Workplace Safety Training & Induction Program
This Workplace Safety Training & Induction has been designed to:

• Provide you with an overview of the general legal and safety requirements for the workplace
• Let you know your employer’s legal rights and obligations
• Let you know your basic legal rights and obligations
• Help you identify hazards, assess risks and implement controls
• Reduce the likelihood of you being injured at work
• Reduce the likelihood of others being injured by your actions

Note: This does not replace specific worksite, or task training

The program will cover:

• Workplace Expectations
• Occupational Health & Safety Law
• MADEC OH&S Objectives
• Employer Responsibilities
• Worker Responsibilities
• Incident Reporting
• Risk Management
• Housekeeping
• Slips, Trips and Falls
• Hazardous Substances
• Electrical Safety
• Tag Out Procedures

• Plant
• Personal Protective Equipment
• Noise Control
• Manual Handling
• How to Lift and Carry
• Emergency Procedures
• Outdoor Work
• High Risk Construction Work
• Working at Heights
• First Aid
• Office Safety
• Bullying
WORKPLACE EXPECTATIONS

MADEC workers are expected to demonstrate the highest level of professionalism at all times by

• Acting honestly, with integrity and uphold the reputation of both MADEC and your Host
• Not engaging in any conduct involving dishonesty, fraud, deceit or committing any acts that reflect adversely on MADEC or your Host
• Maintaining a high level of personal hygiene and presentation appropriate to your workplace at all times
• Treating fellow workers, clients, supervisors and management with respect, honesty and courtesy at all times

Every workplace has its own set of rules about acceptable and unacceptable behaviour. Familiarise yourself with the rules that relate to your place of work.

Attendance

It is important that you attend your workplace on the days and hours as determined prior to commencement or as agreed once commenced.

You will be required to complete an attendance record which is to be forwarded to MADEC on a weekly basis.

Absence from Work

Where you are not able to attend your placement you must notify your supervisor or MADEC in advance or as soon as practical. Please adopt the habit of keeping in contact with your supervisor if you have any reason to be absent from your placement.

• Before each work placement, MADEC will advise you of your normal work hours and break times
• If you are late to work you must report immediately to your supervisor at your host workplace
• If you are unable to attend work you must contact your supervisor at your host workplace AND MADEC BEFORE your usual start time
• If you are absent from work due to illness you must contact your supervisor at the host workplace AND MADEC ASAP, provide a medical certificate, and advise MADEC of how long you will be unfit for work
WORKPLACE EXPECTATIONS

Clothing

Appropriate clothing is to be worn in accordance with your position and workplace. Wide brim hats and sunscreen are required for outdoor work.

Smoking Policy

Most workplaces have a smoking policy that you shall be required to follow. Smoking is prohibited inside buildings or in areas where other people (including the public) are affected by your actions. Smoking is prohibited where food is consumed.

Alcohol/ Drugs

The dangers of consuming drugs and alcohol in the workplace are well recognised. You are expected to observe policies that the host employer and MADEC have in regard to drugs and alcohol. Often breaches of workplace drug or alcohol policies will lead to dismissal.

No one is to present for work under the influence of alcohol or to use, distribute or possess illegal drugs at the workplace. A worker attending at a workplace while under the effect of alcohol or drugs will not be permitted to commence or continue working.

Prescription / Pharmaceutical Medication

If you are taking medication that may affect your work performance you must notify your supervisor.

You must establish any side effects of medication which may impact on your ability to work safely and notify their supervisor.

You must not attend work while taking medication which may impact on your ability to work safely.

Mobile Phones

The use of mobile phones should be restricted to work purposes only. Personal calls or SMS should only be made (and taken) during designated breaks.
OCCUPATIONAL HEALTH & SAFETY LAW

Legislation

Parliament that makes laws such as the Occupational Health and Safety Act, Anti Discrimination Act, Sexual Harassment Act and the Industrial Relations Act that become law.

Regulations

Are the rules that deal with certain issues in greater detail than are contained in the act e.g. first aid treatment, medical assistance, accident reporting and chemical handling. Lifting and manual handling are all dealt with under regulations, some are industry specific while other regulations cover all industries.

Codes Of Practice

Are standards set by the industry for the industry. They are minimum standards of work practices for Occupational Health and Safety for the employer, worker and visitors on site.

The Occupational Health and Safety Act

This law ensures that employers provide a safe and healthy workplace for their workers. It also requires that workers use safe work practices so they do not injure themselves or others.

MADEC OCCUPATIONAL HEALTH & SAFETY POLICY OBJECTIVES

It is the aim of MADEC to provide a safe and healthy workplace for all staff, clients and others by adopting a planned and systematic approach to the management of OH&S and providing the resources for its successful implementation.

All hazards to health and safety are identified, the risks assessed and where they cannot be eliminated they are effectively controlled. Measures to control hazards and risks to health and safety are regularly monitored and evaluated.

Workers are consulted and encouraged to contribute to the decision making process on OH&S matters effecting their health and safety at work.

All managers, supervisors and workers receive appropriate information, instruction, training and supervision they need to safely carry out their workplace responsibilities.
**EMPLOYER RESPONSIBILITIES**

**Duties of Employers include to:**

- Provide or maintain plant or systems of work that are, so far as is reasonably practicable, safe and without risks to health

- Make arrangements for ensuring, so far as is reasonably practicable, safety and the absence of risks to health in connection with the use, handling, storage or transport of plant or substances

- Maintain, so far as is reasonably practicable, each workplace under the employer’s management and control in a condition that is safe and without risks to health

- Provide, so far as is reasonably practicable, adequate facilities for the welfare of workers at any workplace under the management and control of the employer

- Provide such information, instruction, training or supervision to workers of the employer as is necessary to enable those persons to perform their work in a way that is safe and without risks to health

**Management and Supervisors**

Managers and supervisors are required to ensure that OH&S is managed effectively in their area of responsibility and ensure compliance with OH&S policies and procedures. Management at all levels is required to implement and keep under review the company’s safety program in consultation with its workers.

Supervisors are required to take all practicable measures to ensure workers are provided a safe work environment and that policies and procedures are complied with and workers are appropriately supervised and trained.
EMPLOYER RESPONSIBILITIES

The following points outline some other Employer responsibilities:

• Providing safety “Induction” training and clear safety rules in the workplace. Under current legislation, an employer cannot penalise or dismiss a worker for reporting an OH&S issue

• Maintain an injury register. This is compulsory in order to forward claims to the agency with whom the employer has its insurance policy

• Ensure that any safety equipment necessary to perform specific activities is provided e.g. masks, goggles and gloves when using chemicals; hearing protection if using very noisy equipment; protective clothing must be provided in some workplaces

• Provide for First Aid when there is an accident or illness at work

• To Consult with workers including sharing information about health and safety, giving workers a reasonable opportunity to express their views, and taking those views into account. The best way to consult workers may be to engage in direct discussion as part of everyday work

WORKER RESPONSIBILITIES

You (the worker) have a duty of care under the OH&S Act to:

• Take care for your own health and safety, and that of other people

• Cooperate with anything MADEC or your host employer does to meet its health and safety obligations including following reasonable instruction regarding health and safety

• Work in a safe manner by following your Supervisors directions and learning how to use all equipment properly, including obeying all safety signs, following work instructions and wearing any personal protective equipment required

• Work and use equipment safely and follow any workplace policies, procedures and work instructions. You must not interfere with or misuse any equipment provided for your health and safety and the health and safety of others

• If you become aware of a hazard or an incident (including near miss) relating to health and safety you should report it to your supervisor immediately
WORKER RESPONSIBILITIES

- Ensure that you are not under the influence of drugs or alcohol while at work and avoid endangering your health and safety and the health and safety of others.

- You must not operate any plant or tools unless trained and authorised to do so. If you are asked to perform tasks or use tools or equipment that you are not trained or qualified inform your supervisor and do not proceed until trained.

- You must not repair or perform maintenance on any plant unless qualified and authorised to do so.

- Assist your supervisor to identify, assess risk and control hazards in the workplace

- Use any Personal Protective Equipment (PPE) required

- Keep your work area tidy and remove any hazards

- Obey traffic rules and demarcation lines

There are heavy fines and penalties for both employers and workers who fail to observe the rules regarding workplace safety.

RISK MANAGEMENT

As an employer MADEC has moral and legal obligations to provide and maintain a safe and healthy workplace. To effectively manage our business including health and safety in your workplace, it is imperative to identify hazards, assess risks, implement controls and monitor controls.

The terms “hazard identification”, “risk assessment” and “risk control” are commonly used to summarise this systematic approach for managing workplace health and safety.

Definition of a Hazard

A hazard is a source or situation with a potential to cause injury, illness, or damage to property or the environment.
**RISK MANAGEMENT**

**IDENTIFY HAZARDS**

**ASSESS RISKS**

**IMPLEMENT CONTROL SOLUTIONS**

**MONITOR CONTROLS**

**Identify Hazards** - any potentially hazardous situations (which may cause injury, illness or disease) in your workplace are to be identified on an ongoing basis before an accident or incident occurs.

The hazard identification process is designed to identify all the possible situations where people may possibly be exposed to injury, illness and disease. Risk or Job Safety Assessments are required to be conducted in the following circumstances:

- Prior to a new piece of plant or equipment being put into use
- When a new system or work practice is introduced
- When an existing system or work practice is changed
- As part of an incident investigation
- As new information about work practices, substances or plant becomes available
- Compliance with Legislation, Regulations, Codes of Practice, Policies or Procedures

This is why it is necessary that you inform MADEC prior to performing jobs at your workplace that you were not engaged to do and that are not included in the risk assessment.
There are numerous checklists and guidance material available to assist in the identification of various hazards for particular types of work. Once a hazard has been identified and the risks assessed an appropriate control solution can then be implemented.

**Assess Risks**

The purpose of risk assessment is to determine whether there is any likelihood of injury, illness or disease associated with a potentially hazardous situation by considering:

- Whether any person (workers and visitors) would be exposed to the identified situations under all possible scenarios (e.g. during installation, commissioning, erection, operation, inspection, maintenance, repair, service and cleaning of plant)

- What existing measures are in place to protect the health and safety of people who may be exposed

- How adequate the existing measures are for protecting the health and safety of people who may be exposed

A matrix is generally used to determine and assign the level of risk according to likelihood and severity of an occurrence.

**Implement & Monitor Risk Controls**

- If there is any likelihood of an occurrence appropriate risk control measures need to be effectively implemented

- The primary duty of employers is to eliminate any hazard or reduce the risk as far as reasonably practicable which can be achieved through using the hierarchy of control solutions (see below)

- Once implemented controls should be monitored to ensure their effectiveness
- Don’t just assume it is somebody else’s job
- If safe to do so control the hazard
- Don’t carry out the task until it is made safe
- Report the hazard
- If the hazard is outside your authority, report the hazard to your supervisor immediately
1. Eliminate the Hazard

Elimination works by either completely removing a hazard or by removing the hazard which exposes people to risk. Examples of elimination of a Manual Handling hazard may be by redesigning the work area or work flow or the introduction of mechanical systems.

2. Substitute the Hazard

Substitution involves replacing a hazardous substance, machinery or work process with a non-hazardous or less hazardous one. This may include the use of non-flammable solvents in place of a flammable one or the use of chemicals in a pellet or paste form instead of a powder.

3. Engineering Controls

Engineering controls may include modification of tools and equipment or the use of enclosures, guarding, local exhaust ventilation, relocation of plant and automation.

4. Administrative Controls

Where the hazard can’t be controlled through elimination, substitution or engineering processes administrative controls may be used. This includes introducing work practices which reduce risk such as reducing the number of workers exposed, reducing the period of exposure, standard operating procedures\ work instructions, Material Safety Data Sheets, signage, policies and procedures.

5. Personal Protective Equipment (PPE)

Personal Protective Equipment should only be used where other measures are not practicable. Efforts to remove health and safety risks using higher controls should continue. In general, personal protective clothing and equipment should only be used for short term or emergency procedures or as additional protection when other control measures do not give sufficient exposure control. Where PPE is required to be used the Manager/Supervisor should ensure that it is appropriate for the job, that it fits the operator correctly, that training is provided in its use and that it is cleaned and maintained in accordance to manufacturer’s specification.
Good Housekeeping is Everyone’s Responsibility

• All work areas must be clear of trip hazards - remove all tools, leads etc when not in use

• Remove nails from timber and stack in appropriate areas

• Clean up spills, oils, chemicals etc as soon as possible. Warning signs must be displayed and/or temporary barricades in place

• Use absorbent material to clean up spills and dispose of in accordance with Material Safety Data Sheets

• Dispose of oily rags. Oily rags can result in spontaneous combustion

• Operators of plant and equipment must ensure they do not compromise safe access and egress

• Keep walkways free of obstructions and sharp objects

• People or equipment must be prevented from falling into openings, trenches and from scaffolding, etc.

• There must be adequate lighting for night work or when there is poor natural lighting

• There must be clear access to emergency equipment, fire extinguishers, fire hoses, emergency exits, switchboards and amenities

• Scrap and waste material must be removed as soon as practical from work areas

• Warning lights or signs must clearly identify worksite access and egress

• Sweep things like wood shavings, waste etc up regularly

• Make sure there are no trailing electrical cords on the floor

• Keep the floors and walkways free of materials, timber, boxes, equipment and rubbish

Remember “If you’ve got time to lean, you’ve got time to clean”!
**Objectives**

That workers identify slip, trip and fall hazards and demonstrate a general understanding of minimizing and eliminating the risks. That occurrences are reported, recorded and investigated with corrective measures immediately. Slips, Trips and Falls in the workplace are an ever present hazard and can result in far more serious consequences than minor abrasions or bruising.

A slip or fall can cause injury to the arms, legs, back, neck or head. Neck and head injuries can cause damage to the spinal cord and nervous system. Many workers have suffered permanent disabling injuries or death as a result of a fall.

**Contributing Factors include**

- Unsuitable footwear
- Floor surface – wet, slippery, obstacles
- Walkway rise – stairs and steps
- Obstructed vision

**Solutions to Minimise & Eliminate Slip/Trip Risks**

- Shoes – cleated, soft rubber soles and heels with ankle support
- Walking areas clear of obstacles
- Stairways - sturdy handrails
- Sufficient lighting
- Slip resistant mats to risk areas
- Not carrying oversized objects that limit vision
- Not running
- Looking carefully
- Placing safety signs in high risk areas
- Colour highlight raised floor
HAZARDOUS SUBSTANCES

• Chemicals used in businesses and industry are often toxic, flammable and dangerous to use if they are not handled and stored correctly. The nature of some chemicals can put everyone in the workplace at serious risk of harm

• Untrained or unsupervised workers mixing or spraying chemicals and other hazardous substances are placing themselves and others at a high risk of injury, which could result in death or permanent disability

• Chemicals that are designed to kill weeds, insects or fungi can also kill people and can have a significant impact on the environment, as well as workers, contractors, neighbours and anyone who may be passing by during spraying operations

• Dangers also arise when chemicals and other hazardous substances such as oils, solvents and fuels are not stored correctly (in a locked area), mislabelled or not stored in their original containers, (e.g. in drink bottles)

• If swallowed, these substances can kill someone in a matter of minutes. A thorough knowledge of handling and using chemicals, and basic first aid knowledge are essential

Employers Legal Requirements under the Regulations:

• Train all workers and contractors in the safe handling, use and storage of chemicals

• Provide workers access to Material Safety Data Sheets (MSDS) - information sheets for hazardous substances used in the workplace. These provide the best source of information about the substance. – (see example provided)

• Ensure that all chemical storage containers are suitable (e.g. do not store petrol in drink bottles) and are correctly stored and labelled

• Identify, assess and control all risks related to using hazardous substances

• Keep a register of all hazardous substances
HAZARDOUS SUBSTANCES

Exposure to Hazardous Substances at Work

The form of a substance affects the way it can enter people’s bodies. The three main routes of exposure include;

Breathing (“inhalation“)

Some substances (like dust and fine fibres) stay in your lungs if you breathe them in, others like gases, vapours and dusts/powders, can be absorbed into your bloodstream and carried to other parts of your body. Always wear appropriate PPE when using chemicals and check the types, age and condition of filters in tractor cabs and chemical masks.

Direct contact with skin or eyes

Some chemicals can harm the skin directly, causing burns, irritation, rashes or dermatitis. Some substances can pass right through the skin and enter your bloodstream. If your skin is cut, cracked or dry, substances can pass through into the bloodstream even more easily.

Some substances can seriously burn or irritate your eyes which may happen if liquids splash into your eyes, if you touch your eyes when your fingers have chemicals on them or if a vapour gets into your eyes. If you get chemical in your eyes wash the eyes thoroughly for 15 minutes (per MSDS) and seek medical advise.

Swallowing (“ingestion“)

Most people don’t swallow harmful chemicals intentionally however you could accidentally swallow them if you eat, drink or smoke after you’ve been working with chemicals or they are incorrectly labelled.

Dangerous Goods

Don’t confuse hazardous substances with dangerous goods – they are classified according to different criteria.

Hazardous substances are classified on the basis of health effects (whether they be immediate or long term), while dangerous goods are classified on the basis of immediate physical or chemical effects, such as fire, explosion, corrosion and poisoning. Dangerous goods can affect property, the environment or people.

Certain areas of the body are far more sensitive to chemicals than others, so make sure you wash all traces of chemicals from your hands before eating, drinking, smoking or using the toilet! ALWAYS wear the correct PPE and wash thoroughly after using chemicals.
ELECTRICAL SAFETY

• Inspect tools and leads regularly, all electrical leads should be tagged. Have worn plugs replaced

• Ensure that portable electrical equipment and leads are connected through an approved Residual Current Device (RCD) or an approved Type 2 safety switch

• Ensure the portable safety switch is tested using the inbuilt test button immediately it is connected to a socket outlet and each day it is used after its connection

• The portable safety switch and all portable appliances must be tested and tagged as per AS/NZ Standards. If the tag is absent or out of date alert your supervisor and remove the equipment

• Faulty appliances and/or leads must be handed to your supervisor. These should be tagged out and removed from service

• Do NOT use double adaptors or piggyback plugs

• All leads to be suspended and not run on floors

• Protect leads passing through doorways

• Keep leads and plugs dry, and out of puddles

• Do not open any electrical (fuse) boxes. If any work needs to be carried out on the fuse box contact your supervisor immediately

• Ensure portable appliances are switched off before removing the plug

• Remove leads from sockets by grasping the plug and not the lead

• Do not use PVC tape to repair worn or damaged leads. Have the cord replaced

• Switch off portable appliances when not in use

**Electrical Emergency Procedure**

If an appliance fails to operate, trips the safety switch or circuit breaker, smokes or sparks immediately switch it off and unplug it if safe to do so.

Isolate the power and apply a Lockout tag. Advise your supervisor immediately. Do not attempt to fix the problem or operate the appliance until the appliance is repaired and the tag is removed.
ELECTRICAL SAFETY

Isolation/Tag Out Procedures

1. The yellow “Out of Service” tag procedure is used to prevent the unauthorised use of plant and equipment which is considered to be unsafe, operationally defective, unserviceable, or when continued use could result in further damage.

2. The red “Danger” tag is designed to give personal protection to an individual working on a particular task or in a particular area.

3. A machine/equipment or process may be tagged “Danger” BY ANY PERSON who considers it to be unsafe or unfit for continued use.

4. Once tagged the machine/equipment MUST NOT BE OPERATED or used by a person other than those authorised to carry out the required inspection / repair.

5. Failure to obey the tag system will result in disciplinary action commensurate with the severity of the breach.

6. Before placing a tag in position the required details (e.g., the name of the person applying the tag) must be filled out on the tag.

7. The tag must be tied or securely fastened to the machine/equipment on or adjacent to the main positive isolators, valve, control, etc in such a position that it will be clearly visible to anyone attempting to operate or use it. Switches such as push buttons, emergency stops and control switches are not positive isolators and should never be used as such. If any uncertainty exists about the correct switch ask the supervisor to confirm your selection.

8. Where there is a need for multiple switches, valves or positive isolators to be isolated a “Danger” tag shall be placed on each one by every individual working on the task.

9. The Supervisor must then be notified of the action taken.

10. The tag must remain attached to the machine/equipment until the defect has been corrected. The “Out of Service” tag can be removed after the supervisor has given permission.

11. The “Danger” tag must ONLY be removed by the individual who placed
PLANT

Plant includes any machinery, equipment, appliance, implement or tool. It also includes any component of the plant and anything fitted or connected to the plant.

There is a large variety of specifically designed plant used in the workplace of which not all hazards associated with these items of plant can be eliminated. Items such as shafts, pulleys, rollers, conveyors and belts used to power components and attachments are obvious hazards. They present a high risk of entanglement with hair, clothes, jewellery (including rings) and body parts. Some items of plant have a high noise level which may lead to hearing loss injuries.

The legal requirements for plant are varied and cover areas such as:

• Licensing operators
• Servicing specifications
• Keeping of records for servicing, inspections, adjustments, die changes
• Effective guarding and/or safe operating procedures
• Repairs and maintenance to be performed only by competent persons
• Testing of safety and warning devices on a regular basis
• Multiple operator plant be fitted with stop and lock off type controls that require each stop control to be reset before the plant can be restarted
• Emergency stop handles, bars and push buttons to be coloured red and operate in a fail-safe manner
• Function and operation of all controls to be clearly marked

Injuries are more likely to occur when:

• Operators are not trained or supervised
• The plant is not used for its designed purpose
• Operators perform maintenance and cleaning functions when untrained
• Safe systems of work are not developed to minimise the risk
• Children are around or on plant
• Passengers are carried on mobile plant without seating designed for the vehicle
• Controls and operational switches and levers are not clearly marked with their function and direction of operation
• Risk assessments pertaining to noise are not completed
• Lock out, tag out systems are not used during adjustments
• Plant and machinery are not properly guarded (guarding is an engineering control and does not eliminate a risk)
Controls to reduce the risk of injury from plant operations include:

- Worker training and instructions on safe operation of plant. Some plant will have specific Work Instructions/Safe Operating Procedures including PPE required

- Guards are in place prior to operation and defects or problems are reported to the supervisor

- Tools are to be maintained in good condition and inspected prior to use. If any faults are found they must be reported immediately

- Maintaining plant and equipment to a set schedule as per manufacturer requirements. Only trained & qualified persons are to conduct maintenance

- ‘NO children’ and ‘NO passenger’ policies

**DO NOT TOUCH OR USE ANY TOOL, EQUIPMENT OR MACHINERY YOU ARE NOT TRAINED AND AUTHORISED TO OPERATE!**

**Fork Lifts**

Forklifts are often used in the processing industry to load and unload and move materials around workplaces. They can be dangerous if not driven and operated correctly. You must be properly trained and licensed to operate a forklift and follow safe work procedures. Forklifts have right of way.

**PEDESTRIANS MUST WALK WITHIN THE “PEDESTRIAN” YELLOW LINES.**
PERSONAL PROTECTIVE EQUIPMENT (PPE)

If your employer provides you with Personal Protective Equipment then you must use it in the way you have been instructed to do so. You must also look after and store your PPE in an appropriate manner. No worker is to interfere or misuse equipment provided to them in the interests of their safety.

• Where necessary your Host Employer will supply a range of PPE for your use. It is a requirement that you wear and use this PPE where specified, maintain it in good condition and to be responsible for its security

• Failure to abide by the signage, direction or instruction to wear PPE not only puts you at risk of injury, but also creates an offence under Occupation Health and Safety Legislation

• Recommended and mandatory PPE for your tasks can be found listed in the Safe Operating Procedures for specific plant and certain tasks

• Blue Signage in the workplace also indicates what PPE must be worn

• If you are ever in doubt over the wearing, use or maintenance of a particular item of PPE ask your workplace Supervisor
Noise induced hearing loss is one of the most common occupational injuries and costs Australian industry around $35 million annually in compensation. The noise level in a workplace is dangerous if it exceeds the exposure standard, which refers to an average noise level of 85 decibels (A-weighted) over an eight-hour period, with a maximum peak of 140 decibels (C-weighted).

As an indicator, some examples of noise levels include:

- Jet engine – 120 decibels
- Angle grinding – 120 decibels
- Chainsaw – 110 decibels
- Lawn mowing – 93 decibels
- Front end loader – 85 decibels
- Normal conversation – 60 decibels.

There is a chance that the exposure standard is being exceeded if:

- if it is difficult to hear someone speaking to you from one metre away
- workers notice a temporary hearing loss or ringing in the ears after leaving work
- workers need to use hearing protectors.

Excessive noise damages the delicate nerve cells in the inner ear that transmit sound messages to the brain. The nerve cells are replaced by scar tissue that does not respond to sound. This damage occurs slowly over time and is painless but permanent - there is no cure.

A simple test of the noise level could be:

“If it is difficult for people to have a normal conversation without raising their voices when they are only one metre apart there may be a noise problem.”

- Noise control measures include eliminating the noisy plant, substituting a quieter machine, building a noise absorbing shroud around the plant area, housing the noise source in a room away from workers or wearing hearing protection equipment (plugs or muffs).
NOISE CONTROL

Noise induced hearing loss injuries are more likely to occur when:

- Risk assessments have not been carried out
- Hearing protection equipment is not provided where a noise problem exists
- The wrong type or grade of hearing protection equipment is in use
- Noise from plant is not controlled by regular maintenance of engines or installation of acoustic insulation panels.
- Workers are not trained or informed about hearing loss and how to fit, maintain and store hearing protection equipment
- Employers do not make sure that workers wear the hearing protection supplied

Remember! Usually, ear damage occurs gradually over several years and remains unnoticed until it is too late. Hearing damage can’t be repaired.

Wear Hearing protection at all times where and when required!

MANUAL HANDLING

What Is It? Essentially, any action of:

- Lifting
- Pushing
- Pulling
- Carrying
- Sliding
- Wheeling
- Stacking
- Holding

Where, When and Why Do Injuries Occur?

- Bending, twisting, reaching
- Incorrect technique
- Gripping, wrist-turning
- Repetitious movements, constrained position
- Frequency and duration of lifts
- Heavy or awkward loads
MANUAL HANDLING

How Do Injuries Occur?

• Workplace design may be poor
• Supervision may be inadequate
• Workers may be under excessive pressure

How can Manual Handling Problems Be Managed?

• Use mechanical aids
• Training
• Analyse incidents and accidents
• Implement the Hierarchy of Control Solutions
  • (Eliminate manual handling where practicable)
• Identify frequent causes
• Assess factors in causes
• Priorities action
• Design steps to control risk
• Monitor results
• Use correct lifting techniques

HOW TO LIFT AND CARRY

It is important that your work area is laid out correctly and consideration needs to be given to planning the lift;

• Where and how equipment is laid out
• The height of the equipment or work benches
• The size and weight of mobile equipment
• How far do you have to carry equipment or goods

Objects need to be assessed on an individual basis as to whether they can be lifted safely. Test the load prior to attempting a lift and make sure you know how heavy it is.

DO NOT attempt a lift unless you are sure if it is safe to proceed!

A common workplace injury is to the back, caused by incorrect lifting or handling of heavy or large objects. Often, the injury won’t be felt for sometime and may be permanent.
SIX STEPS TO SAFE LIFTING

1. PLAN THE LIFT & USE SAFE HANDLING PRACTICES
   - Reduce the vertical distance the load is to be carried, between thigh & shoulder
   - Reduce the weight and force used, where possible use mechanical devices, break the load or use team lifting
   - Consider task duration & repetition; lay out of work environment, experience of persons
   - Consider the safe handholds of the load

2. STAND CLOSE TO THE LOAD WITH FEET APART CREATING A STABLE BASE FOR LIFTING

3. BEND AT THE KNEES AND KEEP BACK STRAIGHT

4. GET A FIRM GRIP AND MOVE THE OBJECT CLOSE TO THE BODY.

5. LIFT SMOOTHLY (DO NOT JERK)
   - Where possible exert force in a forward or backward motion
   - Movements such as twisting, bending and over reaching will increase the risk of injury

6. ALWAYS KEEP ARMS AND LOAD CLOSE TO BODY AND WHEN TURNING, USE YOUR FEET

(PLEASE NOTE): WHEN CARRYING OUT A TEAM LIFT MAKE SURE THAT ONE PERSON GIVES CLEAR INSTRUCTIONS.
EMERGENCY PROCEDURES

If someone in the workplace has an accident don’t just leave them:

• Always check for any danger to yourself or others before assisting the victim
• Raise the alarm and seek the first aid officer or medical assistance
• If the victim is bleeding apply pressure to the wound and elevate the limb
• If a chemical is in the victim’s eye help them to the eyewash basin
• If a solid object is lodged in the victim’s eye stop them from touching it
• If the victim has chest pain try to keep them comfortable
• Do not attempt CPR unless you have been trained to do so and hold a current Senior First Aid Certificate
• Whatever the situation the best help you can offer is to stay with the victim and help them stay calm until medical assistance arrives

Evacuation

• Follow the procedures as outlined at your workplace
• Do not re-enter the premises until advised to do so

Fire

• Should it be necessary for you to use a fire extinguisher take time to check the instructions and the purpose for which it should be used. By making these checks, you can:

  • Avoid injury to yourself
  • Avoid aggravating the fire by using unsuitable extinguishers
  • Ensuring you don’t wrongly applying them

Fire Procedure

• Raise the alarm – Dial 000
• Remain calm
• If working on a machine – turn it off if safe to do so
• Do not delay evacuation if so instructed
• Do not run – move quickly to the assembly area
• Do not attempt to salvage any of your possessions
• Do not leave the assembly area until instructed to do so
EMERGENCY PROCEDURES

Fire Extinguishers (Some common types of extinguishers include)

Dry Chemical


Water

For use on: Wood, Paper, Plastics

Be Aware Dangerous if used on flammable liquid, electrical equipment & cooking oils/fat fires.

Carbon Dioxide

For use on: Electrical Equipment
Be Aware not suitable for outdoor use.

Workplace Accidents

Follow the specific workplace emergency response procedures but in the event of a major accident be prepared to help if necessary.

Accident causing major injury

• Before assisting the victim check for danger
• Don’t move the victim unless it is absolutely necessary
• Make the victim comfortable
• See that he/she can breathe
• Give basic first aid if trained to do so
• Call an Ambulance - Dial 000
• Stay with the victim
EMERGENCY PROCEDURES

Incident Reporting

An Incident is an unplanned event which causes or could have caused injury, and/or damage to property and/or equipment. Incidents range from near-miss incidents to serious accidents and emergencies.

If you are involved in or witness an incident you must:

1. Notify your workplace supervisor immediately. Any workplace injury must be reported to the first aid attendant and your supervisor.

2. Your supervisor will assist you to complete an Incident Report and provide relevant details of the occurrence. This informs MADEC of what has happened so that a MADEC consultant can investigate and monitor the hazard to ensure appropriate controls are in place.

3. Notify your MADEC Consultant as soon as practical on the day the incident occurred. All hazards and incidents, including near misses, must be reported to both MADEC and your supervisor at the host employer even if they don’t result in an injury or damage. MADEC will also keep a record of the incident or hazard for future monitoring and assessment.
OUTDOOR WORK

UV radiation is the wave length of sunlight that can damage the skin. The level of UV radiation varies depending on the time of year and the proximity to surfaces such as concrete and metal, which can reflect and scatter UV radiation. UV radiation is most intense during the middle of the day between 10am until 3pm from September to April. It can take only 10 to 15 minutes for skin damage to occur.

Over exposure to UV radiation can damage the body’s skin cells which can result in various forms of skin cancer occuring. The most common types of skin cancer are:

**Basal cell carcinoma**

The least serious form of skin cancer. Appears as a red lump or scaly area.

**Squamous cell carcinoma**

Appears as a thick, scaly red spot that may bleed, crust or ulcerate. Occurs on most exposed areas of the body. Can spread to other parts of the body.

**Melanoma**

Appears anywhere on the body as a flat spot with a mix of colours and an uneven, smudgy outline. Changes colour, size or shape and can spread to other parts of the body.

**Nodular melanoma**

Raised, firm and dome shaped pimple-sized melanoma that is red, pink, brown or black. Develops quickly and spreads to other parts of the body.

We all know the danger of sun damage the links to skin cancer. The best way to prevent skin cancer is to protect yourself from the harmful effects of the sun.

**Thermal Discomfort**

Thermal discomfort is not a medical condition. It is the discomfort experienced by most people when it is hot or cold - it’s how we feel. Most concerns that arise from working in hot or cold conditions are due to thermal discomfort.

In many cases, although we feel considerable discomfort, the work conditions are such that we face no significant risk of succumbing to the serious health and safety problem of thermal illness. However, working conditions that cause heat or cold related illness will also cause thermal discomfort.
Heat Stress

Symptoms of mild heat stress are: feeling tired and weak, muscle cramps, feeling sick or vomiting. More severe symptoms are: headache, rapid pulse, excessive sweating, feeling irritable or confused and blurred vision.

Heat stress that progresses further can lead to heat illness causing unconsciousness and death!

<table>
<thead>
<tr>
<th>Heat Illness</th>
<th>Signs and Symptoms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heat Cramps</td>
<td>Muscle cramps, nausea or vomiting, tiredness, dizziness or weakness, moist cool skin.</td>
</tr>
<tr>
<td>Heat Exhaustion</td>
<td>Headache, weakness, thirst, fatigue, nausea, stomach and muscle cramps, shortness of breath, muscle weakness, sweating a lot, lack of co-ordination, pale, cool and clammy skin, rapid pulse, possible confusion or irritability.</td>
</tr>
<tr>
<td>Heat Stroke</td>
<td>Headache, nausea and/or vomiting, not sweating/ hot dry skin, dizziness, visual disturbance, irritability, mental confusion, aggression, seizures, loss of consciousness.</td>
</tr>
</tbody>
</table>

Controls to reduce the risk of heat stress include;

- Doing heavy physical work in the cooler parts of the day, giving workers breaks from heavy physical work by using job rotation, sharing the job, changing to a lighter job or having a work break

- People not used to working in heat should build up to a full workload gradually over a week

- Drinking enough fluid eg 2 to 3 glasses of cool water an hour

- Wearing loose clothing (If in the sun, wear full length and light coloured but close-weave clothing to keep out ultra-violet light.) Don’t wear loose fitting clothes where there is a risk of entanglement in machinery
OUTDOOR WORK

• Work for short periods only, and monitor pulse and temperature, if wearing non porous clothing (eg, plastic suit when spraying chemicals) in hot weather

• Take regular breaks in the shade at least once every hour in hot weather

• Wear a hat

• Stop work and contact your supervisor if you or any co-worker has any symptoms of heat stress

• Inform your supervisor if you have any health condition that may increase risks from heat stress eg. a heart condition, diabetes, fever or if they are taking any medication that may increase risks from heat stress such as antihistamines or medicines for heart disease (please check with a doctor)

HIGH-RISK CONSTRUCTION WORK

Do you perform construction work that involves;

• Heights of more than two metres
• Demolition
• Removal or disturbance of asbestos
• Diving
• Trenches or shafts deeper than 1.5 metres
• Temporary supports for structural alterations
• Powered mobile plant
• Explosives
• Confined spaces
• Tunnels
• Tilt-up or precast concrete

Or, work that is in, on or near;

• Electrical installations or services
• Roads or railways in use by traffic
• Water/liquids that pose a drowning risk
• Telecommunications towers
• Pressurised gas distribution mains or piping
• Artificial temperature extremes
• Contaminated or flammable atmospheres
• Chemical, fuel or refrigerant lines
HIGH-RISK CONSTRUCTION WORK

These are all types of high-risk construction work. If your work involves any of these, and someone’s health or safety is at risk, you must complete a Job Safety Assessment that states the hazards and risks of the work and the controls you will put in place to ensure a safe workplace. You must also make sure that the work is always done in this way.

Anyone who does construction work must have completed an approved Construction Induction training course before starting work. It is also mandatory for workers to receive a pre-start site induction, you should know the site’s OHS rules and procedures, supervision arrangements and other site specific issues before you commence work.

WORKING AT HEIGHTS

Regulations require that stringent safety controls are put in place where there is a risk of falls from over 2 metres, consideration also needs to be given to the risk of injury from lesser heights. Workers are not to work where there is such a risk unless controls are in place that comply with these regulations.

Ladders

Ladders being set up on slippery or uneven surfaces and not secured to prevent slipping forwards, backwards or sideways are a fall hazard. Using an ordinary, straight ladder to put away or obtain stock from stack racks or shelving is a fall hazard.

Some control solutions to ensuring safe use of ladders includes;

• Placing at an angle of approximately 1 in 4
• Securing top and bottom on firm, flat surfaces
• Extending at least 900mm beyond the top landing
• Always work facing the ladder
• Keeping your belt buckles between the stiles
• Keeping feet at least 900mm below the top of ladder
• Having three points of contact with the ladder at all times
• Not carrying tools in pockets or under arms – use tool caddy
• Not working above others
• Not using metal ladders near electrical equipment or power lines
• Not using step ladders near openings or open floor edges
• Regularly maintaining and inspecting them
LADDERS

**Step ladder - poor practice**

- No barricades to alert pedestrians or drivers
- Ladder side propped up with brick, not secure at top and bottom
- Over reaching
- Working above other person
- Rungs apply when working near power lines. In summary a person must not allow himself or anything he/she is holding to come within 100mm of a service cable (illustrated) nor 2m of a power line. If in doubt contact power company

**Step ladder - good practice**

- At least 1m overhang (access purposes)
- Hoist tools etc. in a bucket when at top
- Always face the ladder
- Both hands on rails
- Ladder top firmly and evenly supported (eg lashed)
- Before climbing, test by jumping on bottom rung

**Extension ladder - poor practices**

- 4m up

**Extension ladder - good practice**

- 1m out
**FIRST AID**

- Your Host Employer is required to provide adequate First Aid boxes for the health and safety of workers.

You will be advised of their location during your site induction as well as any First Aid Officers.

- All incidents requiring First Aid must be reported to the Supervisor and First Aid Officer. If any of the items in these kits are used, please advise your supervisor and so they can be replaced immediately.

- Be aware of the First Aid Officer in your site/location.

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**OFFICE SAFETY**

Many workers fail to recognise the risks of working in an office. Some of the inherent hazards which can cause accidents are:

- Fire and Emergencies
- Housekeeping
- Slips, Trips & Falls
- Electrical
- Lighting
- Ventilation
- Ergonomics
- Manual Handling
- Office Machines
- Chemicals
- Visual Display Units

Familiarise yourself with the hazards that relate to your work and if unsure about any issues please consult your supervisor.
All workers are entitled to feel safe at work and are not to be subjected to bullying, intimidation or harassment; even if they are only placed in a workplace for a short period.

**Workplace bullying is defined as:**

Repeated, unreasonable behaviour directed towards an employee or group of employees that creates a risk to worker health, safety and well being.

All workers are entitled to be treated fairly by colleagues supervisors and customers at host employer workplaces. If you are subjected to workplace bullying you must report it immediately to your supervisor/manager.

**Conclusion**

This booklet has provided some valuable information about ways to stay safe at work but it is by no means definitive. If you see are problem or unsure about something in the workplace – **talk to your supervisor!**

MADEC values the contribution and involvement of our workers and is committed to providing a safe and healthy workplace for all workers.

Remember the information provided in this booklet and at your site inductions, look out for your work mates and ensure that you return home safely at the end of each day.
Accidents hurt. Safety doesn’t.