are to be locked at all times and only accessed by Management. Any other individual wishing to access these records must have written permission from the worker.

Management must seek written permission from the injured worker for any person with whom they may need to discuss the case (for example: nominated treating doctor).

6.3.8 Resolving Disputes

If there are any disputes about suitable duties or the return to work process, the CEO, Building Management/Supervisor and Management Committee will work with the injured worker and any union representing them to try to resolve the disputes. Assistance may be sought from the workers' compensation insurance company, WorkCover of an Injury Management Consultant.

6.3.9 Display Workers' Compensation and Rehabilitation Information

The following must be displayed at the HHM site:

- The extract of the Workers' Compensation Act (available from WorkCover or your insurer)
- Name and address of Workers' Compensation Insurer
- The Return to Work Program

WORKPLACE CONTACT &
WORKERS' COMPENSATION INSURER

WORKPLACE CONTACT FOR RETURN TO WORK PROGRAM

NAME: .....

POSITION: .....

TELEPHONE: .....

WORKERS' COMPENSATION INSURER

COMPANY NAME: .....

CONTACT: .....

ADDRESS: .....

.....

TELEPHONE: .....

SECTION 7 - SAFE SYSTEMS OF WORK

MANUAL HANDLING

You must wear the appropriate Personal Protective Equipment (PPE) when and as required

Safety Footwear

Hand Protection

A Risk Assessment must take into account the following factors:-

1. The actions and movements involved in the Manual Handling
2. The Workplace and Workstation layout
3. The postures and positions that must be taken by each person involved in the Manual Handling
4. The duration and frequency of the Manual Handling
5. The location of the loads and the distances that they must be moved
6. The weights and forces involved
7. The characteristics of the loads and of any equipment that is used in the task
8. The organisation of work at the Workplace
9. The work environment
10. The skill and experience of each person who must carry out the Manual Handling
11. The personal characteristics of each person who must carry out the Manual Handling
12. The clothing that is worn during the Manual Handling

Risk Control must be in place, when necessary by:-

1. Redesign of the Manual Handling task or use one or a combination of the following measures:-
2. Provide Mechanical Aids
3. Provide Personal Protective Equipment
4. Arrange for Team Lifting

Note: Any Personal Protective Equipment (PPE) lost or damaged must be replaced immediately

BENCH GRINDER

Operate machine in a safe manner at all times

Ear Protection

Eye Protection

Respiration Equipment

1. Approved eye, hearing and lung protection must be worn at all times.
2. Cover long hair and restrain loose clothing.
3. Know where the emergency stop button is positioned before operating machinery.
4. Ensure power is switched OFF
5. Clear work area and grinding wheel of waste material
6. Check leads and switches for damage before use.
7. Check grinding wheel and machine for damage
8. Adjust guides to as close as possible to wheel
9. After all checks have been made, turn main power on.
10. Ensure safety of others before grinding
11. Move job across the wheel to even wear on grinding wheel
12. Keep hands well clear of rotating grinding wheel
13. Do not overload motor
14. Turn off power supply immediately when finished
15. Clean up work area when finished

REPORT ALL FAULTS IMMEDIATELY TO YOUR SUPERVISOR

IF YOU ARE UNSURE ABOUT ANY PROCEDURE – PLEASE ASK YOUR SUPERVISOR

PEDESTAL DRILL

Operate machine in a safe manner at all times

Ear Protection

Eye Protection

1. Approved eye and hearing, protection must be worn at all times.
2. Cover long hair and restrain loose clothing.
3. Know where the emergency stop button is positioned before operating machinery.
4. Ensure machine is OFF.
5. Clear all loose material and ensure table is free.
6. Check guards, drill press and drill bits for damage.
7. After all checks have been made, turn main power on.
8. Use clamps or vices to hold material.
9. Do not overload motor
10. Do not attempt to brush waste debris away with hands while drill is rotating
11. Turn machine off immediately when finished.
12. Clean up work area when finished

REPORT ALL FAULTS IMMEDIATELY TO SUPERVISOR.

IF YOU ARE UNSURE ABOUT ANY PROCEDURE –
PLEASE ASK YOUR SUPERVISOR

VACUUM CLEANER

Operate machine in a safe manner at all times.

Ear Protection

Eye Protection

Respiration Equipment

1. Approved eye, hearing and lung protection must be worn at all times.
2. Protective clothing must be worn
3. Ensure machine is OFF
4. Make sure dust bag and filter is fitted correctly
5. Clear work area of potential trips or slips.
6. Remove bag with caution when finished and dispose of correctly.
7. Replace new bag correctly
8. Clean vacuum cleaner and store in a safe area.
9. Wash hands and arms immediately after use.

REPORT ALL FAULTS IMMEDIATELY TO SUPERVISOR

IF YOU ARE UNSURE ABOUT ANY PROCEDURE – PLEASE ASK YOUR SUPERVISOR

USE OF OXY ACETYLENE

You must wear the appropriate Personal Protective Equipment (PPE) when and as required

IDENTIFY EQUIPMENT, SAFETY QUALITY AND PERFORMANCE REQUIREMENTS

Safety Footwear

Hand Protection

Respiration Equipment

Hard Hats

Eye Protection

Fire Extinguishers

1. Check plant for leaks by pressurising system to 100kpa, use pressure drop method and locate leaks with soapy water.
2. Physically check hoses and fittings for damage
3. Check area for combustible materials e.g., petrol, oil, gas, grass, rags carpet insulation etc.
4. Light with fuel gas only using lint lighter or pilot light (do not use gas disposable lighters).
5. Provide appropriate Fire Fighting Equipment appropriate for the task
6. Refer to manufacturer's chart for correct settings.
7. If plant has been shut down for more than half an hour purge two seconds for every 5 metres of hose.
8. Ensure bottles are upright and secure
9. Where applicable obtain a Hot Work Permit.
10. *Recognition:*
    - Shrill hissing or squeaking
    - Smoke issuing from blowpipe tip
11. *In case of Flashback:*
    - Close oxygen valve
    - Close fuel gas valve
    - Turn off cylinder valves
12. Flashback Arresters must be fitted at:
    - The regulators of oxygen and acetylene cylinders
    - The blowpipe when hose length exceeds 10 metres
    - Outlet of banked cylinders
13. Where persistent backfire occurs shut down and check for causes i.e., too close to work, dirty tip, loose nozzles, incorrect pressure, over heating tip.

* Close blowpipe fuel valve then oxygen valve
* Close cylinder valves.
* Release gas from regulators and lines
* Back off regulators.
* Check area from burning/smouldering material.

USE OF ARC WELDER

You must wear the appropriate Personal Protective Equipment (PPE) when and as required

IDENTIFY EQUIPMENT, SAFETY QUALITY AND PERFORMANCE REQUIREMENTS

Safety Footwear

Hand Protection

Wear Welding Mask

Hard Hats

Eye Protection

Fire Extinguishers

1. Ensure that the workplace is properly secured and earthed.
2. Ensure area is isolated or protected by welding shields.
3. Do not allow a situation where others may be exposed to welding sparks and flashes.
4. Ensure current Inspection Tag on equipment.
5. Where applicable obtain a Hot Work Permit
6. Clear the area of all flammables.
7. Be aware of hot metal.
8. Where possible keep the cables away for the work area.
9. Use extractor system for arc welding.
10. Ensure any assistants wear all of the required safety equipment.
11. Keep fire extinguisher on hand.
12. Use welding blankets etc., to protect vulnerable areas.
13. Upon completion roll up cables and store welder in designated area.

USE OF ELECTRIC DRILLS

You must wear the appropriate Personal Protective Equipment (PPE) when and as required

IDENTIFY EQUIPMENT, SAFETY QUALITY AND PERFORMANCE REQUIREMENTS

Ear Protection

Eye Protection

Safety Footwear

Hard Hats

1. Do not operate electrical equipment/leads in wet areas
2. Ensure adequate lighting is provided at all times
3. Ensure the Electrical Drill is correctly sized for the purpose
4. Isolate from power and check power lead and machine for damage.
5. Ensure ELCB/RCD is connected and is at supply end of any extension lead.
6. Secure loose clothing and long hair
7. Inspect bits for set and sharpness.
8. Position fence and/or guards at correct size and/or position
9. Ensure current Inspection Tag is on equipment
10. Connect to power outlet ensuring ELCB/RCD is tested before drill is activated.
11. All power tools and associated leads should be kept away from water, including rain.
12. Coil and pack tool extension lead, and ELCB/RCD in their designated storage area.
13. Do not exert undue force when drilling.
14. Ensure drill stops before placing down.

Notes:

Any faults of abnormal actions, switch off machine and disconnect from power, use DANGER tag and report to supervisor.

USE OF ANGLE GRINDER

You must wear the appropriate Personal Protective Equipment (PPE) when and as required

IDENTIFY EQUIPMENT, SAFETY QUALITY AND PERFORMANCE REQUIREMENTS

Ear Protection

Face Protection

Safety Footwear

1. Do not operate electrical equipment/leads in wet areas
2. Ensure adequate lighting is provided at all times
3. Ensure ELCB/RCD is connected and is at supply end of any extension lead (and Dead Man Switch)
4. Inspect grinder and wheel for obvious faults and defects
5. Ensure trigger mechanism operates
6. Ensure current Inspection Tag is on equipment
7. Where applicable obtain a Hot Work permit
8. Isolate power before adjusting wheel
9. Ensure comfortable position
10. Use one hand to hold the trigger, the other hand near the grinder body to secure the machine
11. Use the flat of the wheel
12. Ensure grinding disc has stopped before putting down
13. Ensure the grinding wheel is the correct speed for the Grinder
14. Use of an abrasive tool in the open on fire ban days without a permit is forbidden
15. Remove all flammables from the work area
16. Provide appropriate Fire Fighting Equipment
17. Check area for smouldering debris on completion of work
18. Store grinder in designated area

USE OF CIRCULAR SAW

You must wear the appropriate Personal Protective Equipment (PPE) when and as required

IDENTIFY EQUIPMENT, SAFETY QUALITY AND PERFORMANCE REQUIREMENTS


Ear Protection


Eye Protection


Face Protection


Safety Footwear

1. Do not operate electrical equipment/leads in wet areas
2. Ensure adequate lighting is provided at all times
3. Ensure ELCB/RCD is connected and is at supply end of any extension lead (and Dead Man Switch)
4. Isolate from power and check power lead and machine for damage.
5. Inspect blades and /or sharpness and secure in position.
6. Position fence and/or guards at correct size and/or position.
7. Ensure Guards and Guides are secure and operational
8. Ensure current Inspection Tag is on equipment.
9. Secure loose clothing and long hair.
10. Ensure area adjacent to work area is clear of rubbish and debris (minimum of 1 metre)
11. Connect to power outlet ensuring ELCB/RCD is tested before saw is activated.
12. Ensure material to be cut is on solid workbench or stools before commencing to cut.
13. Do not exert undue force when sawing.
14. Ensure Electric Saw stops before placing down.
15. All power tools and associated leads should be kept away from water, including rain.
16. Coil and pack tool extension lead and ELCB/RCD in their designated storage area.

Notes:

- **Ensure other personnel are not in vicinity of work area when operating circular saw**
- **When operating circular saw always use two hands and stand beside saw, not behind.**
- **If saw jams in process of cutting, turn off, remove and re-commence cut.**

USE OF FRICTION SAWS (DROP SAW)

You must wear the appropriate Personal Protective Equipment (PPE) when and as required

IDENTIFY EQUIPMENT, SAFETY QUALITY AND PERFORMANCE REQUIREMENTS


Ear Protection


Eye Protection


Safety Footwear


Hard Hats

1. Do not operate electrical equipment/leads in wet areas
2. Ensure adequate lighting is provided at all times
3. Prior to commencement of use ensure the saw is property secured by Bolts/Clamps etc.
4. Secure loose clothing and long hair.
5. Isolate from power and check power lead and machine for damage.
6. Inspect blades and /or sharpness and secure in position.
7. Position fence and/or guards at correct size and/or position.
8. Ensure Guards and Guides are secure and operational
9. Ensure ELCB/RCD is connected and is at supply end of any extension lead.
10. Ensure that leads are supported on stands if required.
11. Ensure current Inspection Tag is on equipment.
12. Ensure area adjacent to work area is clear of rubbish and debris (minimum of 1 metre)
13. Connect to power outlet ensuring ELCB/RCD is tested before drop saw is activated.
14. Ensure material to be cut is on solid workbench before commencing to cut.
15. Do not exert undue force when sawing.
16. Ensure drop saw stops before placing down.
17. All power tools and associated leads should be kept away from water, including rain.
18. Coil and pack tool extension lead, and ELCB/RCD in their designated storage area.

Notes:

Any faults of abnormal actions, switch off machine and disconnect from power, use DANGER tag and report to supervisor.

USE OF EARTH LEAKAGE CIRCUIT BREAKER (E.L.C.B.) RESIDUAL CURRENT DEVICE (R.C.D.) AND EXTENSION CORD

You must wear the appropriate Personal Protective Equipment (PPE) when and as required

IDENTIFY EQUIPMENT, SAFETY QUALITY AND PERFORMANCE REQUIREMENTS

Safety Footwear

Hand Protection

1. Do not operate electrical equipment/leads in wet areas
2. Ensure adequate lighting is provided at all times
3. Inspect ELCB/RCD and associated cord i.e. exposed inner wiring or insulation, damage to plug, damage to plastic box and associated switches and sockets.
4. Connect device to appropriate mains outlet and check operation by activating test switch on ELCB/RCD.
5. Ensure current Inspection Tag is on equipment.
6. If any damage or faults DANGER tag equipment and report to Supervisor immediately.
7. Flexible extension cords must be used in conjunction with a portable ELCB/RCD. The ELCB/RCD must be placed between the outlet and flexible extension cord, NOT between the cord and appliance.
8. Should an ELCB/RCD trip during equipment operation the ELCB/RCD should not be reset until the cause of the trip has been ascertained and the cause either rectified or removed.
9. When the task is completed, lead and portable ELCB are to be coiled and stored away in their designated storage area.

Notes:

All portable ELCB/RCDs used on site are to be tested monthly and calibrated on a three monthly basis and the results logged by the supervisor, in accordance with AS3760, AS3012 and WorkCover Electrical Practices for Construction Work.

SAFE HANDLING STORAGE OF GAS CYLINDERS

You must wear the appropriate Personal Protective Equipment (PPE) when and as required

IDENTIFY EQUIPMENT, SAFETY QUALITY AND PERFORMANCE REQUIREMENTS


Hand Protection


Eye Protection


Safety Footwear


Fire Extinguishers

1. Cylinders must not come in contact with paint spray, corrosive, caustic, acid material or heat source (i.e.> 45°C)
2. Identify contents, refer MSDS, Australian Code for the Transport of Dangerous Gases and Statutory State requirements (i.e. NSW Dangerous Goods Act for Storage and Handling)

Class 2.1	Flammable Gas
Class 2.2	Non Flammable and Toxic Gas
Class 2.3	Poison Gas
Class 2.2, 5.1	Oxidising Gas
Class 2.3, 8	Poison, Corrosive

Although all compressed gases are Class 2, they may also have subsidiary Risks Class Diamonds 5.1 or 8

3. Store Cylinders upright (except for some small bottles) and properly secured (i.e. with chain)
4. Use suitably designed cylinder trolley to transport cylinders (with fire extinguisher in close)
5. Ensure regulator withdrawal equipment is disconnected, valve firmly shut, valve protection caps/plugs securely fitted
6. Store cylinders in cylinder storage compound in compliance with Statutory State requirements
7. Cylinders should never be transported inside private cars/vans
8. Cylinder suspected of leaking must not be returned to supplier without prior consultation with supplier

Notes:

Common hazard is the pressure under which a gas is contained and the type of gas

USE OF ELECTRIC JACKHAMMER

You must wear the appropriate Personal Protective Equipment (PPE) when and as required

IDENTIFY EQUIPMENT, SAFETY QUALITY AND PERFORMANCE REQUIREMENTS


Ear Protection


Eye Protection


Safety Footwear


Hard Hats

1. Do not operate electrical equipment/leads in wet areas
2. Ensure adequate lighting is provided at all times
3. Prior to commencement of use ensure the cement mixer is on level ground
4. Secure loose clothing and long hair.
5. Isolate from power and check power lead and machine for damage.
6. Inspect cement mixer for any damage
7. Ensure Guards are secure
8. Ensure ELCB/RCD is connected and is at supply end of any extension lead.
9. Ensure current Inspection Tag is on equipment.
10. Ensure area adjacent to work area is clear of rubbish and debris (minimum of 1 metre)
11. Connect to power outlet ensuring ELCB/RCD is tested before drop saw is activated.
12. Ensure shovel does not get caught in cement mixer bowl
13. All power tools and associated leads should be kept away from water, including rain.
14. Coil and pack tool extension lead, and ELCB/RCD in their designated storage area.

Notes:

Any faults of abnormal actions, switch off machine and disconnect from power, use DANGER tag and report to supervisor

USE OF GAS NAIL GUN

You must wear the appropriate Personal Protective Equipment (PPE) when and as required

IDENTIFY EQUIPMENT, SAFETY QUALITY AND PERFORMANCE REQUIREMENTS


Body Protection


Eye Protection


Safety Footwear


Hard Hats

1. Ensure other personnel are not in the vicinity of the area where Gas Nail Gun is being used.
2. Check Gas Nail Gun is functioning properly and is safe to use.
3. Replace gas cylinder as required.
4. Load chamber with nails.
5. Ensure chamber is locked and tight.
6. Keep Gas Nail Gun pointing downwards at all times.
7. Place Gas Nail Gun on materials.
8. Keep both hands on Gas Nail Gun and fire when safe to do so.
9. Pause and check materials before re-firing.
10. Never point or fire Gas Nail Gun at any persons.
11. Never hold back safety lever and fire.
12. Never fire Gas Nail Gun when off materials.
13. Keep Gas Nail Gun well away from body when in use.
14. Empty nails from chamber when Gas Nail Gun is not in use.

Note:

Ensure work area is always left clean, tidy and safe.

USE OF COMPRESSED AIR NAIL GUN

You must wear the appropriate Personal Protective Equipment (PPE) when and as required

IDENTIFY EQUIPMENT, SAFETY QUALITY AND PERFORMANCE REQUIREMENTS


Body Protection


Eye Protection


Safety Footwear


Hard Hats

1. Ensure other personnel are not in the vicinity of the area where Compressed Air Nail Gun is being used.
2. Check Compressed Air Nail Gun is functioning properly and is safe to use.
3. Oil regularly.
4. Load chamber with nails.
5. Ensure chamber is locked and tight.
6. Plug into compressor.
7. Keep Compressed Air Nail Gun pointing downwards at all times.
8. Unplug Compressed Air Nail Gun from compressor when reloading chamber with nails.
9. Place Compressed Air Nail Gun on materials.
10. Keep both hands on Compressed Air Nail Gun and fire when safe to do so.
11. Pause and check materials before re-firing.
12. Never point or fire Compressed Air Nail Gun at any persons.
13. Never hold back safety lever and fire.
14. Never fire Compressed Air Nail Gun when off materials.
15. Keep Compressed Air Nail Gun well away from body when in use.
16. Empty nails from chamber when Compressed Air Nail Gun is not in use.

Note:

Ensure work area is always left clean, tidy and safe.

PERSONAL PROTECTIVE EQUIPMENT

You must wear the appropriate Personal Protective Equipment (PPE) when and as required

IDENTIFY EQUIPMENT, SAFETY QUALITY AND PERFORMANCE REQUIREMENTS			
HARD HATS	☐	**SAFETY FOOTWEAR**	☐
EYE PROTECTION	☐	**EAR PROTECTION**	☐
RESPIRATION EQUIPMENT	☐	**FACE PROTECTION**	☐
HAND PROTECTION	☐	**SAFETY HARNESS**	☐
ILLUMINATING SAFETYVEST	☐	**SUN GLASSES**	☐
HATS	☐	**SUN SCREEN BARRIER CREAM**	☐
BODY PROTECTION	☐	**WET WEATHER GEAR**	☐

Note:

- **When selecting safety harness or inertia reel system ensure compliance to Code of Practices and Australian Standards**
- **Highlight PPE issued to Site Personnel**

USE OF LADDERS

You must wear the appropriate Personal Protective Equipment (PPE) when and as required

IDENTIFY EQUIPMENT, SAFETY QUALITY AND PERFORMANCE REQUIREMENTS

Safety Footwear

Hard Hats

1. Check for overhead Electrical Hazards
2. Perform visual check for obvious faults and defects
3. Ensure clean surface for placing ladder
4. Ladders must be used on level Surfaces
5. Do not place a ladder in front of a doorway unless locked or guarded
6. Never use drums, boxes etc., to gain extra height
7. Secure work area around the ladder
8. Clean mud, grass etc, from boots to prevent slippage
9. Use a tool pouch to carry tools
10. Do not leave tools and equipment in ladder rungs
11. Do not over-reach
12. Only one person on a ladder at any one time
13. Face the ladder at all times
14. Ladders should only be used to gain access or for simple operations
15. The top should be lashed into position (by side rails otherwise a person must remain at the bottom to secure the ladders
16. slope of the ladder should not exceed four in one (one meter out for four meters up)
17. The ladders should extend one meter above landing place
18. The Ladders must be placed against a fixed and stable support
19. Do not climb higher than the third rung from the top (WorkCover Safety Guide 4503)
20. Ensure step ladder legs are fully spread
21. Do not climb higher than third step from the top

SECTION 8 - SWMS

- Hot Works - Welding
- Drilling into Asbestos Containing Material (ACM)