



MADEC Work Health & Safety Training & Induction Program

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This Work Health & Safety Training & Induction has been designed to:

- Provide you with an overview of the general legal and safety requirements for the workplace
- Advise you of your basic legal rights and obligations
- Let you know your employer's 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
- Incident Reporting
- Work Health & Safety Legislation
- MADEC WHS Objectives
- Employer Responsibilities
- Worker Responsibilities
- Risk Management
- Hierarchy of Candidates
- Housekeeping
- Slips, Trips and Falls
- Hazardous Substances
- Dangerous Goods
- Electrical Safety
- Isolation/Tag Out Procedures
- Plant
- Personal Protective Equipment (PPE)
- Noise Control
- Manual Handling
- How to Lift and Carry
- Accident & Emergency Procedures
- Outdoor Work
- High Risk Construction Work
- Working at Heights
- First Aid
- Working Alone
- Bullying
- Office Safety

WORKPLACE EXPECTATIONS



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

- Acting honestly, with integrity and upholding 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. Please familiarise yourself with the rules that relate to your place of work as failure to comply with workplace procedures and policies can lead to dismissal.

Absence from Work

When 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 where required, and advise of how long you expect to be unfit for work.

WORKPLACE EXPECTATIONS

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.

Fit For Work

It is expected that MADEC workers will present themselves in a fit for work state, which will allow them to perform assigned tasks in a manner, that doesn't threaten their own safety or that of others. Consideration needs to be given to numerous factors given the inter-relationship between work and personal life.

Alcohol/ Drugs

The dangers of consuming drugs and alcohol in the workplace are well recognized. You must 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 drugs or to use, distribute or possess them 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.

Fatigue

Fatigue is an acute or chronic state of tiredness which affects employee performance, safety and health and requires rest or sleep for recovery. Fatigue may affect physical and mental capacities and increase the risk of workplace incidents.

Fatigue can be caused by numerous factors including; physical and mental demands of tasks, exposure to hazards, family responsibilities, stress, work schedules, adequacy of supervision, level of information & training provided, travel time, lifestyle and personal health. Management of fatigue is a shared responsibility between the employer and worker.

Signs of fatigue:

Long eye blinks, repeated yawning, frequent blinking, bloodshot eyes, poor reaction time, slow speech, loss of energy, and an inability to concentrate.

Fatigue impairs the ability to:

Maintain attention, following instructions, think clearly, make decisions, concentrate, think laterally & analytically, respond to changing circumstances, coordinate hand eye movements, recognise risks, control emotions, remain alert.

Most adults need 7 to 8 hours of sleep in every 24 hours to feel well rested. A sleep debt is built up by routinely getting less than 7 to 8 hours of sleep per night. Fatigue related "micro sleeps" are very hard to predict or prevent and can place the individual and others safety at risk. It is essential that potential fatigue situations are identified, assessed and controlled.

Being awake for 20 hours impairs performance to the same level as having a 0.10 blood alcohol content.

WORKPLACE EXPECTATIONS

Prescription / Pharmaceutical Medication

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

- Workers must establish any side effects of medication which may impact on their ability to work safely and notify their supervisor.
- Workers must not attend work while taking medication which may impact on their ability to work safely.

Meal Breaks

Workers must not work for more than five hours without a meal break of at least 30 minutes.

Clothing

Appropriate clothing is to be worn in accordance with your position and workplace requirements. Wide brim hats and sunscreen are required for outdoor work. You will be advised on the appropriate dress and Personal Protective Equipment (PPE) requirements for your workplace.

Smoking Policy

Most workplaces have a smoking policy that must be followed. Smoking is prohibited inside buildings, enclosed areas or in areas where other people (including the public) are affected by your actions and where food is consumed. Only smoke in designated areas.

Personal Hygiene

Basic personal hygiene and cleanliness standards are required of all workers especially those handling produce (fruit & vegetables) and hospitality workers. Workers should ensure they follow the procedures and guidelines that apply to their workplace, some positions may require workers to have a food handler's certificate. Hand washing is a vital part of ensuring hygiene standards are maintained and preventing cross contamination.

Hands should be washed:

- after using the bathroom
- after using chemicals
- after smoking
- after handling cash
- after returning from a break and the start of a shift
- after handling waste or garbage
- after handling raw foods, particularly meat, poultry or seafood

Mobile Phones & Electronic Devices

Any unauthorised use of mobile phones or other electronic devices during work is prohibited. Ensure you are aware of the workplace rules regarding device use as inappropriate or unauthorised use of devices can lead to dismissal.

WORKPLACE EXPECTATIONS

Motor Vehicles

Workers must not operate any vehicle or plant without holding a valid driver's licence for the class of vehicle and have supervisors' authorisation. Any traffic infringements or penalties incurred by you are your responsibility as the driver including any such fines. Vehicles are to be parked in designated areas as directed.

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-misses 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 us of what has happened so that we 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.

WORK HEALTH & SAFETY LEGISLATION

The legislation provides a framework to protect the health, safety and welfare of all workers at work and of other people who might be affected by the work and aims to:

- Protect the health and safety of workers and other people by eliminating or minimising risks
- Ensure fair and effective representation, consultation and cooperation to address and resolve health and safety issues in the workplace
- Promote information, education and training on work health and safety
- Deliver continuous improvement and progressively higher standards of work health and safety.

WORK HEALTH & SAFETY LEGISLATION

WHS Regulations

The WHS Regulations set out the way in which some duties under the WHS Act must be met and prescribes procedural or administrative requirements to support the WHS Act. (eg. Requiring licences for specific activities and the keeping of records).

Codes of Practice

Codes of Practice provide practical guidance on how to meet the minimum standards of the Acts and the Regulations. It is recognised that equivalent or better ways of achieving the required work health and safety outcomes may be possible. For that reason compliance with Codes of Practice is not mandatory providing that any other method used provides an equivalent or higher standard of work health and safety than suggested by the Code of Practice.

MADEC WORK HEALTH & SAFETY OBJECTIVES

MADEC is committed to providing a safe and healthy workplace for all workers by adopting a planned and systematic approach to the management of WHS and providing the resources for its successful implementation. This will be achieved by ensuring:

- That **all hazards** to health and safety are **identified**, the **risks assessed** and where they cannot be **eliminated** they are effectively controlled. Control measures are regularly **monitored** and **evaluated**.
- Workers are consulted and encouraged to contribute to the decision making process on WHS matters affecting 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

Employers are required (as far as reasonably practicable) to:

- provide and maintain the work environment without risks to health and safety
- maintain safe plant and structures
- maintain safe systems of work
- ensure adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities
- ensure the safe use, handling and storage of plant, structures and substances
- provide the information, training, instruction and supervision that is necessary to protect all persons from risks to their health and safety
- ensure the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury.

Management and Supervisors

Managers and supervisors are required to ensure that WHS is managed effectively in their area of responsibility and ensure compliance with WHS 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.

The following points outline some other Employer responsibilities:

- Providing **safety "Induction" training and clear safety rules** in the workplace. Under legislation, an employer cannot penalise or dismiss a worker for reporting a WHS issue
- Maintain an **injury register**. This is compulsory in order to forward claims to the agency with which 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; ear protectors if using very noisy equipment; protective clothing must be provided in some workplaces
- Provide first aid equipment and ensure each worker at the workplace has access to the equipment
- Consult, co-operate & co-ordinate with workers, on-hire workers, contractors, volunteers and any other people who are an employer directly affected by a health and safety matter. This includes sharing information about health and safety, giving workers a reasonable opportunity to express their views, and taking those views into account.

MADEC's primary form of consultation is through safety talks, conducted by your consultant/supervisor, where information relating to WHS is shared and considered. Please contact MADEC if you have any concerns with WHS matters.

WORKER RESPONSIBILITIES

You (the worker) have a Duty of Care under the Law to:

- Take care for your own health and safety, and that of other people
- Co-operate with anything MADEC or your host employer does to meet its WHS 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 a near miss) relating to health and safety you must report it to your supervisor immediately
- Ensure that you present in a state fit for work and are not under the influence of drugs or alcohol while at work
- 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 for which 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.

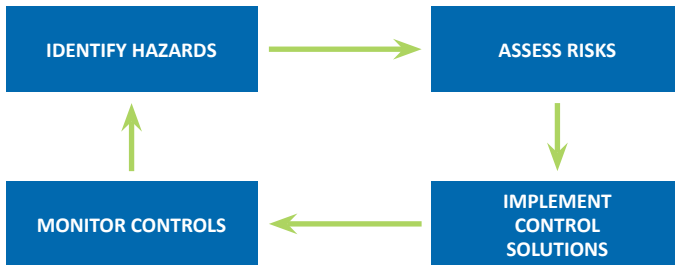
RISK MANAGEMENT

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 the workplace it is imperative to identify hazards, assess the risks and implement & 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:

Hazard is a source or situation with a potential to cause injury, illness, or damage to property or the environment.



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 they occur. 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, 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 job safety assessment.

Checklists and guidance material are readily 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.

RISK MANAGEMENT

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 (eg 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: and
- 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

- The **primary duty of employers is to eliminate any hazard** or reduce the risk as far as reasonably practicable. This can be achieved through using the hierarchy of controls (*see below*)
- If there is any likelihood of an incident appropriate risk control measures need to be effectively implemented
- 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 any tasks until the hazard is made safe
- If the hazard is outside your authority, report the hazard to your supervisor immediately



HIERARCHY OF CONTROLS

1. Eliminate

Elimination works by completely removing the hazard which exposes people to risk. Examples of elimination – remove asbestos from the workplace.



2. Substitute

Substitution involves replacing a hazardous substance, machinery or work process with a non-hazardous or less hazardous one. This may include using 20kg bags of cement instead of 40kg bags 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.

HOUSE KEEPING

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
- Safe access and egress must be taken into account where situations require temporary operation of tools, plant and equipment that may impede walkways

HOUSE KEEPING

- Keep walkways free of obstructions and sharp objects
- 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
- Sweeping things like wood shavings, waste etc up regularly
- Making sure there are no trailing electrical cords on the floor: and
- Keeping 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”!

SLIPS, TRIPS & FALLS

Objectives:

- Workers identify the risks and demonstrate a general understanding of minimising and eliminating such hazards.
- That any incidents are reported, recorded and investigated with corrective measures implemented 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 serious 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 injuries or death as a result of falls. Whenever possible work should be undertaken on the ground or solid construction. This will eliminate any fall risk. When this is not possible appropriate controls must be implemented.

Contributing Factors include:

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

Solutions to Minimise & Eliminate Slip/Trip/Fall Risks

- Shoes – cleated, soft rubber soles and heels with ankle support
- Complete work on ground or off site and then move into place.
i.e. shed roof construction
- Walking areas clear of obstacles
- Stairways - sturdy handrails
- Sufficient lighting
- Slip resistant mats to risk areas
- Don’t carry oversized objects that limit vision
- Don’t run
- Look carefully
- Place safety sign 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. Some workers will require a chemical user's certificate
- Provide workers access to **Safety Data Sheets (SDS) - information sheets** for hazardous substances used in the workplace
- 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

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.

HAZARDOUS SUBSTANCES

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 advice.

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.

Certain areas of the body are far more sensitive to chemicals than others, so make sure you properly wash hands before eating, drinking, smoking or using the toilet!

ALWAYS wear the correct PPE and wash thoroughly after using chemicals.

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 are immediate or long term), while dangerous goods are classified on the basis of immediate physical or chemical affects, such as fire, explosion, corrosion and poisoning.

Dangerous goods can affect property, the environment or people.

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 2 safety switch where required
- 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.

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

ISOLATION/TAG OUT PROCEDURES

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 (eg, 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, valves or control 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
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 his permission
11. The "Danger" tag must ONLY be removed by the individual who placed it

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. The wide range of plant used in the workplace presents numerous hazards many of which can't be eliminated.

Controls to reduce the risk of injury from plant operations include:

- Operators of High Risk Plant including Forklifts and Cranes must be licensed. (See WHS regulations)
- Proper training & supervision of operators
- Using plant suitable for tasks
- Daily pre use inspections using checklists
- Job Safety Assessments completed & Safe Systems of work developed
- Lock Out/Tag Out systems are in place
- Children are kept clear of plant & passengers are not to be carried on plant where there is no designated seating. 'No Children' 'No Passenger' Policies
- Where fitted, seatbelts must be worn
- Emergency stop controls are fitted and operating
- Controls, switches and levers are clearly labelled
- Appropriate guarding is in place and maintained
- Maintenance schedules maintained and completed by competent worker per manufacturer specifications
- **DO NOT TOUCH OR USE ANY TOOL, EQUIPMENT OR MACHINERY YOU ARE NOT TRAINED AND AUTHORISED TO OPERATE!**

PLANT

Fork Lifts

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



PEDESTRIANS MUST WALK WITHIN THE “PEDESTRIAN” YELLOW LINES.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Where PPE is required to be used the employer should ensure that it is appropriate for the job, that it fits the operator correctly and that training is provided in its use. Workers are not to interfere or misuse equipment provided to them in the interests of their safety.

- MADEC or your Host Employer may supply a range of PPE for workers' use. It is a requirement of workers to 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 the worker at risk of injury, but also creates an offence under Work 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.
- If you are ever in doubt over the wearing, use or maintenance of a particular item of PPE ask your workplace Supervisor.
- **Blue Signage** in the workplace indicates **mandatory PPE that must be worn.**

PERSONAL PROTECTIVE EQUIPMENT (PPE)



NOISE CONTROL

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.

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 conversation 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.

NOISE CONTROL

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 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
- Repetitious movements, constrained position
- Incorrect technique
- Frequency and duration of lifts
- Gripping, wrist-turning
- 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
- Prioritise action
- Design steps to control risk
- Monitor results
- Use correct lifting techniques.

HOW TO LIFT & 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 bench
- 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.



m a d e c

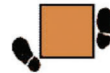
SIX STEPS TO SAFE LIFTING

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.

ACCIDENT & 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, for serious incidents dial 000
- Don't move the victim unless it is absolutely necessary
- 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
- Give basic first aid if trained to do so
- 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
- Whatever the situation the best help you can offer is to stay with the victim and help them stay calm until medical assistance arrives.

Emergency Evacuation

- Follow any directions from wardens and any workplace procedures
- Do not re-enter the premises until advised it is safe to do so.

**EMERGENCY
ASSEMBLY
POINT**

Fire Procedure

- Raise the alarm – Dial 000, where the fire can't be contained
- 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.

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 or by wrongly applying them

ACCIDENT & EMERGENCY PROCEDURES



PORTABLE FIRE EXTINGUISHERS Suitability for different kinds of small fires

TYPE OF INDICATOR →	OR 	Contents: ELECTRICALLY CONDUCTIVE			Contents: ELECTRICALLY NON-CONDUCTIVE			
								
TYPE OF EXTINGUISHER →								
KIND OF FIRE ↓								
WOOD, PAPER, TEXTILES RUBBISH, ETC	YES MOST SUITABLE	YES	YES	YES	YES	AB (E) YES	B (E) NO	YES
FLAMMABLE LIQUIDS	NO	YES MOST SUITABLE	NO	YES	YES	YES	YES	YES
LIVE ELECTRICAL EQUIPMENT	NO	NO	NO	YES	YES	YES	YES	YES
COOKING OILS AND FATS	NO	YES	YES MOST SUITABLE	YES	YES	NO	YES	NO

Fire

PRECAUTIONS: For special Hazards such as water miscible flammable liquids and reactive metals - expert advice should be sought.
Rooms and confined spaces should be ventilated before re-entry after fire.

- Switch off power or fuel before attacking fire appliance/equipment
- In all cases call the Fire Brigade on 000

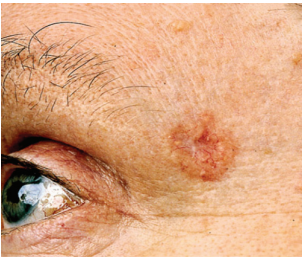
Extinguishers

NEVER USE A WATER OR FOAM EXTINGUISHER ON AN ELECTRICAL FIRE!

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 occurring.



Heat Illness	Signs and Symptoms
Heat Cramps	Muscle cramps, nausea or vomiting, tiredness, dizziness or weakness, moist cool skin.
Heat Exhaustion	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.
Heat Stroke	Headache, nausea and/or vomiting, not sweating/hot dry skin, dizziness, visual disturbance, irritability, mental confusion, aggression, seizures, loss of consciousness.

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, and feeling irritable or confused and blurred vision. Heat stress that progresses further can lead to heat illness causing unconsciousness and death!

Controls to reduce the risk of heat stress include:

- Do heavy physical work in the cooler parts of the day, give 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
- Drink enough fluid eg 2 to 3 glasses of cool water an hour, take a water bottle with 2 -3 litres per day where an ample supply isn't readily available
- Wear loose clothing (If in the sun, wear full length and light coloured clothing designed to keep out ultra-violet light.) Don't wear loose fitting clothes where there is a risk of entanglement in machinery
- Work for short periods only and monitor pulse and temperature if wearing non porous clothing (eg, plastic suit when spraying chemicals) in hot weather

OUTDOOR WORK

- Take regular breaks in the shade at least once every hour in hot weather wear a brimmed hat and apply sunscreen
- 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 you 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



**WHAT'S WRONG WITH
THIS PICTURE?**

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 line

These are all types of high-risk construction work. If your work involves any of these activities a Safe Work Method Statement that states the hazards and risks of the work and the controls that are in place to ensure a safe workplace must be completed. You must also make sure that the work is always done in this way.

HIGH-RISK CONSTRUCTION WORK

Anyone who does any 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 commencing work.

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 operate where there are fall risks from greater than 2 metres unless controls are in place that comply with the regulations. Including to ensure work is done in accordance with Safe Work Method Statement (SWMS).

Ladders

You don't have to fall far off a ladder to be seriously injured: 1–2 metres can be enough. Fractured limbs, spinal cord damage, severe brain injury or even death can result.

At least 83 Australians, mainly men, have died after falling from a ladder over the past five years.

Thousands more have been seriously injured while using a ladder for home repairs and renovations, as well as gardening tasks.

Ladders are generally considered high-risk plant and should only be used if there is no other reasonably practicable alternative, such as scaffolding or an elevating work platform.

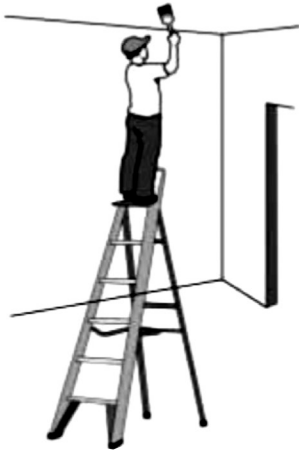
Where appropriate to use, ladders should:

- be placed at an angle of approximately 1 in 4
- extend at least 900mm beyond the top landing
- be secured top and bottom on firm, flat surfaces
- be regularly maintained and checked

Workers should:

- always work facing the ladder
- not work above others
- keep your belt buckles between the stiles
- not use metal ladders near electrical equipment or power lines
- keep feet at least 900mm below the top of ladder
- not use step ladders near doorways, openings or open floor edges
- have three points of contact with the ladder at all times
- not carry tools in pockets or under arms – use tool caddy

WORKING AT HEIGHTS

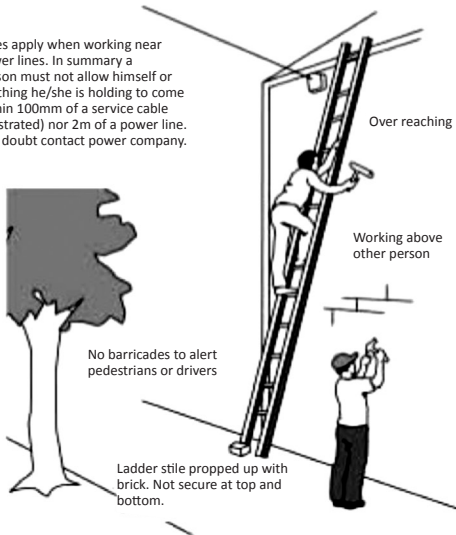


Step ladder - poor practice

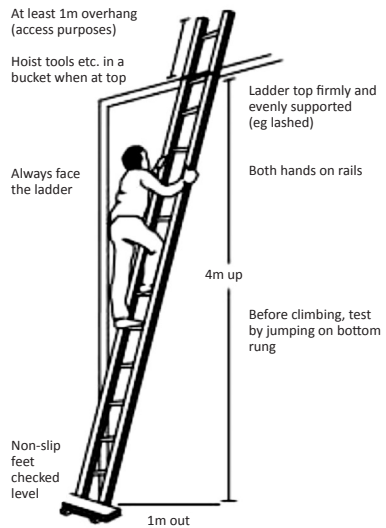


Step ladder - good practice

Rules 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.



Extension ladder - poor practice



Extension ladder - good practice

FIRST AID

Your workplace is required to provide trained first aiders and adequate First Aid kits for the health and safety of workers. The kits must be accessible to all workers and the contents should be based on the level of risk. You will be advised of their location during your site induction as well as any First Aid Officers

- Considerations for determining first aid provision requirements include the:
nature of work being carried out, nature of hazards, size and location and number and composition of workers.
- All incidents requiring First Aid must be reported to the Supervisor and First Aid Officer where applicable. If any of the items in these kits are used, please advise your supervisor so they can be replaced immediately

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

WORKING ALONE

Remote or isolated work is work that is isolated from the assistance of other people because of the location, time or nature of the work being done.

Common examples include:

- undertaking a sleepover shift at a refuge or residential unit
- visiting clients in their homes or undertaking outreach services in the community
- in duty or interview rooms
- accompanying clients to appointments after hours
- cleaners working by themselves in a city office building
- sales representatives, including real estate agents
- all-night convenience store and service station attendants
- transport freight and public transport drivers
- doctors, health and community workers
- rural and agricultural workers
- scientists, park rangers or others undertaking field work.

Some control solutions which can be implemented include:

Buddy system – Where work is deemed not safe to be completed alone

Environmental design – controlling access through installing effective barriers, layout of client consultation rooms, increased visibility, monitored CCTV.

Effective Communication or location systems – GPS, Mobile Phone, Satellite Phone, CB/UHF

Alarms – such as duress alarms can also notify authorities of workplace emergencies.

Movement records – knowing where workers are expected to be can assist in managing risks.

Training – workers who deal with potentially violent clients alone need appropriate training.

Knowledge sharing – local, industry or client specific knowledge, flagging systems, briefings and log

In most workplaces it is unlikely that one solution will be sufficient to deal with the risks of working alone. More than one solution will probably be required.

BULLYING

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 the workplace. If you believe that you are subjected to workplace bullying report it immediately to your supervisor or manager.

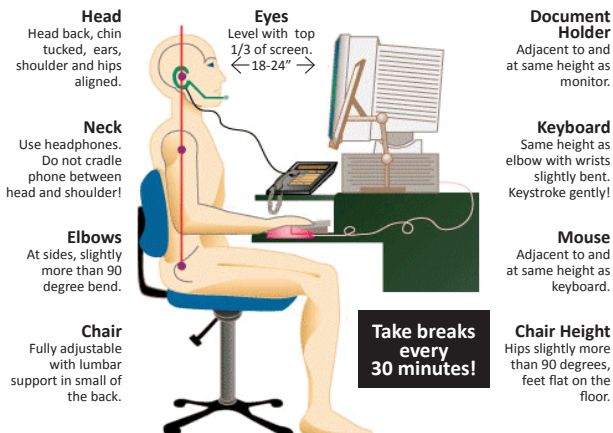
As well as significant monetary penalties serious bullying is punishable by up to 10 years in jail.

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.**



CONCLUSION

This booklet provides some valuable information about ways to stay safe at work but it is by no means definitive. If you see a 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 everyone.

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.

Disclaimer

Please note that the information given is intended as a guide for current and prospective students or interested persons. At the time of printing, the information contained was correct.



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