OHS POLICIES

*   **OCCUPATIONAL HEALTH SAFETY & REHABILITATION MANUAL INDEX**

*   **OCCUPATIONAL HEALTH & SAFETY POLICY**

*   **WASTE MANAGEMENT AND MINIMISATION POLICY**

OCCUPATIONAL HEALTH, SAFETY & REHABILITATION MANUAL

INDEX

Section 1   Occupational Health, Safety & Rehabilitation Management System

- **Objectives**
  - Hazard Identification
  - Risk Assessment
  - Control Measures
  - Safe Work Method Statements
  - Responsibilities
  - Senior Management
  - Supervisors
  - Employees
  - Education / Induction
  - Subcontractors

- **Key Organisation Personnel Roles**
  - General Manager
  - Project Manager
  - Site Foreman
  - Safety & First Aid Officer

- **OHS&R Management Structure – Flowchart**

- **Policies**
  - Industrial Relations Policy
  - Safety Policy
  - Occupational Health & Safety Policy
  - Occupational Health & Safety Site Rules
  - Injury Management & Return to Work Policy
  - Preferred Rehabilitation Provider
  - Injury Flow Chart
  - Rehabilitation Policy (Injury Management Assist)
  - Maintenance Policy
  - Environmental Policy
  - Waste Management and Minimisation Policy
  - Smoke-Free Work Environment Policy
  - Anti-Discrimination/Equal Opportunity Policy
  - Drug & Alcohol Policy
  - Workplace Consultation Policy
  - Sexual Harassment Policy
  - Bullying Policy
  - Violence in the Workplace Policy
  - Fatigue Policy
  - Noise Management Policy & Plan
  - Child Protection (Prohibited Employment) Act 1998
  - Lone Worker & Night Work Policy & Procedure

- Grievance Policy
- Environmental Impact Statement
- Health Risk Policy

- **Procedures**
  - Noise Pollution
  - Chemical Control/Dangerous Goods
  - Maintenance and Quality Control
  - Training

- **OHS&R Management System Procedures**
  - Induction
  - Plant and Equipment
  - Compliance
  - Emergency Procedures
  - Incident Reporting

Section 2   Content of an Accident Prevention Programme

- **Content of an Accident Prevention Programme**

- **Emergency Procedures**
  - Accident/Injury
  - Fire

- **Accident Prevention Flow Chart**

- **Risk Assessments**

- **Hazard Inspection Report**

- **Identification of Risks**
  - Potential Class 1
  - Potential Class 2
  - Potential Class 3

- **Management System Check List**

- **Basic Health & Safety Rules**
  - Know and observe departmental safety rules
  - Observe all warning signs and danger tags – Keep all safety guards in place
  - Use safety glasses and other protective equipment where required
  - Report all injuries or potential hazards immediately
  - No drinking on the job
  - No horse play

Section 3   The Occupational Health & Safety Regulation 2001

- **Summary of the OHS Regulation 2001**

- **Summary of the OHS Act 2000**

- **Occupational Health & Safety Committee Meeting Form**

Section 4   How to Ensure Safe Systems of Work

- **Certificates of Competency**
  - What's new?
  - What if I've got an old ticket?
  - Where do I find out more?
  - National OH&S Certificate Classes

- **Occupational Health & Safety**
  - Health and Safety

- **Notification of Work- Related Incidents**
  - Changes to incident notification
  - What, who and when to notify in case of work-related incidents

- **Machinery Operators – checklist**

- **Trenches & Excavations – checklist**
  - Dial before you dig
  - Dial before you dig member listing
  - Fax enquiry form

- **Electrical Safety**
  - Wiring rules
  - Earth leakage devices
  - Switchboard
  - Power outlets
  - Extension cords and fittings
  - Electrical powered machines and portable tools
  - Electrical safety - checklist
    - Switchboard
    - Power outlets
    - Extension cords and fittings
    - Powered machines and portable tools

- **Head Injuries**
  - Head injuries – checklist

- **Falls**
  - Falls – checklist

- **Ladders**
  - Ladders – checklist

- **Scaffolding**
  - Scaffolding – checklist

- **Mobile Scaffolding**
  - Mobile scaffolding – checklist

- **Explosive-Powered Tools**
  - Explosive powered tools – checklist

- **Bad Backs**
  - Bad backs – checklist

- **Noise**
  - Noise – checklist

- **Eye Injuries**
  - Eye injuries – checklist

- **Skin Cancer – a guide**
  - Skin cancer – checklist

- **Chemicals**
  - Chemicals – checklist

- **Dust**
  - Dust – checklist

- **Fire Protection**
  - Fire procedures
  - Fire warning call
  - When fire occurs
  - Fire fighting equipment
  - Fire classification
  - Fire protection

- **First Aid**
  - First Aid kits
  - First aid rooms
  - What to do in the event of a serious injury
  - First Aid – checklist

- **Amenities**
  - Amenities – checklist

- **Workers Compensation**
  - Workers compensation – checklist

- **Injury Management**
  - Injury Management – checklist

- **Summary**

- **Safety Signs**

- **Smoke Free Workplace**

Section 5   Safe Work Instructions
- 001   Personal Protective Equipment (P.P.E.)
- 002   Manual Handling
- 003   Use of Crane
- 004   Use of Forklift
- 005   Use of Oxy Acetylene
- 006   Use of Arc Welder
- 007   Equipment Lifter (e.g. Genie)
- 008   Use of Ladders
- 009   Use of Mobile Scaffold
- 010   Safe Use of Electric Drills
- 011   Safe Use of Angle Grinder
- 012   Safe Use of Portable Electric Saw
- 013   Safe Use of Friction Saw (Drop Saw)
- 014   Safe Use of Nibblers/Shears
- 015   Safe Use of Screwing Machines
- 016   Safe Use of #ELCB# (RCD) Extension Cords
- 017   Hazardous Substances
- 018   Working at Heights
- 019   Use of Chain Block
- 020   Use of Solvents
- 021   Use of Elevated Platforms (Scissor Lift/Boom Lift)
- 022   Safe Handling/Storage of Gas Cylinders
- 023   Safe Use of SMF (Synthetic Mineral Fibre)

Section 6   Safe Work Method Statements
- Safe Work Method Statements
- Working on Roofs
- Cantilever Mobile Scaffolds
- Outline of various work methods

Section 7   Registers/Reports
- OHSR001   Personal Details Register
- OHSR002   Workers Compensation & Rehabilitation
- OHSR003   Safety Induction Register
- OHSR004.0   Employee Skills & Competencies Record
- OHSR004.1   Employee Training Plan
- OHSR005   Employee Training Register
- OHSR006   Personal Protective Equipment (PPE)
- OHSR007   On-The-Job Training Register
- OHSR008.0   Supplier Assessment & Approval
- OHSR008.1   Subcontractor Assessment & Approval
- OHSR008.2   Approved Supplier Register

- 6 -

- OHSR008.3   Approved Subcontractor Register
- OHSR008.4   Supplier & Subcontractor Performance Review
- OHSR009   Tool & Equipment Register
- OHSR010   Motor Vehicle Status Report
- OHSR011   Mobile Plant Status Report
- OHSR012   Calibration Record Form
- OHSR013   Electrical Tagging Log
- OHSR014   Electrical Equipment Log
- OHSR015   Lifting Gear Register
- OHSR016   Daily Site Safety Inspection
- OHSR017   Safety Checklist
- OHSR018   Tool Box Meeting – Attendance Record
- OHSR019   Accident & Near-Miss Report
- OHSR020   Minor Injury Report
- OHSR021   Injury Register
- OHSR022   Hazard Identification
- OHSR023   Risk Assessment
- OHSR024   Hazardous Substances Risk Assessment
- OHSR025   Hazardous Substances Register
- OHSR026   Traffic Control Records
- OHSR027   Authorised Personnel Register
- OHSR028   NCR/CAR Form
- OHSR029   Incident Form
- OHSR030   Site Induction Record
- OHSR031   Management Review & General Meeting Minutes
- OHSR032   Master File for Controlled/Uncontrolled Documents
- OHSR033   Audit Report
- OHSR034   Audit Schedule for Year 2005

Section 8   Confined Spaces

- **Purpose of the Legislation**
    - What is the purpose of the legislation?
    - When did the regulation take effect?
    - What workplaces are covered by the regulation?
    - Definition of a confined space
    - Can an organisation be exempt from any of the regulation

- **Case Study**

- **Toxic Gas in Confined Spaces**
    - Introduction
    - Work Practices to Prevent Accidents
    - Checklist
    - Steps in testing the toxic gases
    - Continuous monitoring

- 7 -

- **Confined Space Entry Procedures**

- **Entry Permit for Confined Spaces**

Section 9   Floors, Passageways & Stairs

- **Regulation**
  - What is the purpose of the regulation?
  - When did the regulation take effect?
  - What workplaces are covered by the regulation?
  - Floors

- **Fixed Platforms, Walkways, Stairways and Ladders**
  - Information and diagrams
  - Further information

Section 10   Manual Handling

- **Manual Handling**
  - Manual handling definition
  - Manual handling injuries
  - Current approach
  - What incentives are there to reduce manual handling injuries?
  - Who is responsible to implement the program?

- **The worksheets – three steps to a back friendly workplace**

Section 11   Workshop Machinery
- Welding equipment
- Electric arc welding
- Gas welding
- Hydraulic jack
- Chain block
- Explosive powered tools
- Grinders
- Drills
- Sanders
- Circular saws

Section 12   Pressure Equipment
- Compressor
- High pressure cleaner

- 8 -

- Maintenance work procedures
- The law
- Contracts and resources

Section 16   Drugs, Alcohol and the Workplace

- Introduction
- Duty of care
- Drugs and alcohol in the workplace
- Occupations and alcohol
- Causes
- Extent of drug use
- Drug and alcohol policy and program development
- Stress factors
- Information and training
- Employee assistance programs
- Approaching a worker under the influence
- Counselling procedure
  - Interview one
  - Interview two
  - Interview three
  - Interview four
- Short term drug and alcohol use
- Employee assistance programs
- Establishing an EAP
- Confidentiality
- Publicity and training
- Evaluation

*Section 17   **a)   Guide to Site Safety***

b)   *WorkCover NSW – List of addresses and telephone numbers*

Section 18   Working Near Walls – Workcover safety alert

- Purpose
- Background
- Recommendations
- Requirements of the occupational health and safety act
- Further information
- Checklist – Working near walls

OCCUPATIONAL HEALTH AND SAFETY POLICY

General Policy

PUREAIR CERTIFICATION PTY LTD'S Policy in the area of occupational health, safety and welfare is to provide a safe and healthy place to work for all staff, contractors and members of the public.

Management's Responsibility

The Management of **PUREAIR CERTIFICATION PTY LTD** is committed to improving every aspect of health and safety by involving all staff and sub-contractors in reducing or eliminating any risks and hazards in the workplace and providing sufficient resources to comply with the Occupational Health & Safety Regulation 2001, Occupational Health & Safety Act 2000 No. 40, Workplace Injury Management and Workers Compensation Act 1998 No. 86.

Health and Safety Committees

Refer to Code of Practice - OHS Consultation, Section 6 OHS Committees.

Occupational Health and Safety Programme

In order to implement the General provisions of this policy, **PUREAIR CERTIFICATION PTY LTD** will set up and monitor a programme of activities relating to OH&S and include:
* OH&S training and education
* work design, workplace design and standard work procedures
* safety rules and disciplinary procedures
* changes to work methods
* provision of OH&S equipment
* Workplace inspections
* reporting and recording incidents, injuries and illnesses
* provide OH&S information to employees, contractors, and sub-contractors

Specific Responsibilities

a. The General Manager, Directors and Managers are required to ensure that this policy and the OH&S programme are effectively implemented in their area of control and to support supervisors and hold them accountable for their specific responsibilities.

b. All Supervisors are responsible and will be held accountable for taking all practical measures to ensure that the workplace they control is safe and without risk to health. The supervisor shall ensure persons working at that workplace are behaving in a safe manner without risking health.

More specifically: The supervisor will always be held accountable for detecting any unsafe or unhealthy condition or behaviour. If the Supervisors do not have the necessary authority to fix the problem, they will be held accountable for reporting the matter promptly with a proposed solution to their supervisor with the necessary authority to remedy the problem.

c.   Managers or Supervisors with the necessary authority will be held accountable for prompt action, so that unsafe, unhealthy conditions and unsatisfactory behaviour is eliminated.

d.   Employees are required to cooperate and comply with **PUREAIR CERTIFICATION PTY LTD'S** OH&S policy and programme to ensure their own health and safety and that of their fellow workers as well as the public. All employees are required to report any unsafe condition or act.

e.   Sub-contractors engaged to work for **PUREAIR CERTIFICATION PTY LTD** are required as part of their contract, to comply with the OH&S policy and programmes, in accordance with the Occupational Health and Safety Act and Regulations, observing directions on health and safety matters from supervisors, employees or officers. Failure to comply or observe these directions will be considered a breach of the contract and sufficient grounds to terminate the contract.

f.   Visitors to **PUREAIR CERTIFICATION PTY LTD** sites are required as part of their visiting rights to comply with the Occupational Health and Safety policy and programme, observing directions on health and safety matters from employees or designated officers. Failure to comply or observe these directions could result in visitors being required to leave the site.

BRAD THOMSON
DIRECTOR

SIGNATURE:_____   DATE: 13/4/06

WASTE MANAGEMENT AND MINIMISATION POLICY

GENERAL POLICY

With a growing concern for our environment **PUREAIR CERTIFICATION PTY LTD** have implemented a systematic approach to waste management and minimisation and its impact on the environment. Consideration for our environment is of the utmost importance.

Resources in line with the importance of waste management and minimisation will be made available to comply in all respects with the Waste Minimisation and Management Act, 1995 (NSW) as amended.

MANAGEMENTS RESPONSIBILITY

The promotion and maintenance of the environment in which we work is mainly the responsibility of management. Management at all levels of the organisation is required to contribute to the overall implementation of waste management and minimisation conditions at our place of work.

SPECIFIC RESPONSIBILITIES

(a)   Each manager is required to ensure that this policy and the programme is effectively implemented in their areas of control and to support supervisors and hold them accountable for their specific responsibilities.

(b)   Each supervisor is responsible and will be held accountable for taking all practical measures to ensure that:-

   *   the workplace under their control is free from polluting the environment
         and
   *   any refuse or waste product is to be removed, controlled, or treated to prevent pollution of the environment
         and
   *   all legislative requirements are being met

   Systematic Approach to Waste Management and Minimisation

   1.   Identify and conform to legislative requirements pertaining to our industry
   2.   Consult with the necessary authorities regarding waste disposal
   3.   Design and implement safe systems of operation
   4.   Design and implement correct disposal procedures
   5.   Implement an environmental preventative maintenance programme at each work site
   6.   Implement an employee awareness programme