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Recips

COMPANY OHS MANAGEMENT PLAN PROCEDURES

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P – SA – 001 INCIDENT REPORTING, INVESTIGATION AND FIRST AID STATUTORY REQUIREMENTS

1.0 PURPOSE

To detail reporting and investigation requirements for accidents, incidents and near misses for Recips.
To ensure there is a structured process for the reporting, review, & monitoring of all aspects of the OHS Systems for Recips.
To ensure the provision of First aid officers and First aid kits is adequate for the workplace.

2.0 SCOPE

This procedure applies to all activities involving employees of Recips or persons working at the direction of Recipsmanagement and supervision (including subcontractors).

3.0 REFERENCES

- Occupational Health & Safety Act 2004 (Section 37- Incident Notification)
- Electricity Safety Act 1999
- Electricity Safety (Installations) Regulations
- Electricity Safety (Network Assets) Regulations
- Guide to Incident Notification – Worksafe
- First Aid in the Workplace Compliance Code
- AS-1885 Measurement of Occupational Health & Safety Performance.
- AS-1885.1 Describing & Reporting Occupational Injuries & Disease.
- AS/NZS-4804 OHS Management Systems.
- Recips F-SA-001-Supervisor's Incident Report Form
- Recips F-SA-002 - Accident / Incident Investigation and Report Form
- Recips F-SA-003- Worksafe Incident Notification form
- Recips F-SA-004- Incident / Accident Register Form
- Recips F-SA-005 - Corrective Action Form.

4.0 DEFINITIONS

4.1 Accident
An unplanned event resulting in actual or potential injury.

4.2 Incident
An unplanned event resulting in actual or potential damage to equipment or property.

4.3 Near Miss
An event with the potential to create an accident or incident.

4.4 Serious Accident/Incident
Any matter that results in either:
- Medical treatment to any person as a result of work activities.
- Any lost time injury.
- Any significant property damage.
- Any notifiable - reportable accident/incident.

4.5. Electrical Incident
An incident where a person receives any electric shock or
An incident involving electricity which causes or has the potential to cause—
- The death of or injury to a person; or
- Significant damage to property; or
- A serious risk to public safety.

4.6 First Aid Treatment
Treatment administered by and within the qualifications of a trained first aid officer or Occupational Health Nurse.
The following examples would generally be regarded as first aid treatment:
- Application of antiseptics during a first visit to medical personnel.
- Bandaging on any visit to medical personnel.
- Treatment of first degree burns.
- Use of hot / cold compresses during first visit to medical personnel.
- Removal of foreign bodies from eye, if not embedded and if only irrigation required.
- Removal of foreign bodies from wounds if the procedure is uncomplicated using for example, tweezers or other simple technique.
- Use of non-prescription medication and / or administration of a single dose of prescription medication on the first visit for a minor injury or discomfort.
- Observation of an injury on a second or subsequent visit.
- Application of ointments to abrasions to prevent cracking or drying.

4.7 Medical Treatment
Treatment administered by a registered medical practitioner that is outside the scope of a trained and qualified first aider or registered health nurse.

The following are examples of medical treatment:
- Antiseptics applied during second or subsequent visits to medical personnel.
- Second or third degree burns.
- Treatment of infections.
- Use of butterfly adhesive dressing or strip in lieu of sutures.
- Cutting away of dead skin (surgical debridement).
- Removal of embedded foreign bodies in the eye.
- Removal of foreign bodies from wounds, if the removal requires a physician because of the depth of embedment, size or shape of the object, or location of wound.
- Prescription of medications (other than a single dose administered on the first visit for minor injury or discomfort).
- Positive x-ray diagnosis.
- Application of sutures.
- Diagnostic testing following an electric shock

The following procedures in isolation are not considered as medical treatment:
- Tetanus shots or boosters.
- Hospitalisation for observation only.
- A negative x-ray result.

5.0 PROCEDURE

All accidents, incidents or near misses must be reported immediately to a supervisor.
Once reported implementation of the following procedures is the responsibility of Recips management representative.

5.1 Minor First Aid Injury
Band-aid type cut, scratch, bruise or minor abrasion.
Record results in the First Aid/ Injury Register.

5.2 First Aid Injury
Complete and forward for file and investigation the Complete and forward for file and investigation the Supervisors Incident Report Form (F-SA-001).

5.3 Notifiable Incident and/or Medical Treatment Injury (including Lost time Injury)
Notify Recips management representative and the Worksafe Authority immediately.
Regarding the injured worker/s Recips management representative will:

- Ensure prompt medical treatment for the injured worker/s;
- If serious injury, call emergency services for on-site treatment and transport to hospital;
- Follow up on injured worker/s condition and possible outcome of the injury/s;

Regarding the Notification Process and Incident Site Security, Recips management representative will Notify Worksafe by telephone of:-

- Location;
- Description of the incident;
- Injured workers/ name/s, condition and their current location (hospital, doctor etc);
- Current status of the incident site;
- ETA of the Inspector and where to meet
- **The Worksafe Authority officer will issue you with a reference number; ensure the number is recorded on the Incident Notification form (F-SA-003). The reference number is your proof of immediate notification.**

Regarding the Incident Site Recips management representative will ensure that:

- There is no further risk to personnel;
- There is no further risk of damage to the area;
- Prohibit access to any personnel until arrival of the Worksafe Authority Inspector;
- Cordon off the site (if possible);
- Detail a responsible person (if possible) to ensure the incident site is secure and not disturbed:

Regarding the Preliminary Investigation Recips management representative will:

- Review the incident area and take notes;
- Interview any secure any witnesses;
- Prepare for the investigation by the Worksafe Authority Inspector:

Regarding assisting the Worksafe Inspector Recips management representative will:

- Provide all notes and preliminary investigation details;
- Ensure the incident area is investigated by the Worksafe Inspector;
- Give follow-up progress on the injured worker/s condition/s and current location:

Regarding the Incident Notification Form (F-SA-003) Recips management representative will ensure that:
- The form is correctly and fully completed;
- **Forwarded to the Worksafe Authority within 48 hours by fax:**

Regarding the incident follow up and close out, Recips management representative will ensure that:
- A full investigation is carried out;
- Any corrective action identified and/or detailed by the Worksafe Inspector is completed;
- Notify and forward any additional documentation required by the Worksafe authority;
- File all incident documentation and keep for 5 years;
- Ensure incident details are the subject of any company "toolbox" meeting;

5.4 Electrical Incidents
Immediate medical treatment shall be provided to any person who receives any electric shock.

If an electrical incident occurs, the following persons must, as soon as practicable, report all of the details of the incident within their knowledge to EnergySafe Victoria on Toll Free 1800 000 922—

- An electrical worker who becomes aware of a serious electrical incident relating to work carried out by that worker;
- The operator of a high voltage electrical installation who becomes aware of any serious electrical incident occurring within that high voltage electrical installation;
- Any other responsible person within the meaning of section 41A of the Electricity Safety Act who becomes aware of a serious electrical incident relating to work for which that person is responsible for carrying out.

A person referred to above must, within 20 business days after the incident, send a written report of the incident to EnergySafe Victoria of all of the details within their knowledge regarding the incident.

5.5 Minor Incident
- Complete the company's internal Incident Report Form;
- Complete any investigation process deemed necessary;
- Implement any corrective actions required;
- Process and file the documentation.

6.0 CLIENT / CUSTOMER NOTIFICATION

If a tender and/or contract requires that the client and/or customer (owner, principal contractor etc) is to be notified, Recips management representative will advise of the facts known to date.

6.1 All injuries, incident and "near misses" (Records and Client notification)
Details of all occurrences sustained during the reporting period are to be reviewed and if required, forwarded to the site client representative at the completion of each period.

7.0 SAFETY PERFORMANCE HISTORICAL RECORDS

7.1 Monthly
At the end of each reporting period, the details contained in the company's incident / occurrence files are to be reviewed as follows:

- Current performances, both numerical & statistical.
- Duration performances, both numerical & statistical.
- Identify ongoing trends to prepare actions plans for improvement in OHS performance.

7.2 Weekly
At the end of each reporting period, the details contained in the company's incident / occurrence files are to be reviewed as follows. Results of these reviews are to be disseminated at;
- Management / supervision meetings.
- Weekly toolbox sessions.
- Relevant committee meetings. (Safety & consultative committees etc.)

Action plans as a result of these reviews are to be implemented at the direction & discretion of Recips management representative.

8.0 FIRST AID IN THE WORKPLACE

8.1 Consultation and Employee Information
By law, so far as is reasonably practicable, employers must consult with HSRs and employees on a range of matters that directly affect (or are likely to directly affect) their health and safety. Consultation related to First aid would include:
- consultation on first aid needs
- consultation on first aid training
- consultation on changes to any procedures related to first aid.

Employees need to be given information and instruction on first aid in the workplace, including:
- the location of first aid kits
- the names and work location of trained first aid officers
- procedures to be followed when first aid or further assistance is required.

The information and instruction needs to be provided:
- as part of employees' induction training
- if there is a change in the location of first aid facilities (eg first aid room)
- if there are any changes in the names, locations or contact details of first aid officers
- at appropriate intervals or as determined by a risk assessment

8.2 Provision of First Aid Facilities
Employers who follow the guidance in this section will have complied with the OHS Act on the provision of appropriate first aid facilities and first aid officers for their employees.

This guidance is aimed at:
- workplaces with 10 or more employees
- workplaces with fewer than 10 employees that have a higher level of risk.

Low-risk workplaces are those where:
- employees are not exposed to hazards that could result in serious injury or illness that would require immediate medical treatment such as those associated with plant, hazardous substances, dangerous goods, confined spaces and hazardous manual handling
- the business is located where medical assistance or ambulance services are readily available to the community and to the workplace where the business operates.
- Low-risk workplaces include offices, libraries and most retail operations.

Higher-risk workplaces are those where employees may be exposed to hazards that could result in serious injury or illness that would require immediate medical treatment. Higher risk workplaces include manufacturing plants, construction sites, agricultural and forestry operations.

Examples of serious injuries requiring immediate medical treatment are:
- the amputation of any part of the body
- a serious head injury
- a serious eye injury
- de-gloving or scalping
- electric shock
- a spinal injury
- the loss of a bodily function
- serious lacerations.

8.2.1 First Aid Officers

In low-risk workplaces, compliance is achieved by providing:
- one first aid officer for 10 to 50 employees
- two first aid officers for 51 to 100 employees
- an additional first aid officer for every additional 100 employees.

In higher-risk workplaces, compliance is achieved by providing: one first aid officer for up to 25 employees
- two first aid officers for 26 to 50 employees
- an additional first aid officer for every additional 50 employees.

Where an employee or group of employees does not have timely access to appropriate medical and ambulance services, (such as in remote, isolated or mobile workplaces) compliance is achieved by providing at least one first aid officer for every 10 employees.

8.2.2 First Aid Training

The minimum acceptable level of training for first aid officers for workplaces is the senior first aid certificate (often referred to as a level 2 first aid qualification) or its competency based equivalent HLTFA301B Apply First Aid.

For higher-risk workplaces, there may be a need for first aid officers who have completed occupational first aid training (often referred to as a level 3 first aid qualification) or its competency based equivalent HLTFA402B Apply Advanced First Aid.

If the workplace is large and diverse or has a complex range of OHS hazards, the employer needs to choose determine the appropriate level of first aid training based on a risk assessment.

Employers need to ensure that the qualifications of first aid officers are current.

8.3 First Aid Kits

8.3.1 Location and Quantity

In low-risk workplaces, compliance is achieved by providing:
- one first aid kit for 10 to 50 employees
- one additional kit for every additional 50 employees up to 200
- one additional kit for every 100 additional employees above 200.

In higher-risk workplaces, compliance is achieved by providing:
- one first aid kit, including specific first aid kit modules, for up to 25 employees
- two kits, including specific first aid kit modules, for up to 50 employees
- one additional kit, including specific first aid kit modules, for every additional 50 employees.

Where an employee or group of employees does not have timely access to appropriate medical and ambulance services, compliance is achieved by providing at least one kit for every 25 employees.
For isolated, remote locations or mobile workplaces, employees need to have access to appropriate first aid kits.

Where there are separate work areas, it may be appropriate to locate first aid facilities centrally and provide portable first aid kits in each work area. This may include motor vehicles.

8.3.2 Container

The container needs to protect the contents of the first aid kit from dust and damage. If any additional first aid kit modules are to be included, the container needs to be large enough to hold them, preferably in separate compartments.

The container needs to be easily recognisable (eg with a white cross on a green background prominently displayed on the outside and clearly marked as ‘First aid kit’) and should not be locked.

8.3.3 Contents

Appropriate first aid arrangements will vary from one workplace to the next. Employers need to ensure that first aid kits are adequately stocked for their workplace.

A first aid kit needs to include:
- basic first aid notes
- disposable gloves
- resuscitation mask
- individually wrapped sterile adhesive dressings
- sterile eye pads (packet)
- sterile coverings for serious wounds
- triangular bandages
- safety pins
- small sterile unmedicated wound dressings
- medium sterile unmedicated wound dressings
- large sterile unmedicated wound dressings
- non-allergenic tape
- rubber thread or crepe bandage
- scissors
- Tweezers
- The F-SA-004 Incident Accident record form for noting details of first aid provided
- sterile saline solution
- plastic bags for disposal.

It is recommended that the name and telephone number of workplace first aid officers, as well as emergency services telephone numbers and addresses, be located in or in close proximity to each first aid kit.

Items that may be reused, such as scissors and tweezers, need to be thoroughly cleaned using warm soapy water or an alcohol swab after each use.
Some items can be obtained in disposable form such as plastic tweezers.
However, these are not as effective as the metal type and are not included as a standard item in occupational first aid kits.
Employers need to ensure that first aid kits are restocked as necessary.

8.3.4 Additional first aid Kit Modules

The employer needs to assess whether additional first aid kit modules are required where particular hazards exist. Some examples of commonly needed additional modules are those dealing with eyes, burns and remote workplaces.

8.3.5 Access to medical services and the nature and extent of those services

In higher-risk workplaces, arrangements need to be in place to ensure the services of an appropriate medical centre are available. These services may be provided within the workplace or be readily available outside the workplace. The medical services need to provide emergency medical treatment and have an understanding of the types of hazards at the workplace and the potential effect on the health of employees that may arise from exposure to those hazards.

8.4 Signage

The employer needs to provide safety signs to identify first aid facilities, including the telephone numbers of emergency services and details of first aid officers.

The signs should be a white cross on a green background.
Additional guidance is provided in *AS 1319 Safety signs for the occupational environment*.

P – SA – 002 SAFETY PERFORMANCE REPORTING

1.0 PURPOSE

To detail the requirements and procedures for monthly reporting of safety performance data and statistics to Recips.

2.0 SCOPE

This procedure is applicable to all Recips activities and operations and in the context of the company's operations and includes all activities conducted by subcontractors on behalf of Recips.

3.0 REFERENCES

- Occupational Health & Safety Act (Section 37 – Incident Notification)
- Guide to Incident Notification - Worksafe
- AS-1885 Measurement of Occupational Health & Safety Performance.
- AS-1885.1 Describing & Reporting Occupational Injuries & Disease.
- AS/NZS-4804 OHS Management Systems.
- Recips F-SA-001Supervisor Incident Report Form
- Recips F-SA-002 Accident / Incident Investigation Report Form
- Recips F-SA-004 Incident / Accident Register Form
- REQ-OH&S-003 Recips Company Requirement
- Recips F-SA-006-Monthly Safety Performance Summary Form.

4.0 DEFINITIONS

Safety Statistical records (To be developed, implemented and maintained).
Recips Safety statistics are recorded of all accidents, incidents and injuries and a Monthly Safety Performance Summaries report is produced.

4.1 Classification of Injuries

When entering injury details onto the statistical record, care shall be taken to ensure that the correct classification is applied.

In particular, where an employee has attended for Medical Treatment following an initial 'First aid only' classification, the injury shall be reclassified on the database as an MTI (Medical Treatment Injury).

This process shall also be used where an MTI has subsequently progressed to a Lost Time Injury (LTI).

When reviewing an injury record with the intent of reclassification, the company administration officer shall consult with the OH&S Representative prior to any final decision.

4.2 Production of Report
Using the data recorded, the Monthly Safety Performance Summary shall then be produced and passed to the Manager for written comment. These comments shall be based on the Manager's observations of the Company's and / or subcontractor's safety performance.
The Manager's comments shall then be entered onto the record, and a "hard copy" of the month's report forwarded to the Company's Senior Management.
Monthly Safety Reports must be completed by the Company OH&S Representative, no later than the 4th Working Day of each new month.

On completion, Recips Safety Performance Summary Report and attached documentation shall be forwarded to:-
- Manager of Recips.
- Senior, Executive Management and Directors of Recips.

- no later than the 6th working day of each new month.

Copies of all Monthly Safety Performance Summaries and relevant documentation shall be retained on file by the Company and where relevant and/or required to clients and or customers where activities and operations require this compliance.

5.0 PROCEDURE

5.1 Data Input
The OH&S Representative will enter relevant information on the Safety Reporting Data record that is to be used to record all accidents, incidents and injuries sustained by either Recips Personnel and/or subcontract personnel.

On the last working day of each month, the Recips administration officer, or person assigned this responsibility by the Manager, shall ensure that all necessary data (No. of personnel, hours worked etc.) has been entered onto the database for that month.

This process shall usually involve the data input of all information contained on that months hard copy 'First Aid Injury Register' together any other occurrences, with contract hours, average number of personnel, both Recips and subcontractors (detailed & recorded separately) worked, and details supplied by subcontractors.

P – SA – 003 REHABILITATION

1.0 PURPOSE

To establish general guidelines, requirements and procedures for the rehabilitation of worker's injuries while working in their employment scope of work.

2.0 SCOPE

This procedure applies to all staff employed on any worksite or facility under the control and/or management of any member of Recips.

This procedure will cover the rehabilitation of Recips workers injured in the course of their employment, and who are able to return to work in a limited capacity prior to their being certified as fully fit.

3.0 REFERENCES

- Commonwealth Rehabilitation and Compensation Act
- The Accident Compensation Act
- Occupational Health and Safety Act
- Recips F-SA-007 -Injured Employee's Letter
- Recips F-SA-008 - Authority to Release Information Letter.
- Recips F-SA-012 - Work Capabilities Certificate.
- Recips F-SA-009 -Treating Medical Practitioner's Letter.
- Recips F-SA-014 - Workplace Assessment.
- Recips F-SA-013 -Worker's Return to Work Questionnaire.
- RecipsF-SA-011 - Offer of Suitable Employment.
- Recips F-SA-010 - Return To Work Plan.
- Recips F-SA-016 - Hazard Risk Register form.

4.0 DEFINITIONS

4.1 Occupational Rehabilitation
This is a process of restoring an injured or ill individual to the maximum physical, psychological, social, vocational and economic capacity. Occupational rehabilitation assists injured or ill workers to return to their work activities as quickly as practical and safely as possible.

4.2 Workplace Related Injury
Any work related injury, illness and/or disease that may adversely affect a worker's ability to perform his/her normal duties.

4.3 Injury Management
The use and application of the principles of occupational rehabilitation to affect an early and safe return to work.

4.4 Selected Duties
These are normal duties or workplace activities that have been restricted or modified to match the worker's injury. These duties are of a temporary nature until the worker returns to full normal duties.

4.5 Alternative Duties
These are duties or workplace activities that are offered to a worker other than ones that they normally work. These duties are temporary until the worker returns to full normal duties.

5.0 PROCEDURE (RESPONSIBILITIES AND REQUIREMENTS)

5.1 Return to Work Coordinator
Recips shall nominate a trained Return to Work Coordinator who shall be responsible for the documentation and implementation of the Occupational Rehabilitation and Return to Work Policy and associated procedures. The Return to Work Coordinator shall also be responsible for preparation and review of all workplace occupational rehabilitation.

Recips Return to Work Coordinator shall be the direct link between the injured worker, their treating medical practitioner, supervisor and OH&S representative (or Safety Committee Member).

The Return to Work Coordinator shall also be responsible for the execution of every aspect of Recips Return to Work and Occupational Rehabilitation Procedures.

5.2 Treating Medical Practitioner
The Treating Medical Practitioner accepts responsibility for the overall management of injured worker's medical condition and may delegate the routine rehabilitation, return to work plan management to Recips Return to Work Coordinator.

For the purpose of return to work and rehabilitation, Recips may not normally employ the services of a Company Doctor. However Recips will only use those doctors who have an awareness of Recips Policy (and if possible worker's duties) shall be assessed and recommended.

Recips Return to Work Coordinator shall maintain contact with as many doctors as practical to promote an awareness of this policy.

The injured worker has the right under the relevant Worker's Compensation Legislation to consult a treating medical practitioner of their own choice for treatment.

5.3 Management and Supervision
Recips Return to Work Coordinator, Management and Supervision shall be responsible for ensuring that all aspects of the occupational rehabilitation – return to work process are strictly adhered to and contact with the injured worker continues while they are absent.

5.4 Co-Workers
Recips Co-Workers within the workplace are encouraged to be actively involved in a positive manner whenever possible to support the occupational rehabilitation – return to work process.

5.5 Injured Worker
Recips injured workers have the responsibility to actively participate in any occupational rehabilitation - return-to-work program under the Accident Compensation Act.

Failure to actively participate in a return to work program may lead to a worker's compensation entitlements being suspended. The return to work plan is to assist the injured worker to resume their normal duties in the workplace as soon as possible after a work related injury or illness.

P – SA – 004 WORKSAFE CLAIMS MANAGEMENT

1.0 PURPOSE

To detail the process to be implemented to effectively and efficiently manage employee's claims for compensation for work related injuries.

2.0 SCOPE

Employees of Recips as defined under the relevant Legislation.

3.0 REFERENCES

- WorkSafe and Accident Compensation Legislation.
- Recips P-SA-003 Rehabilitation Procedure & associated forms.

4.0 DEFINITIONS

As stated in the Accident Compensation Act Legislation.

5.0 PROCEDURE

Any employee who sustains a work related injury or illness is required to report the matter immediately to their supervisor.

5.1 Worksafe Insurance Claim Process - Introduction
As required by the Worksafe insurance legislation (Accident Compensation Act), workers and employers have the obligation and responsibility to complete their respective claim forms.

Recips and their workers can source these forms from the relevant state or territory Worksafe Authority. These are “approved” forms and therefore must be used in accordance with the legislation (Accident Compensation Act).

Recips is required by law to be aware of and understand the content, intent and details in both forms. Failure to, or incorrectly complete these forms may lead to a breach of the legislation and fines. (see Accident Compensation Act).

To avoid confusion Recips will view these forms and their responsibilities as the documentation that is normally applied and used in an insurance claim. In this case the “asset” under insurance is/are the company worker/s.

As with any insurance process, there are time schedules and mandatory details that must be completed accurately with disclosure of certain information to the “key stakeholders” and the opportunity to dispute any claim on reasonable grounds. There is also the requirement (depending on Recips insurance premium structure) to pay “Excess” in the form of wages and medical expenses for a short period of time if a worker is off work.

5.2 Claim Forms and Related Documentation.
There are a number of “approved” and “related” supportive documentation that comprises a worker’s work related injury / illness claim. These will comprise of but are not limited to:

- Worksafe Worker’s Claim Form; (for both minor and major claims)
- Worksafe Employer Claim Report;
- Worksafe Certificate of Capacity; (issued by treating medical authority)

Related documentation may comprise of but not be limited to:

- Injured / ill Worker’s written notification;

- Recips written notification to the injured worker confirming receipt of the work related injury / illness notification (F-SA-007).
- Entry and/or notification in Recips (F-SA-001) & (F-SA-004)
- Recips Worksafe Incident Notification Form; (F-SA-003)
- Copies of receipts for medication, medical services or other treatment related to the injury / illness;
- Witness and other statements, reports, and other related documentation: (F-SA-002).

5.3 Communication / Reporting and Recording of Injuries:
Recips and workers have dual responsibilities to report (worker) and record (employer) all injuries, incidents and accidents in their respective workplaces. Recips must keep a register of injuries on documented form such as an "Injury report book" or some procedural documented form for injury notification (F-SA-004).

5.4 Reporting (Worker)
If a worker incurs a work related injury or illness, they must report this in writing (if possible) to Recips as detailed above. This must be done within a certain time frame, which varies from state to state, of becoming aware of the injury and/or illness. Failure to do so (late lodgement) may cause their claim to be rejected.

5.5 Reporting (Employer)
Recips, as employers are required to notify (in writing) the injured / ill worker that they have been notified of the injury or illness (F-SA-007). Recips must also complete their acceptance of the Worker's Claim Form by attesting in the sections indicated. Upon receipt of this claim form, Recips will have the following options and requirements;

-Minor Claims: (within the employer excess)
- Make all payments and forward the Minor Claim copy of the Worker's Claim Form to Recips Worksafe Agent within a certain number of days of the end of the quarter in the period the company have received the claim:

-Major (exceeds employer excess) and/or Disputed Claims:
In the case of Major and/or disputed work related injury claims Recips must forward to the company Worksafe Agent within a certain number of days of receiving the Worker's Claim Form:
- The original copy of the Worker's Claim along with the Minor Claim copy;
- A completed Employer Claim Report;
- The worker's completed Worksafe Certificate of capacity signed by a doctor, if the claim involves time off work;
- A copy of the workers written notification of injury (either copy of their entry in the injury register or other written form);
- A copy of Recips written notification to the worker, acknowledging receipt of the injury report;
- A copy of the Incident Notification Report; (If one was required to be lodged in relation to the injury / illness)

Failure to comply with the above-mentioned requirement may result in Recips being required to pay a penalty and any interest owing to the worker under the relevant Section of the State Accident Compensation Act.

Check with your Worksafe Insurance agent as to when the claim form must be lodged.

5.6 Worksafe Agent
Recips Worksafe Agents have responsibilities under the legislation. They must:
- Within a stated number of days on receipt of claim form, Worksafe Certificate of Capacity, and other related documentation notify Recips in writing if the claim is rejected or not;
- Within 60 days if the claim is for medical and related services only they must also advise in writing both the worker and Recips accordingly if the claim is rejected or not.

5.7 Worksafe Claim Forms
To ensure timely completion of all the Worksafe Claim Forms, Reports and Certificates, Recips should on receiving notification of a worker's work related injury and/or illness make sure that their worker complete and submit their Worksafe Worker's Claim form for Recips to sign and date. This is necessary to acknowledge that they are in receipt of the Worksafe claim form (and any related documentation such as medical receipts, certificate of capacity etc) before sending it on to their Worksafe Agent.

5.8 Worksafe Worker's Claim Form
Recips Workers Worksafe Claim Forms contains several statements, queries and questions. Workers must understand this is a legal document and must be completed accurately, correctly and submitted within the conditions and timeframe specified on the front cover of the form.
Worker/s incurring a work related injury and/or illness and are completing their Worksafe Claim form may require assistance in the details relating to the questions and queries contained in the form. Recips has obligations under statute law, and also has a moral obligation as an employer, to assist in the accurate completion of this form.
The queries, questions etc. are self-explanatory. Expansion or explanations on the content can be obtained form the Worksafe Authority or the Worksafe Agent.

5.9 Worksafe Employer Claim Report
Recips Worksafe Employer Claim Report Forms contains several statements, queries, and questions. The Recips management representative completing these forms must ensure all details requiring a response are complete, accurate and correct. As stated previously, failure to comply with the requirements of this and the workers claim forms may result in Recips being liable to penalties under the Accident Compensation Act.
The queries, questions etc. are self-explanatory. Expansion or explanations on the content can be obtained form the Worksafe Authority or the Worksafe Agent.

5.10 Worksafe Certificate of Capacity
These are also legal documents and must be completed accurately and correctly. The Certificate is obtained and filled out by the treating medical authority, medical practitioner, and/or doctor attending the work related injured and/or ill worker.
Recips upon receipt of these certificates must ensure before processing:
- They relate to the work related injury and/or illness referred to in both claim forms;
- The dates and details are correct;
- The worker has completed the declaration on the back of the certificate stating if they have / have not worked in the timeframe specified on the certificate. This must be completed to validate the certificate.

5.11 Employer Excess

Accepted and/or undisputed claims require that Recips must meet the costs of wages and relevant medical expenses for a certain number of days that an injured and/or ill worker is off work suffering from a work related injury and/or illness. This is indexed very year on July 1st. To ensure that Recips have the current costing figures and limits to ensure compliance, they must consult with their Worksafe Agent. This excess applies unless Recips has taken out the Buy-out option as part of their Worksafe Premium.

Where the nature of an employee's condition or injury is such that rehabilitation is required, the above procedures shall be conducted in conjunction with Recips P-SA-003 'Rehabilitation Procedure'.

The Company Return to Work Coordinator shall be responsible for maintaining regular contact with all employees who have current active claims for compensation, and shall review, in consultation the Company Management on a biannual or nominated basis with the authorised insurer, to ensure that all claims which relate to Recips can be promptly closed for any completed claims.

The Return to Work Coordinator, in consultation with the Company's administration personnel and the insurer will review and record the ongoing costs of workers claims.

P – SA – 005 ALCOHOL AND OTHER DRUGS

1.0 PURPOSE

To ensure a safe and risk free working environment of all areas and projects under the control of Recips by:

- Establishing through education, training, and awareness of the adverse affects of alcohol and other drugs usage.
- Develop a culture, which encourages employees affected by alcohol and/or other drugs usage to seek assistance and support services.
- Develop through consultation, an alcohol and other drugs screening and/or testing regime to meet all territory/state OH&S legislative requirements.

2.0 SCOPE

This procedure will apply to the management of all alcohol & other drugs for all Recips areas of management and control.

3.0 REFERENCES

- Relevant Alcohol and Other Drugs legislation.
- Recips and Client/s and Customer/s alcohol and other drugs management policies, procedures and guidelines.

4.0 DEFINITIONS

Alcohol
Any beverage that contains any percentage or quantity of alcoholic content, which may affect the performance and behaviour of a person who has been drinking such beverages.

Illegal / Recreational Drugs
Any substance used or taken in any form that is not available by prescription or over the counter that affects and/or alters the mental and physiological behaviour of a person.

Prescription Drugs
Any drug or substance, which is provided by a treating medical authority as a prescription with clear directions for use.

Pharmaceutical Drugs
Any drug or substance, that is available without a prescription from a chemist or approved outlet for the relief or treatment of an illness or injury.

Alcohol and Other Drugs Screen Test
An approved screening test procedure that is conducted under strict guidelines by qualified personnel to determine if there is any alcohol or other drugs present in a person, that may put themselves, or other personnel at risk.

Obligation of Care (Management)
The definition under legislation, which identifies the responsibility that must be discharged by the relevant management to ensure that all personnel under their control or supervision will not put themselves or other personnel at risk.

Obligation of Care (Personnel)
The definition under legislation that all personnel must discharge to ensure that any one who appears to be under the influence of alcohol on other drugs will not put themselves or any other person at risk.

5.0 PROCEDURE ACCOUNTABILITY: DUTIES & RESPONSIBILITIES

5.1 Company Management and Supervisors have the responsibility to ensure that:

- Recips operations are not put at risk by any person/s that may be under the influence of alcohol and/or other drugs.
- All personnel involved and/or affected by their operation/s are aware of Recips Alcohol and Other Drugs Policy, procedures, protocols, guidelines and standards of behaviour while engaged at the relevant project.
- Ensure that all personnel are trained and aware of the requirements relating to these procedures.
- Discharge their obligation of care by ensuring that any person who may be under the influence of alcohol or other drugs does not put themselves or other person/s at risk by removing them from the workplace immediately.

5.2 All personnel have the responsibility to ensure that they:

- Will comply with the requirements identified in all alcohol and other drugs documentation.
- Ensure they do not attend any workplace under the control of Recips while under the influence of alcohol and/or other drugs.
- Will not have cause, to have on any of Recips sites or workplaces, any alcohol or other drugs (see exemption).
- Will not consume any alcohol or other drugs while engaged in any work activity at a Recips workplace.
- Report to their immediate manager/supervisor if they have any concerns regarding the behaviour or actions of any person who they suspect may be under the influence of alcohol and or other drugs.
- Notify their immediate manager/supervisor if they have been prescribed any medication that may affect their mental and physical ability to perform their assigned tasks. Note: Confidentiality is to be observed in all these matters. No employee is to be discriminated against or disadvantaged. If necessary alternative work will be identified and allocated to the person affected until the medication is complete.
- Undergo alcohol and other drugs screening as identified in this procedure.

5.2.1 Alcohol and other drugs screening, authority/personnel.

- Only personnel conducting alcohol and other drugs screening will be qualified to do so.
- These personnel will only conduct such screening at the direction of Recips
- They shall abide by the confidentiality requirements when the screening and testing of specimens is conducted.
- They will ensure the persons being screened are fully aware of the procedures.
- The person responsible for relaying the results of any such screenings shall only do so to the authorised Recips person.

5.3 Compliance, Screening, Testing:
Screening for alcohol and other drugs shall be conducted:
- At pre-employment;
- After any major incident/accident/"near miss"; and
- Where there is Reasonable cause.

5.3.1 Persons under the influence of alcohol and/or other drugs:
Whenever a person appears under the influence of alcohol and/or other drugs, is confirmed as under the influence of alcohol or other drugs, the responsible manager/supervisor shall:
- Remove the person immediately from the workplace and arrange or escort them to a secure area.
- Inform the person in the presence of an OH&S Representative and a neutral witness regarding Recips alcohol and other drugs policy.
- Ensure there is no other unrelated cause for the person's behaviour.
- Advise the person at the requirement to undergo an alcohol and other drug screening.
- Advise the person that refusal to undertake a screening test will automatically be documented as a "positive" result.
- Ensure while awaiting results, the person is kept in a secure area where they will not put themselves or any other person at risk.

5.3.2 Negative result of screening test:
- The authorised person will inform the person being tested of the screen test result in the presence of the relevant manager/supervisor, the OHS Coordinator, and a neutral witness.
- The authorised person will document the results and ensure that, the person screen tested is asked by management, of any reasons for their behaviour, and advise them of Recips employee assistance program availability.

5.3.3 Positive result of screening test:
- The authorised person will inform the person being tested of the positive result in the presence of the relevant manager/supervisor, the OH&S Representative, and a neutral witness.
- The authorised person will hand a copy of the results of the screen test to the employee.
- The employee will be informed that the results will be included on their personal file.
- Note: In the event that the alcohol and other drugs screen test is part of the pre-employment protocol, the person will be informed that his result will cause the application for employment to be rejected at this date but may apply later under the same conditions.
- A second positive result in a pre-employment screen test will be considered as a permanent rejection to the person applying for the position.
- The person will be escorted from the site and transported to their place of abode or home. Under no circumstances is the person to be allowed to drive a vehicle of any description after testing "positive" to an alcohol and other drugs screen test.

5.3.4 Before leaving the site, the relevant manager/supervisor shall advise the person that:
- Depending on the severity and circumstances of the events, disciplinary action may be taken against them for the first offence / breach.
- In the event of a second occurrence, severe disciplinary action will be taken against them as they are in breach of their contract of employment.
- Advise the person tested, of the necessary information, to avail themselves of the employee assistance program.
- Advise the person that their actions have put themselves and other persons at risk.
- Ensure the person that upon return to work they may have to undergo another alcohol and other drugs screen test before they are permitted to commence.
- All parties present will sign the documentation in agreement with the proceedings before the documents are filed.

6.0 NOTICE OF GENERIC OUTLINES

This is a guidance document only. Full and detailed procedures, guidelines and responsibilities will need to be developed for the process, for the management and control of alcohol and other drugs, on all Company operations. Differing Federal and State legislation, EBA's and Union agreements may influence the procedural requirements and guidelines from State to State and site to site.

P – SA – 006 HAZARD RISK RESOLUTION

1.0 PURPOSE

To describe the procedures for identifying and rectifying workplace hazards & risks.

2.0 SCOPE

This procedure applies to all activities undertaken by personnel under the control and or management of Recips and to any person working at the direction of the company in relation to the company's activities.

It is a fundamental principle of Recips to minimise the exposure of potential risks to the employees, members of the public, customers, and environment in all activities associated with work activities, and exposure to itself. Commitment by management to assess the significant risk is a corporate priority of Recips.

Recips will establish and implement a risk management process for all works activities that ensures the identification, analysis, assessment, treatment and ongoing monitoring. A risk being the likelihood of a particular harm, associated with a hazard, actually occurring.

This will be possible through the application of a logical and systematic method of identifying, analysing, assessing, controlling, monitoring and communicating risks associated with any activity, function or process. This will allow Recips to avoid or mitigate losses and maximise opportunities to reduce any identified risk.

Recips will not only provide total systems and procedures for risk control, but also over the duration of their activities, strive to further reduce the risks identified, providing benefits to Recips and any person or organisation affected by Recips activities.

3.0 REFERENCES

Occupational Health & Safety Act
AS 4360 – Risk Management
AS/NZS 4804-OHS Management Systems.
Company Requirement No. 5 Hazard Identification and Risk Control
Recips P-SA-014 - Job Safety Analysis Procedure.
Recips F-SA-015 - Job Safety Analysis Worksheet
Recips F-SA-016 - Hazard Register Form
Recips P-SA-027 -Corrective Action Procedure
Recips F-SA-005 -Corrective Action Form

4.0 DEFINITIONS

Consequence
The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain.

Event
An incident or situation which occurs in a particular interval of time.

Frequency
A measure of likelihood expressed as the number of occurrences of an event over a period of time.

Hazard
A situation or condition, which has the potential to cause injury to personnel and/or damage to equipment.

Likelihood
Used as a qualitative description of probability and frequency.

Probability
The likelihood of a specific outcome. Usually measured by ratio against the total number of possible outcomes.

Residual Risk
The remaining level of risk after risk management measures has been implemented.

Risk
The potential or chance of an occurrence happening that will have an impact on objectives. This is measured in terms of consequences & likelihood.

Risk Analysis
A systematic use of available information to determine the how often specified events may occur and the magnitude of their likelihood consequences.

Risk Assessment
A process used to determine risk management priorities by evaluating and comparing the level of risk against pre-determined factors, target risk levels or other data.

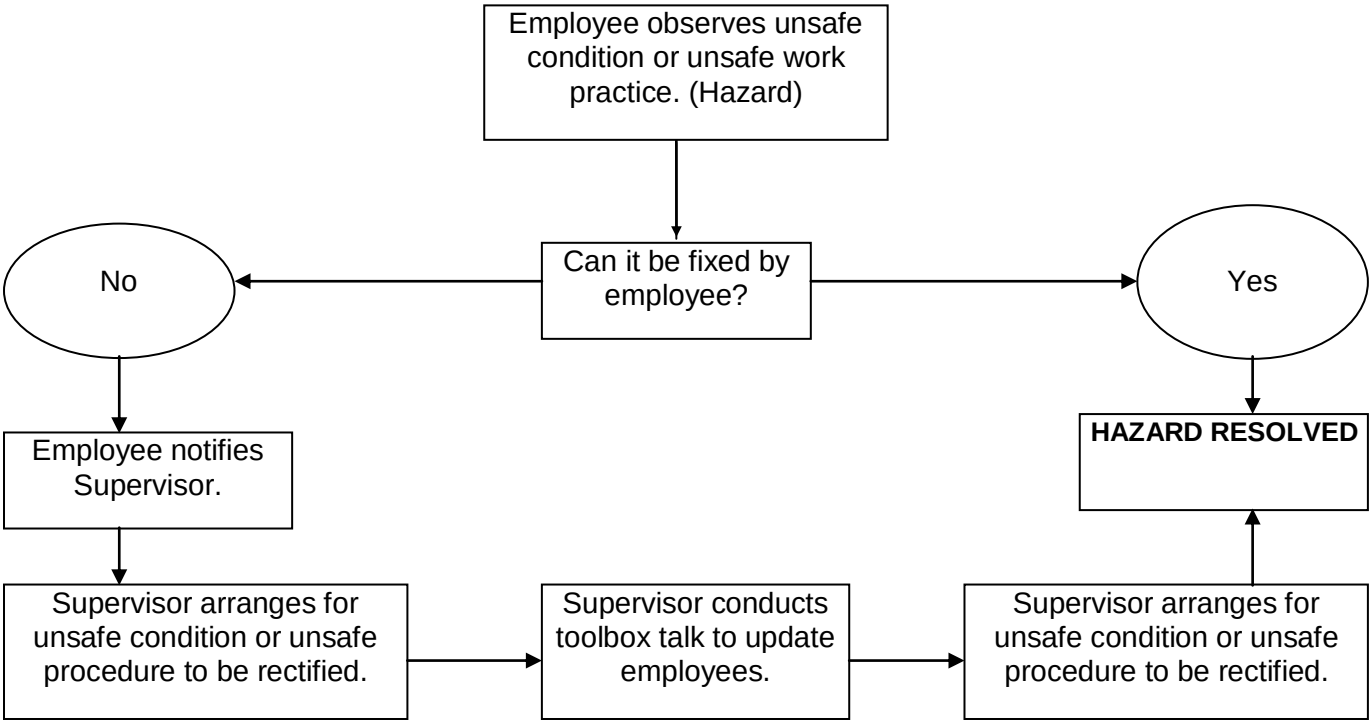
Risk Control
The section of the risk management system which involves the provision of data, documentation, standards & procedures to eliminate, avoid, or minimise identified risks or hazards.

Risk Identification
The process of identifying, and determining what can happen, why, and how.

Risk Management
The systematic application of management data, policies, procedures, practices to the tasks of identifying, analysing, assessing, treating & monitoring risk & hazards.

Risk Treatment
Selection & implementation of appropriate options & methods of dealing with risks & identified hazards.

5.0 HAZARD PROCEDURE (FLOWCHART)



5.1 Hazardous Conditions

1. The hazardous condition shall be rectified immediately.
2. If unable to do so, the hazard shall then be isolated, signposted and area secured to warn other personnel of the danger.
3. As soon as practicable, the hazardous condition shall then be rectified.

5.2 Hazardous Work Procedure

1. If the issue involves an immediate risk to health or safety, that work shall cease until the issue is resolved and corrected.
2. The work procedures shall be reviewed by the affected personnel, management, supervisor and the issue resolved by joint consultation with supervisor and the OH&S Representative.
3. If the issue cannot be resolved by joint consultation, company management shall seek the assistance of the relevant statutory authority.

5.3 Risk Management

All hazards shall be reviewed at the commencement of each site or project with the hazard and appropriate control measures listed in the Hazard Risk Register F-SA-016.

Where the hazard identified relates to a Contractor or subcontractor the hazard and appropriate control measures listed on the Corrective Action form F-SA-005. See Corrective Action Procedure P-SA-027.
For ongoing and continual monitoring of risk identification & management, the following process shall identify, quantify & manage or control risks & hazards in the workplace.

(a) Identify Risks: Identify what, why & how risks can arise as the basis for initial & ongoing analysis.
(b) Analyse Risks: Identify the existing controls & analyse in terms of likelihood and consequence against these current controls.
(c) Assess & Prioritise Risks: Compare the current levels of risk against pre-established criteria. Rate the risks in order of management priority.
(d) Treat, Manage, Control Risks: Monitor low priority risks. For all other levels of risks, develop a specific management plan based on data available.

(e) Monitor & Review all Risks: Monitor & review the performance of the risk management systems, risk register for any changes which may affect the risks identified & under management.

6.0 RISK MANAGEMENT PROCEDURE

6.1 Documentation

Applying the above criteria, all risks identified to be:

1. Identified.
2. Entered in the Hazard Register (F-SA-016)
3. Using the four step process, identify the potential, likelihood, risk level priority.
4. Develop the risk management plan or control measure & enter in the Register.
5. Supervisor to sign off to indicate the plan has been implemented to control or manage the risk.

It is the responsibility of all personnel upon identifying hazards or risks in the workplace to implement both the Hazard identification & resolution process and the Risk identification control & management process.

6.2 Dissemination

As all risks & hazards are progressively;

a) Identified
b) Analysed
c) Managed or controlled
d) Documented-the information is to be disseminated by;
    - Being included as part of induction content
    - Toolbox talk sessions
    - Specific safety briefings
    - Posted on relevant notice boards
    - Management meetings and briefings.

6.3 Monitor & Review

The monitor & review process is to become a mandatory item at all meetings involving;
Management meetings
Site start up briefings
System review meetings.

6.4 Risk Assessment

Risk Assessment and Rating System

In determining the hazard treatment priorities and treating and/or managing the risks identified from these hazards, the two interrelated processes must be kept simple and straight forward.
Risk Assessments is a four step process:

Step 1: Determine Consequence

Descriptor	Consequence					
	Safety	Environment	Food Safety	Plant	Production	Community
5 Catastrophic	Death(S) prosecutions inevitable	Off-site issue with detrimental environmental effect prosecution inevitable	Impacts on public health (Product safety specifications) Product recall required	Extensive loss of plant/buildings Damage both on and off site	Long term production losses	Extensive and damaging publicity, widespread community alarm
4 Major	Extensive injuries, breach of legislation	Off site issues with no detrimental effects, breach of legislation	Breach of legislation (FSANZ)	Significant loss/damage of plant /equipment	Major loss of production capability	Considerable publicity and community concern
3 Moderate	Medical treatment required possible breach of legislation	On-site issue contained/fixed with outside assistance, possible breach of legislation	Impacts on customer requirements or will not meet Product Quality specifications	Major damage to equipment building/plant	Partial loss of production capability	Potential for publicity and community awareness and/ or complaint
2 Minor	First aid injuries no breach of legislation	On site environmental issue immediately contained/fixed	Impacts on customer expectations (Customer complaints)	Minor damage	Some loss of production capability	No community impact
1 Insignificant	No injuries requiring treatment	Minimal environmental impact not requiring correction	No impact or is not detectable	Maintenance / engineering attention	Delays	No community impact

Step 2: Determine Probability

Descriptor	Probability
1 Almost Certain	The event is expected to occur in most circumstances. Expected result if the chosen sequence or scenario occurs (May occur every work day)
2 Likely	The event will probably occur in most circumstances. Not unusual/quite possible (may occur once a week)
3 Occasional	The event is likely to occur at some time (may occur once a month)
4 Unlikely	The event could occur at some time (may occur once a season)
5 Rare	The event has never happened after many years of exposure, may occur only in exceptional circumstances.

Step 3: Priority Assessment Risk Matrix

	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

PROBABILITY		CONSEQUENCES	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Line up the Probability and Consequence on the risk matrix to determine the risk score
E.g. Probability 2 – Likely x Consequence B - Major = 1 High Risk.
See guidelines for Risk control measures below as per the Hierarchy of Control.

Step 4. Levels of Risk and Control measures

1	**High Risk**	Stop work or withdraw process immediately. Activities should not resume without implementing controls to eliminate or minimise risk. Immediate priority. Monitor and review controls. Review objectives and targets (if appropriate) modify plans.
2	**Medium Risk**	This constitutes serious or imminent danger. Withdrawal may be considered, redesign and or modification required and followed by permanent robust controls. Monitor and review controls. Review objectives and targets (if appropriate) modify plans.
3	**Low Risk**	Danger potential low. Combination of engineering controls, work system improvements, personal protective devices, information and training required to be instigated in a planned approach.

7.0 HIERARCHY OF CONTROL

7.1 Definition of Hierarchy of Control

The descending order of effectiveness of different types of control measures that may be applied following an assessment of possible risk control.

- Elimination of the hazard
- Substitution e.g. of the equipment or substance
- Engineering controls e.g. Isolation by enclosure, guarding and using lifting devices
- Administrative controls e.g. supervision, training, and rotation
- Personal protective equipment (PPE)

The course of action once a hazard is identified is to use control measures.
These generally fall into three categories.

1. Eliminate the risk
2. Minimise the risk
3. Back up Controls-Use administrative and/or PPE controls only when all other options in the previous categories have been exhausted.

The best way to control a hazard is to eliminate it. The elimination of the hazard is the first choice in a system called the “Hierarchy of Controls”
Risk control measures employed may also be a combination of the categories.

7.2 Elimination

Where no hazard exists, no risk of injury or illness exists. For example

- Remove trip hazards to storage shelving in an access way
- Dispose of unwanted chemicals
- Eliminate hazardous plant or processes
- Repair damage equipment promptly
- Increase use of email to reduce excessive photocopying and document collation and filing
- Ensure new equipment meets the ergonomic and manual handling needs of users

7.3 Minimising the Risk
This may entail

7.3.1 Substitution
If it is not possible to eliminate the hazard, substitute it with something of a lesser risk which will still perform the same task in a satisfactory manner. For example
- Substitute a hazardous chemical with a less dangerous one
- Replace telephone handsets with headsets where there is frequent use of the telephone
- Substitute a less hazardous material to control a vapour hazard
- Substitute a smaller package or container to reduce the risk of manual handing injuries.

7.3.2 Engineering
If you cannot eliminate the hazard or make a substitution to eliminate it, then reduce the chance of hazardous contact. Redesign equipment, work processes or tools to reduce the risk or isolate the problem from staff. For example
- Redesign plant to reduce noise levels
- Use scissor lift trolley to reduce frequency of bending, lifting and carrying
- Ensure proper machine guarding is in place
- Use mechanical aids to reduce manual handling injuries
- Change bench heights to reduce bending
- Ensure lighting levels are adequate
- Isolate and store chemicals properly by using an approved dangerous good cabinet
- Isolate copying equipment and other machinery in soundproof rooms to reduce fumes and noise

7.4 Back up Controls
These controls are a ‘back up’ to the other categories. They should not be relied upon as the primary method to control risk until all options to eliminate the hazard or minimise the risk have been exhausted. Sometimes ‘back up’ controls are used as the initial temporary control phase whilst elimination or minimisation is being evaluated and/or applied.
Some examples of ‘back up’ controls are

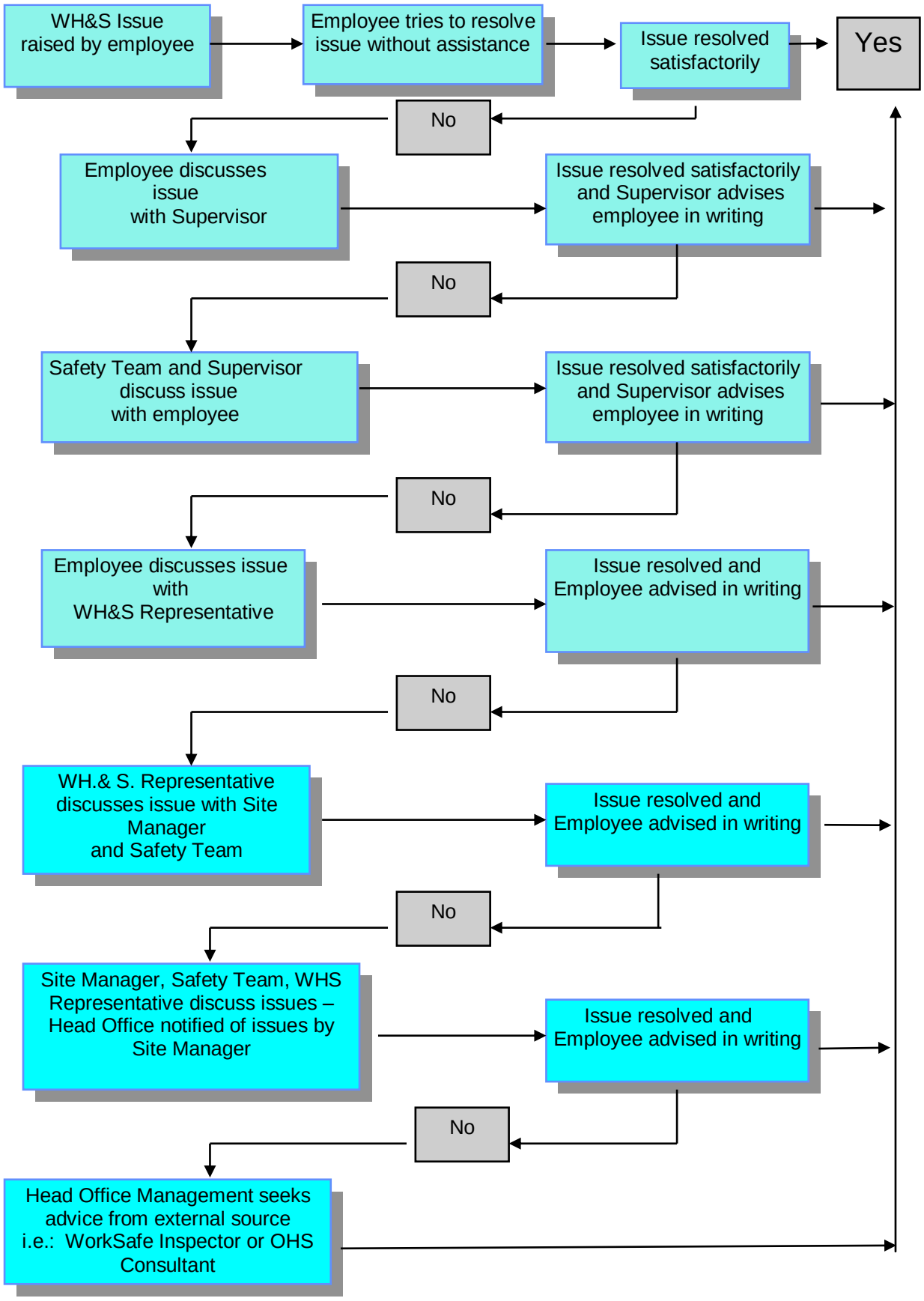
7.4.1 Administrative controls
Training, job rotation, maintenance of plant and equipment, limitation of exposure time and provision of safe work procedures are some examples also,
Use team lifting
Train and educate staff in hazard identification and risk control
Erect warning signage
Review or write safe work procedures and circulate to staff

7.4.2 Personal Protective equipment
Personal protective equipment (PPE) should only be used as a last resort. PPE is for short term solutions only. PPE protects an employee’s body from hazards. PPE must be provided free of charge and maintained by the employer. Employers are also required to ensure that workers are trained in the correct use of PPE.

Employees have a responsibility to use PPE in accordance with their training and safe usage requirements for example
- Wear earplugs in a noisy area
- Wear eye protection when working with hazardous chemicals
- Wear gloves to protect against infection/contamination

Select solutions from as high up the hierarchy triangle as possible. The elimination method is the safest solution. In many cases you may need a combination of controls to reduce the level of risk.
Effective hazard control involves human, financial and physical resources

Issue Resolution Flow Chart



P – SA – 007 ULTRA VIOLET RADIATION PROTECTION

1.0 PURPOSE

To provide procedural guidelines to reduce the risk for all personnel who are working in an outdoor environment that may be exposed to Ultra Violet Radiation.

2.0 SCOPE

This procedure applies to all personnel who are involved in or working on Recips operations and activities (Recips Personnel and Subcontractors).

3.0 REFERENCES

- Occupational Health & Safety Act.
- State Occupational Health & Safety Legislation.
- Worksafe Australia Guidance Note for the Protection of Workers from Ultra Violet Radiation in Sunlight. (NOHSC:3012)
- AS 1067- Safety and Performance Requirements for the General Purpose Sun Glasses.
- AS 2604 Sunscreen Products – Evaluation and Classification.
- Recips F-SA-017 – UVR Checklist Form.

4.0 DEFINITIONS

UVR
Ultraviolet Radiation. This is a component of the electromagnetic radiation emitted by the sun, the intensity of which varies depending on time of day, season, altitude and cloud cover. The intensity of UVR will also be considered when the Ozone Layer is depleted.

5.0 PROCEDURE

5.1 Duties and Responsibilities Site/Project Managers and/or Supervisors:

- Shall conduct a UVR exposure risk assessment to determine the tasks most likely to expose personnel to UVR (See UVR Exposure Checklist F-SA-017), in consultation with the personnel involved.
- Provide and maintain a working environment that minimises the risk of personnel being exposed to UVR in line with the results of the UVR Exposure Assessment
- Personnel: Personnel (Recips personnel and subcontractors) must follow the procedures and directions to minimise their exposure to UVR and report to their supervisor any difficulties in complying with the procedures.

5.2 Control Strategies

Use of Natural or Artificial Shade.

Where practicable, shade created by permanent objects such as trees, buildings, and other structures should be used. If these are not available, the use of canopies, tents, screens, and other portable structures are to be utilised.

Note: UVR burn (Sunburn) can still occur in shaded areas, due to reflections and cloud scattering effects of UVR. Therefore this option must be exercised with other UVR management options.

Driving and plant/equipment operations will require, where possible, that all windows on the vehicle/plant/equipment are fully wound up to minimise the effects of UVR as the window glass will reduce the radiation exposure to the occupants.

5.3 Administrative Measures.

Where possible, reorganise outside work activities during the heat of the day (10:00am and 3:00pm) to minimise UVR exposure when the sun is at its most intense. Alternatively, if this is not viable, UVR control measures as outlined in 5.2.1 are to be applied.

5.4 Personal Protection

5.4.1 Clothing

Factors to be considered for appropriate clothing to screen out or reduce the effects of UVR is critical. Selection of light-weight close weave cotton clothing is the preferred requirement. This type of material allows evaporation of sweat, air - flow producing a cooling effect, and less UVR exposure to the skin. Heavier cotton clothing will make the wearer warmer and may possibly induce heat stress. Clothing made of synthetic material may allow the UVR to penetrate and cause burns. This is more significant when operations involving welding, oxy/acetylene other associated welding processes are conducted.

5.4.2 Hats/Head Protection

Broad brim hats (8cm wide), will provide adequate head and face protection. Additional and just as effective, are Foreign Legion style caps with side and neck protection.
Where hard hats (safety helmets) are required, they are to be fitted with the sunshade brim attachment. If the attachment is considered a hazard due to work conditions, the brim shall be removed and other measures used.
This can take the form of insert neck and side cotton head covers.

5.4.3 Sun-Screens (UV Block)

Sun-Screen protection creams and lotions are to be selected according to the skin type and working conditions of the individual. A high sun-protection-factor (SPF) broad spectrum sun-screen greater than 30+ is desirable so that it will block a greater range of UVR.
Sensitivity to certain types of sun-block or sun-screen lotions will need to be checked. This can be identified by reviewing or referring to the individual's medical screening records or in consultation with the medical authority that conducts the individual's pre-employment medical. Under no circumstances is sun-block or sun-screen lotion to be issued if there is any doubt in this regard. The person concerned must be consulted and only then the appropriate item (lotion) issued.
Sun-screen lotions or creams are to be applied at least 15 minutes prior to the start of any outdoor work and re-applied every 2 hours or according to the direction on the container. In hot or humid conditions a more frequent application may be required. Instructions on the container must be read and understood by the user to avoid heat stress and sunburn. Another factor that must be taken into account is that over-application may lead to reduction in sweating and cause either heat stress and/or dehydration.

5.4.4 Lip Protection

Forms of lip cancer are very common when left unprotected. This is due to the fact that lips are not as well protected by melanin (the body's natural sun protection). Therefore Lips must be protected by a combination of appropriate sun-screen and head protection.

5.4.5 Eye Protection

Eye protection from UVR is a requirement, especially in highly reflective working environments. Sunglasses that comply with AS 1067.1 are to be selected in consultation with personnel and the work being performed.

5.5 Health Surveillance

Management at all levels have an obligation to provide training, awareness and education on the vital importance of early detection of potential skin cancers (melanoma etc.) regardless of the duration spent in an outdoor environment.

The following subjects should be included in the program.

- Recognition of potential skin cancers.
- Promotion of safe and healthy work practices in line work instructions and-
- Provision of information regarding self-screening for skin cancer.

5.5.1 Health Surveillance Process

The following process must be followed regarding health surveillance:

- Personnel initially to self-screen after training for skin cancers. The information can be provided in information / education package focusing on high - risk areas. (ears, face, neck, shoulders, hands, arms.)
- If abnormalities are detected by the individual or by another person, they must be encouraged and/or instructed to seek medical advice.

P – SA – 008 EMERGENCY EVACUATION AND RESPONSE

1.0 PURPOSE

To detail response plans and outline responsibilities in the event of an emergency situation.
Any such response is intended to:

- Minimise injury to personnel.
- Minimise damage to property.
- Facilitate recovery to normal operations following an emergency situation.

2.0 SCOPE

This procedure applies to Recips - and covers events that threaten life, property or the environment. This would include (but not be limited to) fire, explosion, chemical spill, gas leak, serious or multiple injuries, civil disturbances, bomb threat or natural disaster.

3.0 REFERENCES

- Occupational Health & Safety Act
- AS 3745 - Emergency Control Organisation for Buildings.
- AS/NZS-4804-OHS Management Systems.
- Recips F-SA-018 - Emergency Phone Number's Form.
- Recips F-SA-002 Incident / Accident Investigation Report Form

4.0 DEFINITIONS

Evacuation could be initiated by fire, hazardous product release, bomb threat, Intruder on premises or failure of a utility service

5.0 RESPONSIBILITIES

As per emergency nominees listed in the procedure.

6.0 PROCEDURE

6.1 Positions

For depot / office and in most work areas the following positions will have specific responsibilities:

- Emergency Warden
- Deputy Emergency Warden
- Communications Officer
- Deputy Communications Officer.

In the event that neither the Emergency Warden nor Deputy Warden is present, the next most senior trained person will assume the responsibility of the Emergency warden.

6.2 Details

Evacuation Route Plans/Notices

Safe evacuation route plans & notices are to be developed & installed on all noticeboards, specific areas, detailing;

- Current location
- Safe evacuation route/s
- Nearest emergency rescue equipment (if applicable)
- Emergency phone or contact numbers
- Names of emergency personnel or wardens.

7.0 RESPONSIBILITIES

7.1 Emergency Warden

The Emergency warden retains the overall responsibility for all directions and actions of all personnel at any Recips work-site during any emergency situation. Until Emergency Services arrive on site, any directions given by the Emergency Warden are to be complied with unless these directions may put personnel at risk. On arrival or direct communications from any Emergency Services, the Emergency Warden will hand over control of the operations and brief the services as soon as they arrive.

The Emergency Warden shall be identified by a distinctive coloured safety hat (Sites to indicate) and reflective badge or armband. The Emergency Warden shall:

- Instruct all personnel to (a) evacuate premises under threat or (b) area/s under threat and proceed to the dedicated assembly area.
- Provide direction to the Communications Officer, Deputy Warden, and other Emergency personnel as and when required.
- Ensure that all personnel are assembled and accounted for. Last known location of any missing personnel. (These are to be reported the Emergency Services on arrival.)
- Liaise with Emergency Services.
- Notify on direction of the Emergency services when the “All Clear” is to be given.
- Coordinate a de-briefing session for all personnel & services involved as soon as practicable. Outcomes of these de-briefing sessions are to be communicated to all personnel, under the control and management of Recips.
- Arrange and coordinate training in this procedure for all Recips personnel at intervals not exceeding six (6) months.
- Ensure adequate signage of dangerous goods is maintained at all times. Indicate to the Emergency Services on arrival the presence, location, and content of any Dangerous goods storage areas.

7.2 Emergency Deputy Warden.

The Deputy Warden will assume the Warden’s responsibilities in that person’s absence, and where necessary, direct a suitable person to undertake the duties assigned to himself.

The Deputy Warden shall be identified by a distinctive coloured safety hat and reflective badge or armband and have the following responsibilities.

- Take action as directed by the Warden.
- Check that all personnel have left the site and all power controls have been isolated and/or switched off.
- Conduct a rollcall of all personnel who are known to be at the site and report any person missing and where possible their last known location.

7.3 Communications Officer
The Communications Officer shall be identified by a distinctive coloured safety hat and reflective badge or armband.

The Communications Officer will act at the directions of the Warden and Deputy Warden and:
- Contact the relevant Emergency Services when directed to do so.
- Advise Emergency Services of the nature, scope, type and location of the emergency. This will include any casualties, additional information regarding type of injuries, suspected toxic emissions etc will also be required information prior to arrival on site.
- Notify all field or outside work units that an emergency is in progress and that normal communications are to cease.
- Proceed to a central point or gate to await the arrival of the Emergency Services to direct them to the site.
- Direct a person to halt any normal traffic form the emergency site to prevent further incidents.
- Notify other authorities as directed by the Warden or the Emergency Services on site.
- Maintain an up to date list of Emergency Services Contacts in a readily available location.

7.4 Deputy Communications Officer
No other duties are assigned to the Deputy Communications Officer in an emergency situation.

The Deputy Communications Officer is to be trained to fulfil the role of the Communications Officer in that person's absence.

7.5 Personnel
When an emergency occurs, all personnel in the area are to:
- Switch off or isolate any powered equipment.
- Advise other personnel.
- Proceed to the emergency assembly point.
- Take note of any injured personnel or casualties. Personnel are not under any circumstances to assist the evacuation of any injured person or casualty if they are put at risk themselves.

8.0 PROCEDURE

1. Any person may activate the emergency procedures. The person who does is then responsible for contacting the Warden and other emergency control personnel.
2. Personnel with assigned emergency duties will then assume the roles and carry out their duties.
3. All other personnel are to:
    - Switch off all powered equipment
    - Cease mobile phone use.
    - Proceed to the emergency assembly point.
    - Remain there until otherwise instructed.

9.0 INVESTIGATION

After any emergency is declared over, a full investigation will be conducted to identify:
- Facts & causes of the emergency.
- Hazards identified.
- Action plans to ensure no similar, further occurrences.

P – SA – 009 MANUAL HANDLING

1.0 PURPOSE

To provide an understanding of the requirements of Occupational Health & Safety legislation to manage the hazards associated with manual handling.

2.0 SCOPE

This procedure applies to all Employees and Sub-contractors working for or under the control and management of Recips.

3.0 DEFINITIONS

Manual handling
"Any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move or restrain any animate or inanimate object".

Practicable is defined with regard to the following:

- The severity of the hazard or risk in question.
- The state of knowledge about that hazard or risk and any ways of removing or mitigating that hazard or risk;
- The availability and suitability of ways to remove or mitigate that hazard or risk, and
- The cost of removing or mitigating that hazard or risk."

4.0 REFERENCES

- Worksafe Australia – National Standard and Code of Practice for Manual Handling
- Occupational Health and Safety Act
- OH&S Regulations - Part 3.1 Manual Handling
- Manual Handling Code of Practice
- Recips F-SA-019- Manual Handling Risk Assessment

5.0 PROCEDURE

5.1 Planning and Preparation

Manual handling covers a wide range of activities including lifting, pushing pulling, grasping, throwing and carrying. There are few jobs, which do not involve some form of manual handling. Inappropriate manual handling may lead to injury.

Due to the risks involved with manual handling, a Job Hazard Safety Analysis must be developed in consultation with all participating employees to identify, assess and control the hazards prior to work commencing.

The following is a list of some of the types of hazards that must be considered before commencing work:

- Are workers expected to handle loads, which are too heavy?
- Are workers forced to adopt awkward postures in order to manually handle loads?
- Are loads lacking ergonomic design for ease of handling?
- Is the work system poorly designed in terms of:
    - the height and location of storage areas; and
    - the frequency and pace of handling heavy or awkward loads?

5.2 Job /Task analysis

All tasks involved with production are to be analysed to identify those steps with the potential for loss or injury through strain-type injuries.

Employee participation in all stages of this program is essential to its successful completion.

5.3 Identification
Based on the job/task analysis results, those tasks identified as having a manual handling component are to be examined in the context of the Risk Assessment procedure outlined in the Manual Handling Code of Practice.

5.4 Assessment
Risk assessment should be performed using the Manual Handling Checklist F-SA-019.

5.4.1 Duration and Frequency
How often and for how long, a task is performed are key risk factors that must be considered. If any of the following conditions apply there is an increased risk of injury:

5.4.2 Working Posture
Manual Handling above shoulder or below knee height and forward bending the back are considered to be "awkward postures" (Defined in the Manual Handling Code of Practice). Work tasks that involve awkward postures should be avoided and if not possible should be altered using and interventions as per "The Hierarchy of Manual Handling Controls" (See 5.6.3)

5.5 Implementation
A successful Manual Handling Program consists of a number of components;
- Staff awareness
- Risk identification, assessment and control (as described above)
- Staff training
- Management training

5.6 Control
Appropriate control measures are to be selected and implemented as described in Section 3 of the Manual Handling Code of Practice relating to Risk Control.
Site management of each location is to agree to a number of work processes and procedures to be assessed and rectified. The number and type will be selected by the Senior Manager in conjunction with an OH&S Committee or work group and then later developed into a written program against which auditors can measure progress.

5.6.1 Control Measures
The risk of manual handling injuries can best be controlled by a combination of:
1. job redesign;
2. use of mechanical assistance/aids; and
3. provision of specific training.

5.6.2 Skill and Experience of Employee
Employees must have the knowledge and ability required to perform the task. A mismatch can cause an increased risk of injury.

All employees are required to:
- receive appropriate training/education in manual handling hazards and/or techniques;
- receive appropriate training in recognising risk and evaluating tasks in order to select and apply appropriate handling techniques; and
- be properly inducted into the job practices and safety requirements in the workplace.

5.6.3 The Hierarchy of Manual Handling Controls

When performing a manual handling task priority must be given to job redesign with particular training being the last resort.

1. **Modify Object** – the object being handled can be modified or repackaged into a bigger, smaller or different size, shape and/or weight.
2. **Modify Workplace Layout** – the layout of the plant, equipment and furniture can be modified or re-arranged. This may include increased attention to housekeeping and maintenance functions.
3. **Rearrange Materials Flow** – the schedule of timing and path (s) of materials flow may be modified.
4. **Different Actions or Movements** – with or without modifications, a task can be done in a different way, using different actions and movements.
5. **Modify the Task** – Mechanical Assistance – the risk of a task can be reduced by simple mechanical assistance provided by simple levers, minor re-arrangements of equipment and plant, and an improved (or merely effective) maintenance program.
6. **Modify the Task** – the actions and movement required can be modified by the assistance of others ie. Team lifting.
7. **Mechanical Handling Equipment** – the provision of mechanical handling equipment can reduce the risk by reducing the force required.
8. **Particular Training** – where the previous options have not practicably been able to reduce the significant risk, then the person requires particular instruction, training and/or education.

Note: Personal Protective Equipment and Clothing eg. Back Braces, are not suitable as a means of control when performing manual handling tasks.

P – SA – 010 PLANT RISK ASSESSMENT

1.0 PURPOSE

To ensure that all plant, equipment and machinery under the Occupational Health & Safety Act and OH&S Regulations - Plant is assessed for effective guarding to prevent injury and loss and permit safe and efficient operation.

2.0 SCOPE

Recips and Supervisors are to ensure compliance with the requirements of this procedure by:

- When approving all modifications ensure new equipment complies with this procedure.
- Determine inspection periods for machine guards in the work areas and operations.
- Ensure guards are inspected before operating plant and equipment and maintained in good condition.
- Immediately shut down and isolate any equipment with defective machine guarding.

3.0 REFERENCES

Occupational Health and Safety Act
OH&S Regulations – Part 3.5 Plant
Code of Practice for Plant
The Recips Plant Risk Assessment Forms F-SA-040
The Recips JSA Procedure P-SA-014
Recips JSA Worksheet F-SA-015.

4.0 DEFINITIONS

“Plant” includes any machinery, equipment, appliance implement and tool, any component thereof and anything fitted, connected or appurtenant thereto;
“Workplace” means any place, whether or not in a building or structure, where employees or self employed persons work.

5.0 PROCEDURE

5.1 Prerequisites

1. All items covered under the OH&S Regulations - Plant must have an assessment carried out.
2. Only persons trained in using the Plant Assessment Forms are permitted and authorised to lead and assessment team.
3. A Plant assessment team must consist of at least, a team leader and a person who is familiar with the operation of the item of plant.
   Note: External assistance and/or expertise may be called on by the team leader if required
4. The assessment must be carried out using the Plant Assessment Forms F-SA-040.

5.2 Assessment Process

Refer to the Plant risk assessment procedure flow chart attached to this procedure.

Recips will ensure all plant and equipment shall have protection in place to prevent accidental personal contact with potential or dangerous parts of plant, equipment and/or machinery and hazards such as:

- nip point hazards;
- shearing hazards;
- crushing hazards;
- cutting hazards;
- stabbing or puncture hazards;
- impact hazards;
- ejected material hazards;
- compressed air or high pressure fluid injection hazards;
- releases of potential energy hazards;
- rotating components that may cause entanglement;
- hot/cold surfaces or materials; and
- flying objects (as a result of normal operation or failure) etc.
- Machines shall not be operated if guards are missing, defective, damaged and/or are not securely fixed. The exception to this rule may be when maintenance rebuild/overhaul of machinery is being performed.
- Modifications to machine guards shall only be approved in writing by the Responsible Engineer prior to commencement.
- The design, construction, installation, maintenance and inspection of machine guarding shall be in accordance with AS4024 Part 1.
- The design, construction, installation, maintenance and inspection of Conveyor guarding shall be in accordance with AS1755.
- Guarding of existing plant, equipment and machinery shall be assessed in accordance with AS4024 Part 1 and AS1755, and action will be taken to bring all machinery into compliance.
- Guards shall be included in the design of all machinery and shall not in themselves create a hazard.

Once an assessment has been carried out and finalised and the control measures recorded on a JSA worksheet, the team that carried out the assessment are responsible for ensuring the supervisor of the operator, and where applicable employees in the immediate area, are informed of the hazard control measures detailed in the JSA worksheet.

6.0 INSPECTION / MAINTENANCE REGISTER

A machine guard maintenance register/inspection documented record shall be maintained and shall include:

- the location of the machine guard;
- the type of guard;
- the inspection frequency;
- the date the inspection was performed;
- results of inspections; and
- follow up action required to rectify any defects located.
- Guards shall be inspected on a routine basis at a period defined by Recips Management and the Responsible Engineer.
- All equipment shall be inspected at least once every six months.
- All Recips employees shall ensure that guards are in good condition and secured in the correct location prior to operating machinery.
- All Recips employees shall take immediate action to correct and report any unsafe condition.
- The results of inspections and follow up actions required shall be recorded in the register.
- Guards that have been removed for maintenance or operation activities shall be checked and inspected for correct refitting prior to the machine being placed back in service.
- At no stage and for any reason shall the plant, equipment, machinery be operated until all guarding devices have been installed and/or refitted.

7.0 INSTALLATION (GUARDS)

7.1 Guards generally shall be fixed in place with bolts or other permanent means and removal will be possible only with the application and use of an appropriate tool.

Guards that are designed to be removed or opened for maintenance or cleaning shall:
- be provided with lifting handles or lugs to facilitate safe removal or opening of the guard;
- be labelled with a sign, “DANGER - Isolate Drive or Energy Source Before Removing Guard” and
- shall be secured or retained by a method satisfactory to retain them in position and to prevent accidental opening.

7.2 Machine guards shall consist of, but may not be restricted to the following:
- mechanical barriers (solid or open mesh);
- mechanical interlocks;
- combined mechanical/electrical interlocks;
- photoelectric cells; and
- pressure sensitive devices.
- Inspection covers or flaps which have been engineered and designed as part of a machine guard to facilitate inspection or testing of machinery whilst the machinery is operating, shall only be used for the intended purpose.
- Where a potentially dangerous part of plant, equipment or machinery is exposed by opening an inspection cover or flap then such an opening shall have an under-guard fitted to allow visual or instrument access only, the under-guard shall comprise of a mesh screen.
- Recips employees shall not engage in any activity that exposes them to personal injury by contacting a machine hazard through an inspection cover or flap.
- Training shall be provided to all personnel who are authorised to operate, inspect and maintain machine guards.
- Guards shall be designed with due consideration to size and weight, to permit, where possible, removal by a single person.
- Holes shall not be cut into guards for the purposes of maintenance or lubrication.
- Lubrication points shall be extended to the outside face of the guard.
- Emergency stop switches and operating lanyards/pull wires shall be located outside machine guards.

7.3 Guards shall be painted in a specific Golden Yellow colour.
This colour shall be only used for this purpose and no other.

P – SA – 011 DANGEROUS GOODS

1.0 PURPOSE

Define the requirements for the safe and correct storage of dangerous goods.
This procedure applies to Recips operations and third party contractors associated with the storage of dangerous goods.

2.0 SCOPE

Recips will ensure compliance with the requirements of this procedure.

3.0 REFERENCES

- Occupational Health & Safety Act
- Occupational Health & Safety Act (Section 37- Incident Notification)
- Dangerous Goods Act
- Recips Dangerous Goods Check Sheet F-SA-041

Related Standards
AS1940 - The storage and handling of flammable and combustible liquids.
AS2430 - Explosive gas atmospheres
AS1319 - Safety signs for the occupational environment
AS1216 - Class labels for dangerous goods
AS1020 - Removal of flammable materials.

4.0 DEFINITIONS

Dangerous Goods
Any material or substance that can be classified on the basis of immediate physical or chemical effects such as corrosive, explosive, flammable or poisoning, affecting property, people and/or the environment.

MSDS
Material Safety Data Sheet

5.0 PROCEDURE

The storage of dangerous goods shall be conducted in compliance with the regulations and codes of practice as appropriate, listed in the references.

5.1 Risk Assessment

Risk assessments of existing warehousing and storage operations shall be conducted:
- at least on a yearly basis, or earlier if deemed necessary;
- by the person responsible for the operations within the storage location; and
- in compliance with risk assessment and hazard analysis procedures

5.1.1 The assessment shall detail the following:

- record of the main storage hazard of each material or product stored on site;
- identification of the methods of containment (including pipe-lines) required and the methods in place at the time of review;
- identification of any new procedures or instructions required involving handling and storage of dangerous goods;
- notification of the results of risk assessments undertaken for all new chemicals introduced onto the site;
- summary of the actions required to ensure compliance with the appropriate regulations, codes or standards; and
- notifiable dates for detailed actions to be arranged put into action and completed.

- the location of all facilities shall be approved only after all regulatory compliances, including codes of practice, standards, site procedures and policy directives are reviewed and implemented.

6.0 RISK REDUCTION

6.1 Risk reduction measures shall be undertaken, including:
Risk Assessments. (conducted at least annually)
- suitability of all facilities involved in the storage and handling of dangerous goods;
- appropriate security measures (to prevent unauthorised access);
- integrity of all means of product containment including storage tanks, pipe-lines, drums and other packaging; and
- the likelihood of accidental releases or loss of containment and the impact of human and environmental exposure.

6.2 Operations
- materials shall be appropriately segregated during storage to comply with product compatibility, separation distances and quantity authorisations; and
- new chemicals shall be allowed into warehousing and storage only after a risk assessment has been completed.

6.3 Records
- records shall be maintained of all risk assessment and risk reduction reviews, recommendations, decisions, actions to be taken, accountabilities and dates for commencement and finalising of the task.

6.4 Authorisation
- all actions required to ensure risk assessment compliance and risk reduction are to be authorised and dated.

7.0 SPECIFICATIONS

- MSDS's shall be of each hazardous substance shall be readily accessible to all employees who may reasonably use or come into contact with the substance. The MSDS shall be in the Worksafe ***OR OTHER APPROVED*** format and may be in either hard copy format or on a computerised system.
- Third party contractors employed for the storage of dangerous goods shall be provided with written advice and information relevant to the chemicals, their properties and hazards, in order to ensure the correct tanks or tank containers shall be provided.
- Arrangements shall be made to ensure that any cleaning of tanks and packages is done to an adequate standard and that any residues are disposed of in a legal manner which conforms to Recips Environmental Policy.
- Specific Work Instructions are to be put in place regarding the deliveries of highly toxic or environmentally dangerous chemicals, particularly if the tanks or tank containers are to be next used for other products.

8.0 STORAGE

Recips employees shall ensure stacking and storage practices are conducted in compliance with safe and approved stacking and storage practices.

8.1 Bunding

- approved bunding protection shall be provided for all liquid dangerous goods;
- bunding protection shall also be provided for specific Classes of dangerous goods to prevent the ingress of water into the storage area (eg. Classes 4.3, 5.1 and 5.2); and
- packages shall be arranged or stacked so that they are unlikely to fall outside the compound if the stack should collapse.

8.2 Drainage and Kerbing

- drainage shall be controlled to ensure that contaminated water does not enter waterways, sewer or stormwater drains; and
- drainage and kerbing shall be provided so that in the event of fire, molten material will flow clear of all other storage's and buildings.

8.3 Labelling

Dangerous goods and storage facilities for dangerous goods shall be labelled in compliance with AS-1216 Class labels for dangerous goods

8.4 Personal Protective Equipment

Basic and supplementary PPE shall be worn in compliance with the Risk assessment,Recips PPE procedures equipment and the relevant Emergency Procedure for the dangerous good/s being transported.

9.0 AUDIT INSPECTIONS

Storage areas shall be inspected at least monthly (refer safe and approved stacking and storage practices) or earlier if determined necessary from the results of the risk assessment and risk reduction reviews.

Inspections shall be registered in Recips inspection register, detailing date inspectors, findings and outcomes.

10.0 INCIDENT INVESTIGATION

All incidents including, releases and potentially hazardous situations involving storage shall be investigated (refer Incident management and classification).

Recips Employees shall report any potentially hazardous situation.

11.0 WORK INSTRUCTIONS

Standard Work Instructions (SWI's) shall be prepared on the following:

- loading and discharging of transport tanks;
- loading and discharging of storage tanks;
- placarding of storage areas;
- production of dangerous goods documentation;
- the correct loading of dangerous goods;
- the correct loading of mixed classes of compatible dangerous goods;
- the load securing of packages, portable tanks, tank containers, specially approved segregation devices;
- the proper securing of covers, pipes and valves;
- the cleaning of storage and transport tanks, before and after use;
- operating from loading docks;
- use and maintenance of forklift trucks; and
- installation, operation and control of drains and containment systems.

12.0 FIRE SUPPRESSION

Fire protection shall be provided as per the regulations, standards and procedures applicable to the dangerous good/s being stored.

P – SA – 012 HAZARDOUS SUBSTANCES

1.0 PURPOSE

This procedure describes the requirements for the assessment of exposure and control requirements for workplace hazardous substances.

2.0 SCOPE

Recips will ensure compliance with the requirements of this procedure by all employees.

3.0 REFERENCES

- Occupational Health & Safety Act
- Dangerous Goods Act
- OH&S Regulations – Part 4.1 Hazardous Substances
- Incident Reporting Regulations
- Code of Practice for Hazardous Substances
- Recips Hazardous Substances register F-SA-022.
- Recips Chemical Risk Assessment F-SA-057.

4.0 DEFINITIONS

Hazardous substances
Hazardous substances are substances that have the potential to harm human health.
They may be solids, liquids or gases; they may be pure substances or mixtures.
When used in the workplace, these substances often generate vapours, fumes, dusts and mists.

MSDS
Material Safety Data Sheet.

5.0 PROCEDURE

5.1 Register

- A register of all substances used by Recips shall be prepared. This will include raw materials, intermediates, finished products, consumable chemicals, aids to manufacture, catalysts, wastes and laboratory chemicals. The register shall identify the location where the material is used. A copy of the register shall be forwarded to the OH&S Representative and kept on file. (Hazardous Substances Register F-SA-022)
- A list of substances to be stored and/or used by Recips shall be prepared and maintained and made available at the workplace. (Hazardous Substances Register F-SA-022)
- MSDS of each hazardous substance shall be readily accessible to all employees who may reasonably use or come into contact with the substance. The MSDS shall be in the Worksafe or other approved format and may be in either hard copy format or on a computerised system.

5.2 Risk Assessment

5.2.1 Existing Chemicals and Products

- Assessment shall follow the process outlined in the company's risk assessment process in the OHSMS. (Occupational Health and Safety Management System)
- Assessments shall be based on an individual substance or a process (involving a number of substances). Where an assessment is based on a process, the most toxic substance used in the process shall be used as the model throughout the assessment.
- A formal risk assessment shall be done for all tasks and areas using hazardous substances. The assessment shall evaluate the physical, chemical and toxicological properties in light of the actual, proposed or likely use. The OH&S Representative shall be involved in the assessment.
- Where an identical process is undertaken in a number of locations, a single generic assessment shall be done and the recommended controls introduced in all locations.
- Where the assessment concludes there is no risk to health, it shall be recorded as "SIMPLE AND OBVIOUS" (S/O) and documented in the register.
- Where the outcome is not S/O, ("simple and obvious") the assessment shall include the following:
    - location;
    - assessment date;
    - assessor;
    - chemical(s);
    - MSDS availability and copy;
    - correctness of labelling used;
    - task(s) performed with the substance;
    - potential routes of exposure;
    - risk of exposure which would impair health;
    - controls necessary;
    - need for training;
    - need for ongoing exposure monitoring; and
    - need for medical surveillance.

Where there is evidence of significant acute or chronic health affects as a result of exposure to hazardous substances (or the assessor is unsure) a quantitative evaluation shall be made by an Industrial Hygienist.

Risk Assessments shall be reviewed:

- every 5 years;
- when new toxicological information is received; or
- when the process is changed.
- Risk Assessments of new substances shall be made prior to their introduction to the workplace. The introduction of new substances requires separate approval.
- An agreed number of assessments shall be reviewed with OH&S Representative.
- The register shall document inventory details, the type of assessment (eg. "simple and obvious", "substance" or "process") and when it was done. The register shall identify the location where the material is used and the typical quantity held.
- All substances shall be labelled according to the requirements of labelling enclosed systems and decanted substances.

5.3 Exposure Controls

The design and implementation of all exposure controls shall be in accordance with AS/NZS and ISO Exposure Limits and follow the strategy of the hierarchy of controls.
Recips shall ensure routine inspection and maintenance of the control systems occurs.
Operating procedures shall contain specific instructions for exposure control which are consistent with the assessment.
Employees who have received training in the safe handling of hazardous substances and the operation of associated control measures shall at all times perform their duties and wear and use the appropriate Personal Protective Equipment in accordance with the training received.

5.4 Purchase Controls

- Recips shall ensure only products that are approved for company use (ie. on the site substances register) are purchased (by whatever means).
- No product shall be trialled unless it is on Recips substances register.
- Replace this space with the name of your company> shall ensure products on the inventory system are cross-referenced against synonyms and common names to avoid purchase of differently named products that are the equivalent in use to existing approved products.
- Recips shall ensure electronic purchase orders cannot be processed without the purchaser first acknowledging and successfully answering a series of safety, health and environment queries related to the items ordered.
- Recips shall require that any supplier or manufacturer will provide the relevant MSDS for review by the Health and Safety Management, and when necessary an Industrial Hygienist, prior the purchase for risk assessment purposes.
- Recips shall ensure that no hazardous substance will be supplied, purchased, or otherwise allow in the company's premises without all relevant personnel having access to the MSDS.
- Recips shall maintain an 'addition to inventory' and product rationalisation system that ensures replicate products are not held in stock or available ex-stock electronically.

5.5 Waste Disposal

Wastes from the use of substances shall be disposed of according to Recips Waste treatment and disposal procedures.

5.6 Records

- All assessment records indicating the need for exposure monitoring or health surveillance shall be kept for 30 years from the date of last entry.
- Where the assessment does not indicate the need for exposure monitoring or health surveillance, records shall be kept for 5 years.

All assessments records shall be archived securely.

P – SA – 013 WORKPLACE SET UP AND INSPECTION

1.0 PURPOSE

To ensure statutory compliance with providing adequate facilities and amenities for the welfare of employees in the workplace.

To ensure statutory compliance and due diligence through the continuous improvement process and provide an essential process for the identification of potential hazardous situations and substandard conditions involving Recips activities, operations and facilities.

To ensure that Recips is audited against the OH & S Inspection form (See F-SA-020), and Amenities and Facilities Checklist (See F-SA-060).

To ensure that deficiencies are:
- Identified.
- Highlighted.
- Corrected or-
- Made Safe.

2.0 SCOPE

Recips Management Systems and Operations including;
- planning and scheduling of audits, inspections, conduct of the audit,
- audit / inspection reports and corrective action.

The procedure also covers the regular and routine day-to-day inspections of Recips activities and facilities and the actions needed to correct deficiencies.

The scope of the Audit / Inspection documentation is to identify problems the are overlooked at design stages and the day-to-day activities of Recips and to identify;
- deficiencies in equipment or materials;
- inappropriate sub-standard personnel practices;
- weaknesses or previously unidentified hazards;
- the effects of change in processes, equipment or materials;
- inadequate follow-up in implementing hazard controls;
- the efficiency of the organisation;
- non-compliance to legal requirements;
- inadequacies in purchasing controls;
- inadequacies in training programs and skills application.

This system of internal auditing will be conducted across all sections of Recips operations, activities and projects.

3.0 REFERENCES

- Occupational Health & Safety Act
- OH&S Regulations
- Compliance Code for Workplace amenities and work environment
- Environmental Protection Legislation.
- AS/NZS-4804- OHS Management Systems
- Company Requirement No. 3 Communication, Consultation and Reporting
- Company Requirement No. 5 Hazard Identification and Control
- Company Requirement No. 6 Corrective Action
- Company Requirement No. 9 Audit and Measurement
- Recips OH&S Inspection Form F-SA-020.
- Recips Corrective Action Form F-SA-005.
- Recips Amenities and Facilities Checklist F-SA-060.

4.0 DEFINITIONS

Audit
An examination and evaluation of OHS & R arrangements, practices and operations.

Review
An overall assessment of the OHS & R Management System to determine its effectiveness and suitability.

Internal Audits
Audits of the Company's areas of activity and responsibility to check aspects such as housekeeping, equipment, use of PPE, work practices, emergency equipment, facilities, services, documents, procedural compliance etc.

5.0 PROCEDURE

The Internal Audit / Inspection Process have the following guidance criteria;

5.1 Management
Recips has the prime and ultimate responsibility for:

- Occupational Health and Safety management of company's areas of responsibilities and workplace/s
- Occupational Health and Safety of their personnel, clients, contractors, or any person affected by Recips activities.

It is a Legislative Requirement that Recips ensure they discharge their obligations by being part of the internal audit / inspection process.

The Occupational Health & Safety Act and AS/NZS 4804 –1997 identify this responsibility. The most effective method is the audit / inspection process. Recips will be required to accompany the audit / inspection personnel once every three months using the Internal Audit / Inspection Form as guidance. Deficiencies identified are to be actioned according to the level of exposure or risk and the priority identified for response. All deficiencies, action plans, responsible person, and target date are to be documented. Sign-off of all items noted is the only reason for close-out and filing of the individual audit sheet.

5.2 Supervision
These personnel are held accountable for the condition of their respective areas of responsibility. They are expected to maintain constant vigilance for unsafe acts and conditions, which are to be rectified immediately. Supervisors will be required to conduct an Internal Audit / Inspection of their section or area of responsibility on a fortnightly basis (according to the schedule) using the Internal Audit Form. They will forward and or review the completed documentation to Recips and the OH&S Representative for review, action, recording, sign-off on completion and filing.

5.3 OH&S Representative:
The OH&S Representative will carry out random internal audits / inspections or accompany the section audit personnel and supply input, guidance and assistance. When and where, appropriate, the OH&S Representative will accompany the Manager, Supervisor, or a member of the workforce on these audits / inspections.

5.4 Management and OH&S Representative: (Process Review)
These personnel will monitor / review all internal audit / inspection forms on completion of each audit. Results or these reviews shall be forwarded to the Recips manager including the follow up actions. These personnel will use this venue to ensure appropriate actions have been taken.

5.5 Audit / Inspection Scheduling and Planning
OHS & R Audits / Inspections shall be scheduled for all Recips operations and activities. Copies of the intended OHS & R Internal Audit /Inspection schedule shall be developed and adhered to. A reminder and notice of involvement of the internal audit will be directed to those personnel affected at 7 days and 24 hours prior to the scheduled audit / inspection

5.6 Notification
Notification shall include details of the areas or functions to be audited / inspected.

Planning for the audit / inspection shall include a thorough familiarisation of relevant practices.

Unscheduled audits / inspections, for which no notice will be given, may be initiated as required by the Organisation Manager or a nominated person.

5.7 Conducting the Audit / Inspection
Audits / inspections will be conducted through the examination of documents and work practices, interviews with personnel and will include a tour of the facility to be audited.

Personnel at the section being audited are to cooperate with the Auditors and provide any relevant assistance and information requested of them.

At the conclusion of the audit the Auditor will summarise the findings of the audit.

A report of the audit will be compiled to summarise the audit outcomes, detail deficiencies and recommended corrective actions.

A report of corrective action initiatives is to be prepared within a reasonable period of time (5 working days) on receipt of the report of the audit findings.

Monthly progress of the corrective actions is to be submitted to Recips.

P–SA–014 HAZARD AND RISK ASSESSMENT

1.0 PURPOSE

The purpose of risk assessment is to determine priorities for further management and training/awareness (i.e. “High” risk hazards need priority attention).

2.0 SCOPE

Recipswill ensure that hazards and risks are identified at both a company and site level. Identification of hazards and risks at a Company level is important to ensure the OH&S System and control efforts are prioritised towards High risks that can occur across the company.

Once all hazards are identified, a risk assessment needs to be applied to determine the level of risk for each hazard. The purpose of risk assessment is to determine priorities for further management and training/awareness (i.e. “High” risk hazards need priority attention).

3.0 DEFINITIONS

A Hazard is a source or situation with the potential to cause harm, injury or illness to personnel or visitors.

4.0 PROCEDURE

4.1 Identifying Hazards

Company Wide

The Recips OH&S Representative is responsible for identify hazards occurring across work sites and activities by:

Reviewing results of hazard/ risk assessments conducted in site/project activities (e.g. SWMS Worksheet, Plant Risk Assessments, chemical RA, office RA).

Undertaking task assessments or walk throughs to consult with personnel.

Reviewing Hazard Reports (F-SA-016).

Reviewing incidents, injuries and illness occurring within the business, or more broadly within the electrical industry.

Reviewing results of previous audits and inspections.

Record each hazard identified in the Hazard Register (see below).

Sites and Projects

Site Supervisors are responsible for identifying and recording hazards and risks associated with site work activities using the SWMS Worksheet (F-SA-034).

4.2 Assessing the Risk Level

Once all hazards are identified, a risk assessment needs to be applied to determine the level of risk for each hazard. For each hazard consider:

How likely is it to happen (choose a likelihood from the “Likelihood” scale).

The consequence (in terms of harm to personnel/visitors if the event did happen).

Then use the Risk Analysis Matrix to give each hazard a risk score (i.e. by multiplying the likelihood against the consequence).

Risk Matrix

	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

	PROBABILITY		CONSEQUENCES
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Line up the Probability and Consequence on the risk matrix to determine the risk score
E.g. Probability 2 – Likely x Consequence B - Major = 1 High Risk.
See guidelines for Risk control measures below as per the Hierarchy of Control.

Step 4. Levels of Risk and Control measures

1	**High Risk**	Stop work or withdraw process immediately. Activities should not resume without implementing controls to eliminate or minimise risk. Immediate priority. Monitor and review controls. Review objectives and targets (if appropriate) modify plans.
2	**Medium Risk**	This constitutes serious or imminent danger. Withdrawal may be considered, redesign and or modification required and followed by permanent robust controls. Monitor and review controls. Review objectives and targets (if appropriate) modify plans.
3	**Low Risk**	Danger potential low. Combination of engineering controls, work system improvements, personal protective devices, information and training required to be instigated in a planned approach.

Company Wide
The OH&S Representative is to:
1. Record hazards and risks identified in the Hazard Register (refer below).
2. Identify current hazard control measures and record in the Register. Note: only record control measures that are currently implemented (not control measures the Organisation intends to implement).
3. Re-consider the likelihood and consequence of each hazard considering current controls in place (i.e. do current controls reduce the likelihood or consequence?).

Sites and Projects
1. Record the risk level and current control measures in SWMS Worksheet (F-SA-034).
2. Re-consider the likelihood and consequence of each hazard considering current controls in place (i.e. do current controls reduce the likelihood or consequence?).

4.3 Select Risks that Require Further Control
The OH&S Representative, in consultation with management, is to review any hazards with a 'Risk Rating – After Controls' score of 'High' to identify:
a) Further controls required to bring the risk score down to at least moderate or.
b) If the risk score cannot by reduced to moderate, whether the activity should be performed.

Consideration can also be given to opportunities to reduce hazards with a risk score of 'Moderate' where possible.

4.4 Monitoring and Reviewing Hazards and Controls
Hazards, risk scores and the effectiveness of identified controls needs to be regularly monitored and reviewed. ***Note that where personnel assume a control measure is working without checking it is working - serious injuries can result***

The OH&S Representative shall ensure that the Hazard and Risk Register is reviewed at least annually, more frequently where changes to the business or work methods occur and after reported incidents where necessary.

Hazards, risk scores and the effectiveness of identified controls will be monitored through:
- Site supervision activities.
- Hazard reports received from personnel.
- Site inspections.
- Site audits.
- Job/site establishment and pre-start checks.

4.5 Communication and Consultation
Ongoing communication and consultation with personnel is critical in identifying and managing hazards and risks. Section 7 of the OH&S Management Plan identifies a range of communication and consultation methods that can be employed to communicate about risks. Priority should be given to 'High' ranked risks.

P – SA – 015 OH&S INFORMATION DISSEMINATION

1.0 PURPOSE

To provide a structured process for the dissemination of Occupational Health & Safety Information and related matter to all personnel involved in Recips activities and operations.

2.0 SCOPE

To ensure that all relevant matter relating to the health, safety, and other related information is presented to all levels of management, supervision & the workforce. Process for delivery will be dependant upon:

1. Urgency
2. Content
3. Relevance
4. Target audience (personnel)

3.0 REFERENCES

- Worksafe Legislation.
- Communicating Occupational Health & Safety across languages Compliance Code
- AS/NZS-4804-OHS Management Systems.
- Company Requirement No. 7-Training.
- Recips Safety Training Course Attendance Form F-SA-023.
- Recips Toolbox Talk Attendance Form. F-SA-024.
- Recips Meeting Agenda Minutes F-SA-029.

4.0 PROCEDURE

Health, Safety and Rehabilitation and related information will be disseminated by the most direct method and/or process. This will depend upon the relevant company operations, location, activities, and method of work. The method of delivery is dependent upon the urgency & relevance of the material to be disseminated.

4.1 Method (Of Delivery)

OH & S Information, documentations, news, & related information can be delivered by the following methods;

1. Management meetings & briefings
2. Personnel / workforce specific meetings
3. Personnel briefing
4. Toolbox Talk sessions.
5. Formal safety training / dissemination sessions.
6. E-mail to relevant personnel.
7. OH & S Notice boards.
8. Electronic presentations (Power Point / Overhead Projections).

4.2 Content (Information)
The OH & S content will dictate the “target audience”. (Relevant Personnel)
The subject matter will consist of but is not limited to;
1. Hazard identification & risk management.
2. Changes to work methods or scope of work.
3. Results of accident, incident, “near miss” occurrences & investigation outcomes.
4. Changes to relevant OH & S legislation affecting the Company’s activities.
5. Amendments to Recips Client, and Customer OH & S requirements.
6. Hazard Alerts from associated or relevant industry activity occurrences.
7. Specified period (weekly-monthly-yearly) OH & S performance data.
8. Implementation of new & amended OH & S procedures, work instructions, & method of work.

4.3 Documentation (Control)
All OH & S dissemination process must be;
1. traceable
2. accountable
3. controlled & filed for reference.

All personnel who attend formal or controlled briefing – training – awareness – information sessions must signify their attendance & understanding by recording their name (printed) date of attendance & signature.

The attendance form and information delivered is to be attached & filed for reference & record.

4.4 Responsibility (Management)
Management has the responsibility for;
1. Ensuring all relevant OH & S information reaches it’s “target audience” (personnel).
2. All affected personnel understand the intent & content of the information delivered.
3. The information is delivered to the standard & format according to;
    a) content
    b) priority
    c) is relevant to Recips Operations.

4.5 Other Information (Notices)
Where the OH & S matter or material to be disseminated is for information only, the use of OH & S and other general notice boards is to be utilised. All notice boards are to carry only current information. Periods of exposure of information on noticeboards are to be determined to ensure that out of date OH & S information is removed.

P – SA – 016 CONTRACTOR MANAGEMENT

1.0. PURPOSE

To provide a management process for contractor & subcontractors involved in Recips operations and activities

To provide structured directions & guidelines for the OH & S management of subcontractors involved in Recips operations and activities.

SCOPE

To ensure that all contractors & subcontractors are aware of;

- The conditions & scope of work.
- Recips OH & S and commercial requirements.
- Compliance requirements for the Company OH & S and commercial procedures.

3.0 REFERENCES

- Worksafe Legislation
- AS/NZS-4804-OHS Management Systems.
- Company Requirement No. 10 – Design, Supply, Purchasing and Contracting.
- Recips F-SA-025 Subcontractor OHS & R Evaluation Forms
- Recips F-SA-026 External Plant - Machine Hire Form
- Recips F-SA-027 External Plant & Operator Hire Form

Documentation (Subcontractor)

- QA, OHS, & R Policies
- Competency of personnel. (Certificates, licences etc.)
- Compliance documentation. (Worksafe Insurance etc)
- OHS & R Plans. (Summary of Company Plan and Specific to the activities.)
- Procedures, forms & work instructions
- Organisation structure demonstrating management & supervision competence.

PROCEDURE

Prior to the commencement of any Recips project, any relevant contractors & subcontractors are required to submit a Quality, Health and Safety Plan detailing the QA, Health and Safety systems and procedures which will apply during the term of the project that is managed by Recips.

This document must outline the general requirements and elements of Quality Assurance, Health and Safety Plans to provide guidance to Contractors and Subcontractors when preparing the plan for compliance to Recips Operations and Requirements.

The Quality, Health and Safety Plan shall be submitted as part of the documentation of the OHS Pre-qualification process prior to commencement of work and reviewed by Recips at regular intervals throughout the duration of the project and/or company's operations to ensure that the plan & associated documentation is maintained in an up to date condition.

4.1 Health and Safety Plan Elements

4.1.1 Scope of Work or Contract Description

A brief description of the scope of work associated with the contract is to be documented. The description is to be sufficiently detailed to provide persons unfamiliar with the contract, project and/or operation to provide an overview of the type of work being carried out. This is a requirement for the purposes of inspection & compliance auditing and inspection.

The scope of work should include as a minimum the following details:

- Summary of major activities to be performed.
- Safe work procedures and training.
- List areas of the operation, activities, and/or project requiring special consideration from a safety perspective eg:
- presence of public and any risk exposure due to work activities.
- traffic management
- work restrictions (work periods, confined spaces)
- exposure to hazards (noise, dust, elevated heights)

4.1.2 Contract and/or Project QA, OH & S Structure and System

The following information is to be included:

- Recips and where appropriate, the contractor's health and safety policy, to be displayed at work or project sites.
- Summary of QA and OH & S roles and responsibilities of Contractor & Sub Contractor personnel involved in the project, operations and/or activities.
- Position and/or name of senior management or supervision personnel who will liaise with Recips on OH & S matters.

4.2 Project / Operations Induction and Safety Training

Recips and relevant OH&S Legislation require all employers to ensure that their personnel have the skills and training required to carry out their work without risk to their health & safety.

The following information is to be provided delivered or disseminated;

- An outline of project specific induction procedures for employees and subcontractors.
- (If Applicable) The requirement of Contractors and Subcontractor to attend and successfully complete Recips induction.
- Details of all inductions course content and learning outcomes.
- Register of personnel who have satisfactorily completed the relevant induction/s.
- Details of employee additionally required or mandatory specific safety training that has or will be provided relevant to the contract requirements.
- Provide a register of names and/or positions of contract employees and subcontractors with authorisations, permits, competency certificates, licences etc who may be required to supervise or undertake specialist work activity.

4.3 Safe Work Practices and Procedures

Relevant safe work practices and procedures should where appropriate be developed for any Recips site.

The following information is to be provided:

- Provide a list and copies of company safe work procedures or instructions relevant to the intending project.
- Provide a list and copies of intending project specific safe work procedures or instructions.
- Detail project operations that will be subject to permit to work systems.
- Provide details of employees and/or subcontractors issued with copies of safe work procedures and instructions and other OH&S associated documentation.

4.4 Risk Assessment & Hazard Identification & Resolution
The Hazard & Risk Assessment & management is an integral part of the QS Plan and must contain or reference the following:

- identified hazards associated with operations and/or project tasks and activities
- determine the level of risk
- establish appropriate risk control & management measures

The Risk Assessment shall be completed on the Risk Assessment Form evaluating the full scope of work associated with the operation and/or project. All personnel (contractors & subcontractors) involved in the relevant activity shall receive appropriate training in the safe working procedures and the risk assessment process.

4.5 Occupational Health and Safety Inspections
The QS Plan will outline the procedures and methods by which operations and/or project workplaces will be inspected on a regular basis.

The following information will be provided:

- Details of how workplace health and safety inspections will be undertaken during the project, considering:
    - checklists to be used
    - frequency of inspections
    - contractor safety personnel responsibility
    - management & supervision involvement
    - action plans relating to inspection deficiencies identified
- Details of hazard reporting procedures for the operations and/or project, including hazard report forms.

4.6 Safety Consultation
Consultation with employees provides an important mechanism whereby safety issues can be dealt with in a manner that promotes ownership and prompt resolution.

The following information will be documented:

- List of current employer and employee safety personnel where applicable
- (Where applicable) Details of the membership and operation of the Safety Committee
- Reference to company issue resolution procedures
- Rehabilitation procedure and coordination.

4.7 Emergency Procedures
There is the potential for a range of emergency situations to occur both on-site and off-site in relation to operations and/or project activities.

The following information is to be documented:

- Emergency plan and structure for the contract where similar plans do not already exist.
- Register of emergency equipment and locations ie first aid equipment, fire extinguishers.
- Register of current qualified First Aid Personnel.
- Arrangements/coordination with other work-site or operations and/or project occupants in the event of an emergency.

4.8 Incident Recording & Investigation
All incidents associated with the project involving personal injury, medical treatment or property / environmental damage will be reported, investigated, recorded, according to Recips and Client requirements

The following will be documented:
- Details of incident reporting and investigation system and procedures
- Details & progress of any action plans arising from any accident, incident, “near miss” or property / environmental damage.
- Details of how incident statistics are to be compiled and distributed

4.9 Health and Safety Performance Monitoring
The following will be documented:
- Details of how monthly health and safety performance reports will be compiled for review by Recips and the Client.
- Nature of health and safety performance information presented to employees on a regular basis
- Outline of auditing / inspection program to evaluate the QS Plan effectiveness
- Data from the safety performance is also utilised to identify trends so that appropriate measure can be implemented to prevent escalation of injuries, illness or occurrences.

P – SA – 017 SAFETY COMMITTEE

1.0 PURPOSE

To provide a structured frame work for Recips Safety Committee to be:

- Developed according to Recips Safety Committee Charter.
- Representatives elected by their peers in the workplace.
- Members of the committee trained to discharge their duties, actions, responsibilities & activities.

2.0 SCOPE

To identify under the Safety Committee Charter for Recips all responsibilities relating Occupational Health and Safety for the company's activities.

These responsibilities will include but will not be limited to:

- Advise & assist the company management, supervision & OH&S Representative in all OH&S matters in their area of responsibilities.
- Act as the local safety focus point for their fellow workers.
- Conduct physical safety inspections of their area of responsibility and other areas as & when required.
- Take immediate action on any unsafe action or substandard situation.
- Assist on request in any accident, incident or occurrence investigation.
- Ensure all remedial action plans relating to their area have been completed according to the target date set.
- Report & assist at safety dissemination venues (safety meetings, toolbox talks etc.) from all matters arising form their activities & meetings.
- Assist any other members of the Safety Committee in discharging their duties.
- Nominate a substitute if unable to attend any meeting, inspections or other safety related matters.

The committee shall comprise of senior management representative (as decision maker), management & supervision & workplace personnel representatives.

3.0 REFERENCES

- Occupational Health and Safety Act
- AS/-4804-OHS Management Systems.
- Recips F-SA-028 Safety Committee Charter
- Recips F-SA-029 Safety Committee Minutes
- Recips P-SA-013 Site/Workplace Inspection Procedure
- Recips F-SA-020 OH & S Inspection Form

4.0 PROCEDURE

Recips Safety Committee as a group & individually shall ensure their sites OHS activities are continually monitored for compliance to ensure as far as is practical a risk free environment. They shall meet on a regular basis (at least once 3 monthly) to report, discuss, & act on safety related matter or concerns.

Recips: The senior Manager or nominee shall liaise with all members of the committee. The manager or nominee shall attend all meetings as the ultimate decision - maker. The manager or nominee shall accompany one of the elected members each month on tour of safety inspection.

4.1 Management / Supervision:
Management & supervisors, if not involved in the committee's activities as a member are to ensure that their elected representative is allocated time & facilities to discharge their duties. Management is to consult with their member on all safety related matters. Dissemination of safety related matter is to be a joint responsibility of the supervisor & the committee member.

4.2 Recips Safety Committee:
The members of the committee shall abide by the company's Safety Committee Charter articles. They shall be the focus point of all safety related matters for their area of responsibility. They shall conduct regular inspections, identify & document deficiencies and recommend action plans arising from these deficiencies.

The members shall attend all meetings & report on all safety related matters in their area of responsibility. In the event they are called upon, committee members shall assist in the investigation of any accident, incident, or occurrence.

4.3 Occupational Health Safety & Representative:
The OH&S Representative shall assist, guide & advise all members of the safety committee. The Representative shall ensure that all members have been trained to the level of competency required for the position. The Health and Safety Representative will hold the position for a minimum of 12 months and a maximum of 3 years, where another vote by employees shall determine to either re-elect the same Representative or to place in to this position a new member Safety Representative. Management has the right to determine the tenure of the Safety Representatives time in office and may do so in writing with a minimum of 13 months and any other nominated period of time up to a maximum of 3 years.

4.4 Recips Safety Committee, OH&S Representative:
(Process Review)
At a period of not more than 12 months or if circumstances arise, the framework or charter and activities of the safety committee shall be reviewed for compliance. Any changes or adjustment to these activities is to be fully documented.

P – SA – 018 SAFE WORK AT HEIGHTS AND PREVENTION OF FALLS

1.0 PURPOSE

The Occupational Health and Safety Regulations - Prevention of Falls, have specific provisions for controlling the risk of falling when working at heights, which are based on a prescribed hierarchy of controls.

2.0 SCOPE

Gives guidance on the most appropriate and practicable method and means to perform the task based on the hierarchy of control for working at height.

3.0 REFERENCES

- OH&S Act
- OH&S Regulations - Part 3.3 Prevention of Falls
- Codes of Practice - Prevention of Falls in Housing Construction
- Compliance Code – Prevention of Falls in General Construction
- Authorised NECA and ETU guidance Material

4.0 PROCEDURE

4.1 Risk of fall

Where there is a risk of a person falling 2.0 metres or more the following should be assessed for practicability before considering what is to be used as the most practicable working platform.

4.1.1 Is it practicable to bring the work task including moving to and from the task to be performed on the ground where a person would fall to the same level or on a solid construction.

A solid construction means an area that has a surface that is capable of supporting any people and material that may be on it and has sufficient barriers around its perimeter and any open penetrations where there may be an unprotected edge with a void, gap or space greater than 300mm {e.g. skylights, stairwells} to prevent a fall from the area to a different level and has an even and negotiable surface and gradient and a safe means of access and egress.

4.1.2 If it is not practicable to do 1. above or part thereof and a risk of a fall still remains, the risk of a fall must be controlled so far as it is practicable by using a passive fall prevention device.

[A passive fall prevention device means material or equipment, or a combination of material and equipment that is designed for the purpose of preventing a fall and that, after initial installation, does not require any ongoing adjustment, alteration or operation by any person to ensure the integrity of the device to perform its function such as a temporary work platform, roof safety mesh or guard railing.

A Temporary Work Platform means
- a fixed, mobile or suspended scaffold or
- an elevating work platform { scissor lift, cherry picker, boom lift etc } or
- a work box supported and suspended by a crane, hoist, forklift truck or other form of mechanical plant or
- building maintenance equipment including a building maintenance unit or
- a portable or mobile fabricated platform such as a step platform or
- any other temporary platform that provides a working area for the duration of work carried out at height that is designed to prevent a fall.

4.1.3 If it is still not practicable to do 1. or 2. above or part thereof and a risk of a fall still remains the risk of a fall must be controlled so far as it is practicable by using a work positioning system.
A work positioning system means
- An industrial rope access system { meaning a system designed for the purpose of carrying out work on a building or structure by a person and consists of (a) equipment that enables a person to manually lower or raise themselves in a harness or seat supported by one or more fibre ropes and (b) equipment used to anchor the ropes} or
- A drainers hoist or
- A travel restraint system { A travel restraint system means equipment that is worn by or attached to a person and is designed for the purpose of physically restraining a person from reaching an unprotected edge or elevated surface from which they may fall} or
- Any other equipment, other than a temporary work platform that enables a person to be positioned and safely supported at a work location for the duration of the task being undertaken at height]

4.1.4 If it is still not practicable to do 1. 2. or 3. above or part thereof and a risk of a fall still remains the risk of a fall must be controlled so far as it is practicable by putting in place a fall injury prevention system
A fall injury prevention system means equipment or material or a combination of equipment and material that is designed to arrest the fall of a person such as an Industrial Safety Net, catch platform or Safety Harness system {other than a travel restraint system}

4.1.5 If it is still not practicable to do 1. 2. 3. or 4. above or part thereof and a risk of a fall still remains the risk of a fall must be controlled so far as it is practicable by ensuring that
- A fixed or portable ladder is used in accordance with the following guidelines or
- An administrative control is implemented

An administrative control means a system of work or work procedures, information, instruction and training which eliminate or educe the risk of a fall.

4.2 Practicable
means practicable having regard to:
a) the severity of the hazard or risk in question, and
b) the state of knowledge about the hazard or risk and any ways of removing or mitigating that hazard or risk, and
c) the availability and suitability of ways to remove or mitigate that hazard or risk, and
d) the cost of removing or mitigating that hazard or risk.

Where a fixed or portable ladder is used as the practicable control measure to control the risk of a fall, the ladder must be appropriate for the task to be undertaken and appropriate for the duration of the task and is set up in the correct manner. The supporting Guidelines for the Safe Use of Ladders give further explanation and example.

Whichever control measure/s are used the employer must ensure employees using the control measure and any equipment or material are provided with information, instruction and are appropriately trained and competent in the use of the control measure and its equipment or material and that the person is comfortable working at height.

In the use of some equipment persons will be required to be trained and deemed competent to the level of a National Certificate of Competency to use, alter, erect, dismantle, maintain or operate the plant or equipment or associated safety equipment, such as scaffolding or harnesses.

Where control measures from items 2, 3, 4 or 5 above are used to control the risk of a fall employers must ensure that emergency procedures are established before the task is undertaken. The emergency procedures must, so far as is practicable, enable the rescue of a person in the event of a fall and that that can be carried out as soon as possible after the emergency situation arises and that any risk including a non fall risk e.g an electric shock, crushing, musculoskeletal disorder – associated with the carrying out of the emergency procedure is eliminated or is reduced so far as is practicable.

P – SA – 019 LEGAL COMPLIANCE

1.0 PURPOSE

To ensure that all work, operations, and activities conducted on, and behalf of Recips comply with OH&S requirements arising from legislation, Standards contracts or other agreements.

2.0 SCOPE

This procedure applies to all Recips work activities, sites and processes.

3.0 REFERENCES

- Occupational Health and Safety Act
- All safety related codes of practice and regulations
- AS/NZS-4804-OH&S Management Systems

4.0 DEFINITIONS

Legal Compliance: - consistent compliance with all applicable requirements in acts, regulations, advisory & compliance standards & notices, and statutory codes of practice.

5.0 PROCEDURE

5.1 Identifying Legal and Other Requirements:
The Recips OH&S Representative is to:

- Review the OH&S Legal Register to ensure relevance to Recips.
- Identify any other applicable legal and other requirements (and add additions to the Register) through:
    - Consultation with staff and supervisors in relation to specific work tasks to be performed.
    - Reviewing regulator web-sites (i.e. WorkSafe, WorkCover or Safe Work Australia).
    - Laws and regulations can also be accessed through parliamentary websites (e.g. http://www.parliament.vic.gov.au).
    - Reviewing industry newsletters and information.
    - Seeking specialist advice from a legal service provider.
    - Standards can be accessed via Standards Australia or SAI Global websites (http://www.saiglobal.com/).
    - Review of OH&S requirements arising from contractual commitments.
- Applicable legal and other requirements are to be reviewed at least six monthly to ensure the relevance of information in the OH&S Legal Register.
- Review the conformance of documents in the OH&S Management System where amendments to legislation or applicable requirements are made (i.e. to ensure procedures reflect new requirements).

5.2 Communicating Legal and Other Requirements
The Recips OH&S Representative and/or Site Supervisors are required to communicate requirements and/or control measures to personnel performing related activities via training, induction, communication and supervisory activities.

Where amendments are made to legal and other requirements, supervisors and/or the OH&S Representative are undertake additional training or communication to ensure the personnel performing tasks affected by the amendment are aware of new/ amended requirements.

5.3 Regulatory Competency and Licencing Requirements
Management shall ensure that personnel hold current Certificates of Competency for the tasks they are required to do, as required by legislation. This shall include Certificates for scaffolding, rigging, dogging,

crane and hoist operations, forklift truck operations, pressure equipment operations and any other task where a certificate is required (refer also to Section 8 of the OH&S Management Plan).

5.4 Evaluating Compliance

Methods for evaluating compliance with legal and compliance requirements include:

- Inspection of operational control measures related to compliance requirements via regular site inspections.
- Internal audits (refer to P-SA-020 OH&S Systems Audit)
- Compliance related inspections as identified in Section 12.3 of the OH&S Management Plan.
- The OH&S Representative shall determine the need for an annual compliance focussed audit by reviewing the results of the above monitoring methods to identify if all applicable compliance requirements in the Legal Register have been reviewed. Where applicable requirements have not been effectively reviewed, the OH&S Representative will:
    - Plan a compliance audit focussing on related operational controls of compliance requirements that have not been reviewed.
    - Conduct the compliance focussed audit by seeking objective evidence (via observation, interview or review of records) (as per P-SA-020) to determine if Recips have consistently implemented related operational control measures.
    - Report any potential failure to implement required operational controls to management and evaluate in accordance with P-SA-027 Corrective Action.
- Compliance with legal compliance requirements shall also be considered in incident reporting and investigation processes (P-SA-001).

5.3 Audit / Inspection Method

The specific audit / inspection include an evaluation of:

- An audit involves seeking objective evidence that commitments and requirements documented in OH&S systems, plans and procedures are being effectively implemented. Objective evidence can be gathered by interviewing personnel, reviewing records and making observations.
- Current Management Plans, including procedures, work instructions and forms.
- Determination of the OHSMS systems to ensure they have been appropriately implemented and maintained.
- Field or work activities to ensure the procedural documentation and guidelines are:
  a) Understood and –
  b) Followed.

5.4 Audit/ Inspection Deficiencies

The audits / inspections will be conducted aligning with documented procedures and will be carried out by qualified personnel.

Audit / inspection results will be documented and distributed to enable management to implement any corrective action request issued. Follow-up audits / inspections will check the effectiveness of remedial work.

5.5 Actioning Audit/ Inspection Findings

Audit/ inspection findings requiring further action will be entered into the corrective action system (refer to P-SYS-006) and actioned by the responsible manager.

P – SA – 020 OH&S SYSTEMS AUDIT

1.0 PURPOSE

To ensure that Recips OH&S Management System, Safety Plans, Procedures, Work Instructions and Work Processes are periodically audited to confirm implementation and effectiveness.

2.0 SCOPE

This procedure covers the requirements associated with regular internal audits of the OH&S Management System & documentation including:

- Planning and scheduling of audits, inspections, conduct of the audit.
- Audit reports and corrective action.

The procedure also covers the regular and routine day-to-day inspections of work areas and the actions needed to correct deficiencies for Recips.

3.0 REFERENCES

- Applicable OH&S Legislation.
- AS/NZS-4804- OHS Management Systems
- Short Audit section of SMS

4.0 DEFINITIONS

Audit
An examination and evaluation of OH&S arrangements, systems and practices.

Workplace Inspections
Inspections of work areas to check such aspects as housekeeping, equipment, use of PPE, work practices, emergency equipment, facilities, services, documents, etc.

5.0 PROCEDURE

5.1 Audit Scheduling

An annual audit schedule will be prepared. The frequency of audits will depend on the level of risk associated with a work activity or project (i.e. higher risk activities will be audited more frequently). The audit schedule will ensure that:

- All elements of the OH&S Management Plan and OH&S System procedures are audited at least annually. The Occupational Health and Safety Systems and Process AS/NZS 4801 (Short) Audit form can be used as a checklist during this audit.
- Site audits are conducted.
- Ongoing projects or sites are audited at least annually.

5.2 Notification and Scope

Prior notification may be given by the auditor to the nominated auditee, to advise of the objective and scope of the audit and confirm availability of auditees. The scope refers to the site, procedures and/or elements of the OH&S Management Plan to be audited.

5.3 Audit / Inspection Method

The specific audit / inspection include an evaluation of:

- An audit involves seeking objective evidence that commitments and requirements documented in OH&S systems, plans and procedures are being effectively implemented. Objective evidence can be gathered by interviewing personnel, reviewing records and making observations.
- Current Management Plans, including procedures, work instructions and forms.
- Determination of the OHSMS systems to ensure they have been appropriately implemented and maintained.
- Field or work activities to ensure the procedural documentation and guidelines are:
  i. Understood and –
  ii. Followed.

5.4 Audit / Inspection Deficiencies

The audits / inspections will be conducted aligning with documented procedures and will be carried out by qualified personnel.

Audit / inspection results will be documented and distributed to enable management to implement any corrective action request issued. Follow-up audits / inspections will check the effectiveness of remedial work.

5.5 Actioning Audit / Inspection Findings

Audit/ inspection findings requiring further action will be entered into the corrective action system (refer to P-SYS-006) and actioned by the responsible manager.

P – SA – 021 LOCKOUT AND TAGOUT PROCEDURE

1.0. PURPOSE

- Define safe minimum system requirements for isolation of plant and equipment from hazardous materials, mechanical, electrical or other energy sources;
- To apply these system requirements to protect employees from personal injury and plant and equipment from damage or loss.

2.0. SCOPE

This procedure applies to all personnel in relation to the isolation of plant, equipment, and/or diverse energy sources. It includes, energy sources such as, but is not limited to:

- Electrical;
- Air pressured systems;
- Fuel energised;
- Spring or vacuum loaded;
- Hydraulic systems;
- Hazardous substance conveyance systems;
- Steam:

3.0. REFERENCES

- Occupational Health & Safety Act
- Equipment (Public Safety) Regulation
- Relevant Occupational Health and Safety Regulations (Certification of Plant, Plant Users, Operators)
- Code of Practice for Plant
- Code of Practice for Safe Electrical Work (EnergySafe Victoria)

AS/NZS 4360 relating to:

- Isolation, lock and tag;
- Pipes and Lines identification;
- Electrical isolation;
- Energy systems.
- Recips Isolation lock register and Isolation permit F-SA-021.

4.0. DEFINITIONS

Authorised Person
A person, who by virtue of trade or statutory qualification, is deemed to have the necessary skills and experience appointed in writing by the Senior Management to perform individual and/or group isolations i.e. to carry out isolations for individual or groups or personnel.

Isolation Lock/s
Locks specifically dedicated for the purpose of isolation. They shall not have duplicate or spare keys. Each lock-key combination shall be unique. Their use and application shall be for isolation and lockout purposes only. Register of Isolation Locks, locality, user, and duration shall be kept in the form of a documented register. (F-SA-021)

Danger Tag
A Danger Tag is used for the protection of personnel. Only the person attaching the tag may remove it. Details of the reason for isolation, duration defect etc. is to be clearly entered on the tag. (See circumstances for removal) Danger tags can be purchased from a safety equipment supplier.

Isolation Device
A mechanical device such as a switch, isolator, clamp, slip plate, blank, chain or cover that is capable of having a Safety Lock applied, which when fitted to plant or equipment prevents the operation or movement of that plant, fluid or equipment.

"Dead" electrical circuit or current
Is identified as an electrical circuit or current that is at, or about, earth potential and is isolated from any source of supply.

Hazardous Material
Hazardous materials are toxic, flammable, corrosive, asphyxiative, radioactive, pyrophoric, explosive, extremely hot or cold, or otherwise capable of causing harm to people

5.0 RESPONSIBILITIES

5.1 Management / Supervisor
Have the overall accountability and responsibility to ensure compliance of all personnel affected by this procedure by:
- Assessing in consultation with the relevant personnel the correct isolation system;
- Ensure all personnel involved are trained in the isolation lock and tag out system;
- Give final approval for the isolation of any system, process or plant/equipment to be isolated.

5.2 Competent persons
Have the specific responsibility for:
- All energy points, systems and/or processes are isolated and locked out, all energy is discharged and tested prior to any work;
- That the relevant Permit is complete and correct and complies with all isolation system/s requirements; (F-SA-021)
- The relevant permit is "closed", signed off and returned to supervision for filing only after all locks, isolation devices and tags have been removed:

5.3 Personnel (involved in the operation)
are required to:
- Ensure their isolation locks and tags are placed on the appropriate isolation point;
- The system, process, plant/equipment is "tested for dead" after the isolation process is completed;
- Only remove their own isolation lock and tag:

6.0 PROCEDURE

6.1 Isolation and de-isolation process steps. (Generic).

Isolation process;

- Identify the process, system, plant/equipment to be isolated.
- Have approval to work from relevant management and/or supervision.
- Confirm that effectiveness of isolation can be proven.
- Isolate the equipment using Safety Lock and Danger Tag.
- "Test for Dead" that the equipment is isolated.

De-isolation process

- Ensure all personnel are clear and cannot be injured.
- Remove the isolation lock and tag.
- Restore energy source (de-isolate).
- Check again that personnel are clear.
- Test operation of equipment.
- Hand equipment control back to the relevant management and/or supervision.

Note If at any time, concerns or doubts are raised or defects in the isolation system are noticed, the employee must make the area safe and seek immediate advice from the Supervisor.

6.2 Isolation Requirements and Applications

- Isolation systems shall be provided for all energy sources. Each isolation point shall be capable of being locked.
- All isolation device types shall comply with the relevant Australian Standards;
- Each Department shall determine their critical isolations that, for reasons of complexity, irregularity of use, or especially hazardous nature, require a written isolation procedure. These shall be documented.
- Mechanical isolation of drives shall be at least by disconnection of the main energy source (not the control circuits or systems). For electrical isolations for work on circuits, all control circuits and distribution boards shall also be isolated.
- All persons required to work on the isolated system shall apply a personal Danger Tag and lock to the isolator unless working under group isolation.
- When working on in-line equipment, the equipment before and after that being worked on must be isolated and a Danger Tag and lock attached.
- Systems shall be in place so that it is clear which pieces of equipment a specific isolator isolates. Labels are used for this purpose. They shall be permanently attached or adjacent to the means of isolation and the equipment to be isolated. Labels shall not be attached to items that may be removed, e.g. motor or coupling guards.
- All personnel required to work on an isolated system shall apply their individual isolation lock and danger tag to prevent inadvertent de-isolation.

- 6.3 Isolation (Safety) Locks
- Locks shall not have duplicate or spare keys. Each lock-key combination shall be unique.
- Locks shall be attached so that the isolation point cannot be inadvertently turned on.
- Under no circumstances shall locks be 'interlocked'.
- Where a multiple lockout is required and a single facility only is available, a multiple lockout device (e.g. lockout scissors) must be used for other than those under the group isolation system;
- A procedure shall be in place to effect changes to lockout responsibility during and after shift change or extended periods of isolation.
- Personal locks shall be identified by inscribing a specific identifier number on the lock. Paint or tape shall not be used.
- Section locks shall be identified by inscribing the section identifier and unique number on the lock. A record of section Safety Locks issued shall be kept (see attachment for example).
- A correctly completed Danger Tag must be attached to the personal lock.

6.4 Removal of another person's isolation lock and tag.
If a person leaves the workplace without removing their lock, the Supervisor shall contact the person concerned to determine why the equipment was left locked out.

If the equipment is safe, the person will be required to return to work and remove the lock.

If the person cannot be contacted, only the Supervisor shall remove the tag and lock and then only with the permission of their management.

This removal process requires:
- If no confirmation of the locality of the person then the relevant trades or skilled person in charge of the process, system, plant/equipment shall fully inspect the isolation points, affected are (of isolation), to ensure the operation can be de-isolated and put back in service;
- Inform the supervisor of the condition of the affected operation;
- Log all details of the de-isolation process;
- Remove the affected isolation lock and tag;
- Fully test and then energise the operation;
- Hold the affected isolation lock/s and tag/s as evidence of the process.

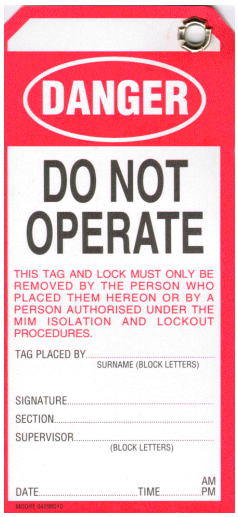
6.5 Isolation from stored mechanical energy and hazardous substances
- Before any work is commenced on, or entry made to equipment under pressure or vacuum, the pressure shall be returned to atmospheric level.
- In pneumatic and hydraulic drives, the power supply must be isolated, pressure vented, vent lines and drain valves isolated, and any lines or valves that may leak and pose a hazard must be broken and/or slip plates inserted.
- Exhaust, let down or drain valves must be locked and tagged in the "open" position.
- Any moving parts that could cause injury through free movement or could fall, even though disconnected from sources of motive power, shall be physically restrained and tagged. Blocks, wedges or lashings shall be used as appropriate.
- Prior to initial break in and positive isolation, hazardous materials shall be removed from the systems to be worked on. After isolation, consideration shall be given to the removal of residual hazards by flushing, draining or purging and tests carried out as appropriate.

Note: Where there is a hazardous material leaking past a valve or slip plate, a double block and bleed isolation must be installed or a length of supply line or pipe must be removed and slip plates installed.

6.6 Isolation from electrical energy (for electrical work)
- After isolation and prior to any work commencing, testing for "dead" shall be carried out using test lamps or approved electrical testing equipment;
- Test lamps or approved electrical test equipment shall comply with the Australian Standards; and -
- Checked before and after 'testing for dead' to ensure they are functioning correctly.
- High voltage isolation shall be carried out as per work on high voltage equipment and systems.

Example of Isolation Lock and Tag application

Isolation using Multiple Lock Out Scissors, Personal Safety Lock and Danger Tag



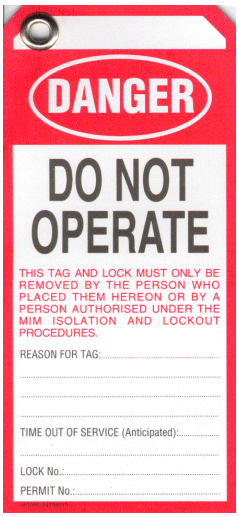
DANGER TAG

For the protection of personnel.

To be completed and attached to the isolation point and lock.

Each person working on the equipment must have their own tag and lock attached.

This tag is also to be used when isolating under the Authority To Isolate Permit.



P – SA – 022 NOISE MANAGEMENT

1.0 PURPOSE

To provide an understanding of the requirements of OH&S Legislation and applicable AS/NZS standards to manage the hazards associated with noise.

2.0 SCOPE

This procedure applies to all Employees and Sub-contractors working for Recips.

3.0 DEFINITIONS

Noise
Noise is unwanted sound.

Excessive Noise
Excessive Noise is a level of noise above an 8 hour equivalent continuous sound pressure level of 85 dB (A).

Daily Noise Dose
Daily Noise Dose (DND) is a term used to assess noise exposure. Exposure at a DND of less than 1.0 does not mean that hearing loss will not occur.

4.0 REFERENCES

- National Occupational Health and Safety Commission: "A National Standard on Occupational Noise and Code of Practice for Noise Management and Protection of Hearing at Work."
- OHS Act
- OH&S Regulations – Part 3.2
- Noise Guidance note -Worksafe
- NH&MRC Occupational Health Guide Hearing Conservation Programme
- AS 1269 – Acoustics – Hearing Conservation
- AS 1270 – Acoustics – Hearing Protectors
- AS 1259 – Acoustics – Sound Level Meters
- Recips F-SA-030 - Noise Assessment Form

5.0 PROCEDURE

5.1 Planning and Preparation
Due to the risks involved with noise, a Job Safety Analysis must be developed in consultation with all participating employees to identify, assess and control the hazards prior to work commencing.
The following is a list of some of the types of hazards that must be considered before commencing work:

- Is the noise too loud that it will damage hearing either temporarily or permanently?
- Will the noise cause stresses, which will inturn, affect physical and mental well being?
- Will the noise cause accidents, because people can't hear warnings?
- Will the noise cause neighbours to complain to the EPA or council?

5.2 Noise Exposure
For constant noise levels the exposure measurement is easy to calculate, but if the level varies the level must be sampled repeatedly over a well-defined sampling period. Based on the level samples, it is possible to calculate a single number, called Leq, which represents an equivalent continuous level in dBA, which has the same hearing potential as the varying level.

A Daily Noise Dose must never exceed one for an eight-hour working day.

The following are equal to a daily noise dose of 1.0:

85 dBA	over eight hours
88 dBA	over four hours
91 dBA	over two hours
94 dBA	over 60 minutes
109 dBA	over 2 minutes.

It is important to note that for every increase of 3 dB the “safe” exposure period is halved.

For the correct method of carrying out noise measurement and assessment refer to Section 2 of AS 1269.

5.3 Noise Control Measures
There are 3 methods for the management of controlling noise:
1. Substitute for quieter equipment;
2. Engineering or Administrative controls;
3. Personal Protective Equipment

5.3.1 Engineering Controls
Engineering Controls include:
1. modifying machinery eg. anti-vibration mounting, sound proof enclosure;
2. isolating operator from noisy equipment;
3. good maintenance of machinery.

5.3.2 Reduction along the path
Noise can travel from source to listener along three paths:
1. directly to listener through the air;
2. by reflection off or diffraction around object; or
3. by vibration conducted along solid object.

Noise can be reduced along the path to the listener by:

5.3.3 Distance
Sound spreading in open air and measured at a certain distance from the source is reduced by about 6 dB for each doubling of that distance. Sound is reduced less when spreading in a room.

5.3.4 Placing a Barrier between the Source and Listener or Enclosing the Noise Source
The following points must be remembered when designing an enclosure:
- Use a dense material, such as sheet metal or plasterboard, on the outside
- Use an absorbent material on the inside. A single hood of this type can reduce the sound level by 15-20 dB(A)
- Install mufflers on cooling air opening during enclosure of electric motors etc.
- Install easily opened doors as required for machine adjustment and service.

5.3.5 Control of Noise from Vibrating Surfaces

Vibration in machines often results from slippage or loosened bolts. In such cases, repair or replacement can reduce the disturbance.

- Isolate the floor from machine vibrations (absorbent material).
- Place large and heavy machines, which will not be vibration isolated, on separate bases. They can be put on a separate piece of ground without contact with the remainder of the building.
- Provide vibration isolation of machine surfaces to reduce sound emission. Fasten plates to the machine face by flexible means in order to reduce the vibrations of the surfaces. Plates with special damping design can be used.

5.3.6 Absorbing Reflection

In any workplace with hard materials on the ceiling, walls and floor, almost all the sound, which strikes the surfaces, is reflected. The sound level goes down at first as you move away from the machine, but after a certain point it remains practically unchanged. A better sound environment can be obtained by coating the ceilings and walls with effective sound-absorbing material. Reductions of between 2 and 15 dB can be achieved by lining existing walls and ceilings with absorber.

5.3.7 Sound Insulating Separate Rooms

With automation of machines and processes, remote control from a separate room may become desirable.

Some control measures may include:

- constructing the control rooms with materials having adequate threshold limit
- providing good sealing around doors and windows
- providing openings for ventilation with passages for cables and piping equipped with good seals. The control room will need adequate ventilation and possibly air conditioning in hot areas. Otherwise, there is a risk that the doors will be opened for ventilation, which would spoil the effectiveness of the room in reducing the noise level.

5.3.8 Maintenance

In some cases, a noise hazard will be created or made worse by a lack of maintenance. Parts may become loose, creating more noise because of improper operation or scraping against other parts. Grinding noises may also occur as the result of inadequate lubrication.
It is especially important to provide proper maintenance of noise control devices, which are added or built into machinery. If for example a muffler becomes loose or worn out, it should be fixed or replaced as soon as possible.

5.3.9 Administrative Controls

In noisy industries, workers can be protected by job rotation so that the time that an individual spends in very noisy areas is limited to an acceptable level.

A good equipment maintenance program must be adopted to keep noise levels to a minimum as excessive wear of machine parts increases noise levels.

5.3.10 Selection, Provision and Use of PPE

There are two basic types of hearing protection:

- earmuffs
- earplugs

There are many varieties of these two basic types of protectors, each giving different amounts of protection. The SLC80 (Sound Level Conversion) rating on the hearing protective package gives an overall indication of the amount of attenuation provided by each particular hearing protector. The higher the SLC80 rating, the greater the protection.

The SLC80 rating is subtracted from the noise level to determine the sound level reaching the ear.
The following points must be kept in mind when selecting hearing protection:

- only use hearing protectors which comply with AS1270
- each employee must be individually fitted to determine the best possible hearing protectors for that person
- the SLC80 rating is not a quality rating but simply a measure of attenuation provided:
- the hearing protectors selected must be appropriate for the noise levels in the workplace.
- earmuffs, which are highly attenuating, will also be tightly clamped. If noise levels are not very much above acceptable limits then such an effective pair of earmuffs will not be required and probably will not be worn, because they can be uncomfortable.
- workers must be consulted with and preferably hearing protection trailed before being purchased to help ensure wearers comfort and satisfaction.
- employees must be trained in wearing hearing protection and educated in the effects of noise

5.4 Audiometry

Under statutory and legislative requirements all employees must have an audiometry (hearing) test every two years of employment. It is also an Recips requirement that all new employees have an audiometry test as part of their pre-placement medical.

Typical Noise Levels			
Source of Sound	**Decibels**	**Source of Sound**	**Decibels**
Rustle of leaves in breeze	10	Air drill	90-105
Average Whisper	25	Band Saw on sheet metal	106
Country Residence	30-40	Pop Group – electric guitar	96-105
City Residence	30-55	Boiler factory	105-115
City Office	40-70	Circular Saw	100-116
City Street	50-81	Motor & propeller of plane – 6m	120
Average Factory	70-110	Drop hammer	100-130
Subway train passing through local station (express)	95	Level of painful sounds	130
Public address system	90-96	Jet engine	140

P – SA – 023 ELECTRICAL TEST AND TAG

1.0 PURPOSE

Recips will ensure that the use of electrical wiring, portable tools and extension leads will be in accordance with the Industry standard for Electrical Installations on Construction sites. Where a more specific provision is not made in the Standard, conformance will be to the provision of relevant Australian standards.

2.0 SCOPE

Applies to all Supervisors, Contractors, Purchase Officers, Operators, and Electrical Technicians.

3.0 REFERENCES

- AS3160 - Approval and test specification Hand Held Portable Electrical Tools,
- AS 3760 – Testing time requirements
- AS/NZS 3000 Wiring Rules
- As/NZS 3012 Electrical Installation- Construction and Demolition Sites
- AS3195 - Approval and test specification portable machines for arc welding.
- AS 4360 – Risk Management
- OH&S Act
- Workcover Electrical Testing and Tagging Legislation
- Code of Practice for Safe Electrical Work (EnergySafe Victoria)
- Recips F-SA-031 - Electrical Equipment Test & Tag Register

4.0 PROCEDURE

4.1 Supervisors, Electrical Testing Personnel and Operators are to ensure that:

- All power equipment, tools, extension cords, portable earth leakage devices, electrical plant equipment and appliances, junction boxes used at the work sites by Recips Personnel and contractors are defect free, safe working order, regularly inspected, tested and tagged according to the relevant state electrical testing and tagging requirements or AS 3760 schedule times
- The testing and tagging protocols and recording documentation will be in accordance with the **AS 3000** series of Australian Standards and its associated wiring rules.
- Where this is not possible the Principal contactor will be advised immediately and assistance requested in order to comply with the requirements of the Industry standard for “Electrical installations on Construction sites” and AS 3012.
- A record of currency of all electrical equipment will be recorded on the F-SA-031 Electrical Test & Tag register.

4.2 Purchasing Officer is to ensure:

- all electrical equipment purchased by Recips and issued to personnel and subcontractors, complies with all relevant Electrical Safety Standards.
- all electrical extension leads purchased and issued by Recips comply with relevant electrical Safety Standards.
- a label is attached to all new and returned electrical equipment, subject to testing, advising that equipment is to be tested and tagged into the system by an accredited Electrical Tester prior to use and at the periods indicated by the states/territories electrical legislation.

4.3 Recips is to ensure:
- only accredited personnel conduct testing and repair requirements with procedure consistency. Recording documentation is to be kept up to date.
- customers are not unreasonably inconvenienced by testing procedures and that testing equipment is kept in a secure environment and calibrated.

4.4 Accredited Electrical Personnel are to ensure that:
- inspection, test, tag and log test results of all specified electrical equipment in accordance with the procedures laid down in:
- State Electrical Legislation.
- Australian Standard 3000/3001 Electrical Installation Buildings, Structures and Premises (SAA wiring rules)
- Any special requirement in the specific equipment Manufacturers Instruction Manual.
- For further information see reference above.
- Report any failure to comply to the supervisor or manager, of any electrical equipment and work practices observed

4.5 Operators are to ensure that:
- A thorough pre-start check is conducted on any electrical equipment before use.
- Part of the inspection is to ensure the electrical test tag attached is in date.
- Any defective equipment is to be tagged by utilization of the (Danger – Do Not Operate) tag, reported & recorded, and the equipment returned for repair.
- Any electrical equipment with an out of date electrical test tag is to be treated in the same way as defective equipment.

4.6 Selection and Use
- Whilst on site any electrical equipment found without a tag with a current date issued by a suitably qualified person will not be used.
- Where and electrical item is located without a current inspection and test tag proof of the electrical items currency of inspection and test will be provided of the item removed from site immediately
- When used on a construction site all electrical equipment will be connected to an Earth Leakage protection device at all times.
- Where practicable all electrical leads will be kept off the ground on insulated hangers or on insulated led stands.
- Extension leads will not be joined together
- All plugs and sockets will not be placed on, or near, wet areas unless the equipments is designed for the specific purpose, eg: pump.
- Where electrical equipment is hired eg, portable generators, work lights and extension leads, Recips will ensure that the same requirements for Occupational health and Safety as those required on site are specified to the Hire Company as a condition of the Hire agreement.

5.0 ELECTRICAL SAFE WORKING PROCEDURES

5.1 Awareness
Electrical workers must be capable of maintain a physical and mental ability at all times when in close proximity to, or when working on, electrical equipment. Personnel including Supervisors, safety observers and those assessing electrical workers working on electrical equipment must understand the potential hazards involved in attempting work on electrical equipment if other workers are physically or mentally impaired, eg. under the influence of alcohol or drugs or lack of rest.

5.2 Identify
Before electrical equipment is worked on, the switching, isolation, disconnection procedures and other necessary precautions must be identified by the person in charge of the work and, where practicable, verified by another experienced person.

5.3 Areas of Reduced Mobility
Particular Care must be taken when working in these areas, due to movement restriction and the inability of being able to readily escape from the immediate area, eg. behind switchboards, in roof spaces, under dwellings, up a ladder, on a scaffold or in a trench.

5.4 Trafficable Areas
Persons working in close proximity to passing traffic, including vehicular and pedestrian, should install suitable screens, barriers and / or signage for personal safeguard and protection. Caution should be exercised when working in a passageway or narrow access area, eg. where a door may be inadvertently closed and propel the electrical worker into a live electrical source.

5.5 Illumination
Adequate lighting is essential at all times. Illumination devices should be of the all insulated type and have no metallic or conductive exterior surfaces when used in close proximity to electrical equipment. Lamps should be protected against inadvertent breakage.
Illumination devices used in areas of reduced mobility must be operated at extra low voltage.

6.0 ISOLATING AND MAKING SAFE

Electrical Safety is primarily dependent upon appropriate job planning and correct testing procedures and techniques. No electrical equipment should be assumed to be de-energised after isolation.
Always test prior to touching. Persons required to work in association with electrical equipment must be appropriately trained and competent in test procedures and in the use of testing equipment.

6.1 Identify
Clearly identify the electrical equipment to be worked on and the appropriate point of supply. Identification of equipment should include labelling that is both consistent and clear at the equipment to be worked on and all points of possible isolation, eg. control isolator and main point of supply.

6.2 Isolate
The electrical equipment to be worked on must be isolated from all sources of supply either by opening switches, removing fuses or switching circuit breakers and tagged. Where isolation is effected at a removable or rack-out circuit breaker or combined fuse switch then it must be racked out or removed to provide a visible break for isolation verification.

Note: to safeguard against inadvertent reconnection by others, after being absent from the immediate work area, it is imperative that checks and tests be carried out to ensure that electrical equipment being worked on is still isolated.

6.3 Test
All electrical equipment, unless proven to be de-energised, must be treated as live. Any voltage tests must be conducted between all conductors and between all conductors and earth.
When voltage testers are used, they must be tested for correct operation immediately before use, and again after use to confirm that the instrument is still working in accordance with the manufacturers instructions and calibration. Personnel must make sure the correct test equipment is being used.

Note: Consideration must be given to the possibility of circuit wiring or electrical equipment becoming live due to any operation of automatic control devices, eg. thermostats, float switches, PLCs and other interface devices.

6.4 Tag
Where practicable, appropriate warning tags must be placed at all points of switching, isolation and disconnection. Such notices must be clearly understandable and, where appropriate, signed and dated by all personnel involved in the work or by the supervisor in charge of the work party. Tags may only be removed with the permission of all the signatories to the tags or if that process is not possible by the signatory's immediate supervisor.

The immediate supervisor must communicate clearly to all personnel involved in the work that the conditions of the tagged circuits and or equipment have been changed. Identification labels should also include warnings for any abnormal hazards, eg. multiple points of supply, etc.

Note: Where a formal permit system is used, adherence to the designated sign-on and tagging procedure must be adhered to

6.5 Lock Off
All circuit breakers, switches and combined fuse switch units should be locked off where possible. Where fitted locking facilities are not available, temporary securing devices must be used. Securing devices must be able to withstand any disrupting environment, ie. not becoming ineffective due to vibration.

6.6 Bonding
If practicable, where isolation of electrical equipment is made at a remote location, all conductors supplying the equipment should be bonded together and to the general mass of earth at the work-site. Bonding to earth may be affected by connecting conductors, which are adequate to carry the potential short circuit currents, to the electrical installation earthing system.

Note: Temporary bonding conductors must always be bonded together and attached to the general earth first before any attempt is made to attach them to any de-energised component portion of the electrical installation. Removal of the bonding conductors must be carried out in the reverse order. Suitable safety apparel must be used when attaching or removing temporary bonding conductors.

6.7 Cutting Cables
When carrying out work which involves cutting existing cables, the cable must be treated as live until positive tests proving the cable is de-energised can be made at the point where the cable is to be cut.

6.8 Removing Out-of-Service Electrical Equipment
When removal of out of service or decommissioned electrical equipment is required, the equipment must be isolated from supply and appropriate tests made to ensure the equipment is de-energised. Further tests must be made at any point that a cable is required to be cut.

Warning: The use of a tester which detects an electric field surrounding a live conductor may not be suitable to test cables which are surrounded by a metallic screen.

7.0 RESTORATION OF SUPPLY TO ELECTRICAL EQUIPMENT

Before restoring supply after isolation, ensure all relevant personnel are notified and a visual inspection conducted to ensure that all tools, surplus material and wastes have been removed.

After any alterations or additions to electrical equipment are made, those parts which have been altered or added must comply with relevant Regulations and Standards. Before supply is restored or re-energised, these alterations or additions must pass the appropriate tests, eg. insulation resistance and earth continuity as laid down in the Wiring Rules and appropriate Regulations.

7.1 Removal of Bonds
Before supply to equipment is restored ensure that all personnel are clear and aware that power is to be restored, all safeguards including temporary bonds and short-circuiting devices have been removed, and it is safe to restore supply.
Note: Suitable safety apparel must be used when attaching or removing temporary bonding conductors.

7.2 Operation of Other Equipment
Precautions against the inadvertent operation of other equipment must be carefully considered when supply is restored.

7.3 Restoration
In general, all signatories to any tags or notices must agree that power can be restored and locks removed where used.

Note: Where a formal permit system is used, adherence to the designated sign-off procedure must be adhered to.

7.4 Tests
When power is restored, tests must be carried out to confirm that polarity is correct, actives are switched and, where applicable, phase sequences are correct before equipment is operated. Refer to AS/NZS 3017 and AS/NZS 3760 as appropriate.

P – SA – 024 PORTABLE HAND HELD TOOLS

1.0 SCOPE

To ensure the safety of Recips Personnel and subcontractors working with hand held powered tools.

2.0 PURPOSE

To address the competency and safety requirements operating hand held powered tools.

3.0 REFERENCES

- OH&S Act and applicable subordinate Legislation
- Code of Practice for Safe Electrical Work (EnergySafe Victoria)
- AS 4360 – Risk Management
- AS 3760 – Testing and tagging time frames
- Recips -SA-032 Equipment Register

4.0 PROCEDURE

4.1 Trainer – Supervisor will ensure that:
the Manufacturer's operating instructions are available and clearly understood by the operator before they may commence or-

- the operator is trained and assessed as competent to operate the relevant equipment
- as part of training the employees will physically demonstrate to their trainer or supervisor their competence of the safe operation of the relevant tool.

4.2 Personnel / Operator will ensure that:

- they will wear / use / apply all prescribed personal protective equipment (P.P.E.) relevant to the tool being operated.
- They understand the requirements for the application and use of the P.P.E. for each tool during training.
- They are competent to use and operate the tool at the completion of the training session.

4.3 Recips Supervisors will ensure that:

- Before allowing employees to use hand tools, they will verify that the person has received the appropriate safety and operator training and such training is recorded.
- This confirmed by sighting the certificate, reviewing the records of certificate, or-
- by directing the employees to undertake the training specified in clause 1.
- Such training is to be certified by the supervisor before allowing an employee to use any hand held power tools.

4.4 Conditions of Operation (Training):

- A person with appropriate competence and skills relating to the tool's operation will train persons who use this equipment in its safe use.

4.5 ELPs and RCDs:

- If the portable hand tool is electric powered – an Earth Leakage Protection Device (ELP) or Residual Current Device (RCD) must be used with the tool.

4.6 Air Powered Tools:

- If the hand tool is air driven, safety clips must be in the connections of any air line connected to the hand tool.

4.7 Test Tags:

- The hand held electrical powered tool will have a current tag indicating next inspection. If the tag is not current, the tool is not to be used. The tool is to be treated as defective and tested prior to any use.

4.8 Training Records:

- Records of all personnel trained in the competent and safe use of portable tools is to be kept.

P – SA – 025 TRAINING PROCEDURE

1.0 PURPOSE

To detail the method by which Recips Statutory & Contractual Training needs for company personnel are determined & reviewed, and the means of documenting these requirements.

2.0 SCOPE

This procedure is applicable to Recips and encompasses all personnel deemed to be employees of Recips, including contractors, under the relevant OH&S and Training Legislation.

This procedure is specifically focused on mandatory training requirements that are legislative or contractual in nature, and is not intended to cover skills enhancement or trade related training unless otherwise required under the operations and activities of Recips.

3.0 REFERENCES

- OH&S & Training Legislation.
- AS/NZS 4804- OHS Management Systems.
- Recips Company Requirement OH&S-007 - Training.
- Recips OH & S Office Field Induction. (F-SA-037)
- Recips F-SA-023 Training Course Attendance Form
- Recips F-SA-024 Toolbox Talk Attendance Form.

4.0 DEFINITIONS

4.1 Statutory Training Requirements:
A training requirement that is specifically referred to in Occupational Health and Safety Legislation as being a pre-requisite for persons performing a task, or that is provided by an employer to meet it's obligations to provide information, instruction and training having regard to the nature of the hazard and severity of the risk

4.2 Occupational Health and Safety (Induction-Task Specific-Procedures-Management)
(a) Recips Induction
Induction content will cover but is not limited to:

- Occupational Health, Safety and Rehabilitation Policies
- OHS & R procedures, requirements and application for site activities.
- Applicable OH & S legislation.
- Hazard & risk identification and control.
- Job Safety Analysis. (JSA)
- Hazardous substances & dangerous goods.
- Obligation/Duty of care.
- Emergency procedures
- Accident, incident & “near misses” – reporting, treatment, identification, investigation.
- Workers Compensation & rehabilitation.
- Safe work practices, procedures, & methods.
- Hazardous work procedures.
- Permit systems
- Drugs & alcohol.
- Personal protective equipment. Use & application.

(b) Task Specific (Mandatory)
Task specific (Mandatory) training relates to Recips OH & S Training Requirements. These elements are nationally linked to Victorian industry occupational health and safety training requirements. These include but are not limited to:

- Manual Handling
- Noise Awareness
- Confined space
- Height Safety
- Electrical safety
- Communicable diseases
- Fire fighting
- Ultra Violet Protection Safety.

(c) Task Specific (Recips)
Task specific may also include statutory elements but is tailored to Recips activities. These include but are not limited to:

- Emergency (evacuation/fire) wardens.
- Basic first aid & CPR
- Relevant rescue procedures (Company specific)
- Company specific hazardous work procedures.
- Health & Safety Committee Member responsibilities

(d) Procedures
All OH&S procedures, work instructions, work method statements shall be disseminated to Recips personnel on a priority & needs basis. The dissemination process will consist of delivery by:

- Toolbox talks
- Safety Information sessions (may include assessments)
- Formal / accredited training sessions including assessments for understanding & competency.
- Safety briefing sessions.
- Refresher training sessions.

(e) Management
Management training will consist of all of the above items but will include.

- Management responsibility (OH&S & legal obligations)
- Management discharge of obligation of care (Legislative- Recips
- Management requirement to exercise due diligence.

4.3 Contractual/Client/Customer Training Requirement:
A training requirement identified by Recips to meet customer and or client requirements under the terms of various activities.

5.0 PROCEDURE

5.1 DETERMINATION OF TRAINING STATUS & REQUIREMENTS

Development of the Training Broadsheet specific to Recips Requirements.

5.1.1 Recips Review

Recips activities, processes etc, including documents shall be reviewed by Company Management, the nominated Training Officer and company OH&S Representative to identify the following:

Scope and nature of activities required for the company's activities, operations and scope of works.

- Specific training requirements identified and detailed by clients and customers.
- Specific training requirements detailed within and by legislation.
- Recips Specific Training subject requirements.
- Recips training requirements.

Requirements, training, resources etc shall be entered in a training record.

5.1.2 Activity Review

The OH&S Representative shall then hold further discussions with Recips to clarify the nature of the works to be undertaken and the activities involved in undertaking such works.

These activities shall then be reviewed against applicable state legislation to determine the company's Statutory Training Requirements. Statutory training requirements identified shall be entered onto the project Training record.

5.1.3 Recips Review

Recips employment requirements, including:

- Pre-employment Medical Examination.
- Pre-employment Hearing Test.
- Drivers Licence Details.
- Certificate of Competency Details.
- Trade Classification Details (if applicable).
- Recips Induction Details.
- Basic Vaccination / Inoculation Details (ie: tetanus).
- Induction Details (Clients and/or customers)
- Recips Specific Skills/Training/Accreditation Details

Corporate requirements identified shall be entered onto the Training record.

5.1.4 Employee Review

Once all elements required to complete the Training record have been identified (including a listing of all persons deemed employees including subcontractors), the employment applications and personal files of each employee shall be reviewed, and where appropriate documentation exists, the relevant section of the Training Broadsheet completed in detail.

5.1.5 Management Review

Either Recips or the relevant Supervisor will determine training needs for each individual person listed on the broadsheet against the skills & competencies required for that position shall review the initial completion of the Training record.

a) Training elements listed which are not relevant to the person's duties (such elements shall be marked as NOT APPLICABLE).
b) Training elements listed for which that person, by virtue of trade qualification or prior experiences, is entitled to Recognition of Prior Learning (RPL) and/or Recognition of Current Certification (RCC). In some instances it may be necessary for such a person to pass a competency test prior to gaining RPL or RCC.

At this point, the Training record can be considered an operational document upon which an assessment of the project training requirements is to be based.

5.2 DEVELOPMENT OF OH&S AND OTHER RELATED TRAINING CALENDAR

5.2.1 Assessment of Courses

For each heading that is identified on the Training record, a suitable course shall be identified either:

- Externally, from an approved training provider.
- Internally, from appropriately qualified Recips (approved) personnel.

For each training course required, a copy of the course outline should as a minimum include:-

- Scope.
- Objective.
- Learning outcomes.
- Skills and Competencies relevant to the course.
- Number of participants per course.
- Participant Pre-requisites.
- Content.
- Method of delivery.
- Duration.
- Material requirements; and
- Recognition / Approval where applicable.

All details must be obtained and retained on Recips training record.

5.2.2 Determination of Number of Required Courses/Training Packages

With reference to Recips Training record, the number of persons who are required to complete each course / skill / package etc shall be determined, and divided by the permitted number of participants per course to calculate the actual number of courses required in any particular subject.

5.2.3 Programming Training

Having determined the number of training courses required in each subject area, and the names of the participants, discussions shall be held with Recips Management to determine the most suitable dates / times for training to occur.

Recips OH&S Representative and/or Training representative shall then liaise with nominated training provider(s), book such training courses as are required, and produce a Safety and Skills Training Calendar detailing course dates / times / contact & requirements. A copy of the resultant Safety and Skills Training Calendar shall be provided to each Supervisor and copies displayed on employee notice boards.

5.2.4 Notification of Trainees

Each employee who is required to attend training should be notified by the most appropriate method, and each Supervisor should be provided with a list of their employees who are required to attend training. Recips coordination of training attendance is the responsibility of the individual employee and their immediate Supervisor. Training is to be reviewed and approved by the Responsible Officer.

5.3 RECORDING ATTENDANCE

5.3.1 Training Attendance Sheet

Recips shall prepare and maintain an up to date list of all employees in the form of a Training Attendance Sheet.
Training providers shall be provided with copy of this attendance sheet.
All attendees at a training session shall be required to place their signature against their name to demonstrate their attendance at the training course.
The course facilitator shall be responsible for completing details of course type, date and location.
Should an employee fail to satisfactorily complete a training course, the course facilitator shall note this against that person's name.
At the completion of the course, the course facilitator shall forward a copy of the signed attendance sheet Recips Training Representative.

5.3.2 Update Training Broadsheet

Upon receipt of a signed training attendance sheet, Recips Training Representative and/or OH&S Representative shall take the following action:
Enter the course date listed on the attendance sheet, against each attendees name on the project Training record under the relevant heading.
Stamp the attendance sheet 'completed' or 'processed.
File the attendance sheet in Recips training file.

5.3.3 Certificate Issue

Where a certificate of achievement – competency - attendance is issued in relation to any course undertaken by an employee of Recips, the Training or OH&S Representative/s shall take the following action:
Take a copy of the certificate / licence and record details on the training record and place copy in that employee's personal file.
Forward the original of the certificate / licence to the relevant employee.

5.4 REVIEW OF TRAINING PROGRAM

Recips Safety and Skills Training Program shall be reviewed annually, in preparation for the following year's safety / skills training calendar.

Such a review shall include as a minimum:

- Assessment of progress towards completion of the training matrix.
- Changes to work methods, scope of work, introduction of new technology.
- Legislative changes.

Recips training record should be printed on a monthly basis in conjunction with the monthly safety performance summary, and a copy issued to each Supervisor for information and dissemination.

An up to date training broadsheet shall be available in the company Training File.

As appropriate, Contractors under the direct control at Recips shall have their details recorded in the training record.

5.5 INFORMAL (TOOLBOX AND OTHER) TRAINING

All subjects addressed at toolbox training sessions shall be identified on the Toolbox Talk Attendance Form.

All attendees shall signify attendance and understanding of the subjects delivered by signing the attendance section of the form.

P – SA – 026 OH&S PURCHASING GUIDE

1.0 PURPOSE

To provide guidance for purchase of goods and services to ensure conformance to specified OH & S requirements before any purchase is made for or on behalf of Recips.

2.0 SCOPE

This guideline applies to the purchase, hire or lease of all goods and services including, but not limited to, the following:

- plant and equipment
- materials
- PPE to Australian Standards
- general operating supplies
- emergency equipment
- subcontractors, including labour hire
- service provider including consultants.

3.0 REFERENCE

- OH &S Act
- AS 4360 – Risk Management
- AS 4801/4 – Safety Management systems

4.0 DEFINITIONS

Any Item
Any plant, equipment, material, substance, chemical, tool, device, machine, etc.

Authorised person
Any person who is required to authorise procurement / purchase orders or documentation.

Person requesting
Any person who requests a purchase or reimbursement from an authorised person.
Services: Any services, processes, etc. supplied by a consultant or sub-contractor.

5.0 PROCEDURE

5.1 Pre-Purchase Assessment

- Prior to the purchase of any item, the authorised person must ensure an assessment of the hazards and risks to employee health and safety or the environment, has been completed. In undertaking this assessment, the person requesting the purchase will use a pre-purchase assessment process.

5.2 Provider Selection

- Each provider of goods & services shall be selected on the basis of an ability to satisfy health, safety and environmental requirements, in addition to technical, commercial and quality requirements.
- This criterion is to be included for consideration during the pre-purchasing process before Recips will proceed with the purchasing arrangements.

5.3 Capital Expenditure Proposal

- When a proposal for capital expenditure is being raised, the person requesting the capital must complete a pre-purchase assessment and comply with the requirements within the guidelines. Once the authorising person is satisfied that the assessment has been satisfactorily completed they should sign the appropriate documentation.
- The assessment of the provider is to be documented and retained at the workplace as part of the Quality System requirements.
- Company Management shall ensure that purchase requisitions and purchase orders detail the OH&S requirements of the relevant Regulations, Codes of Practice or Advisory Standards which shall be verified during the receipt inspection process.

5.4 Auditing

- Auditing (by external and/or internal auditors) will include compliance with this guideline. Non compliance issues will be addressed through relevant Management and re-training provided.

6.0 APPROVED SUPPLIERS

CONSULTANTS / CONTRACTORS

Existing Policies and Procedures

- Existing policies and procedures in relation to purchasing must be observed.

Suppliers/ Consultants/Contractors

- All Procurement Procedures and contracts shall contain the following statement:

‘Any item supplied to Recips shall comply with the relevant State legislative requirements and Australian Standards, unless otherwise notified and agreed to (in writing) by the supplier / consultant / contractor’.

P – SA – 027 CORRECTIVE ACTION

1.0 PURPOSE

To advise Contractors, Sub Contractors and Sole traders of Corrective action required to rectify any unsafe work condition, plant, materials or work practice at the workplace which creates a hazard or is non compliant to Statutory requirements.

2.0 SCOPE

This procedure applies to all activities undertaken by personnel under the control and or management of Recips, their Project partner/s, contractors/s or their subcontractor/s and to any person/s working at the direction of the controlling company in relation to the company's activities whilst on a Recips site.

3.0 REFERENCES

- OH&S Act and subordinate Legislation.
- AS 4360 – Risk Management
- AS/NZS 4804-OHS Management Systems.
- AS/NZS 4801- Audit compliance requirements
- Recips F-SA-005 Corrective Action

4.0 DEFINITIONS

Consequence
The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain.

Event
An incident or situation which occurs in a particular interval of time.

Frequency
A measure of likelihood expressed as the number of occurrences of an event over a period of time.

Hazard
A situation or condition, which has the potential to cause injury to personnel and/or damage to equipment or the environment.

Likelihood
Used as a qualitative description of probability and frequency.

Probability
The likelihood of a specific outcome. Usually measured by ratio against the total number of possible outcomes.

Residual Risk
The remaining level of risk after risk management measures has been implemented.

Risk
The potential or chance of an occurrence happening that will have an impact on objectives. This is measured in terms of consequences & likelihood.

Risk Assessment
A process used to determine risk management priorities by evaluating and comparing the level of risk against pre-determined factors, target risk levels or other data.

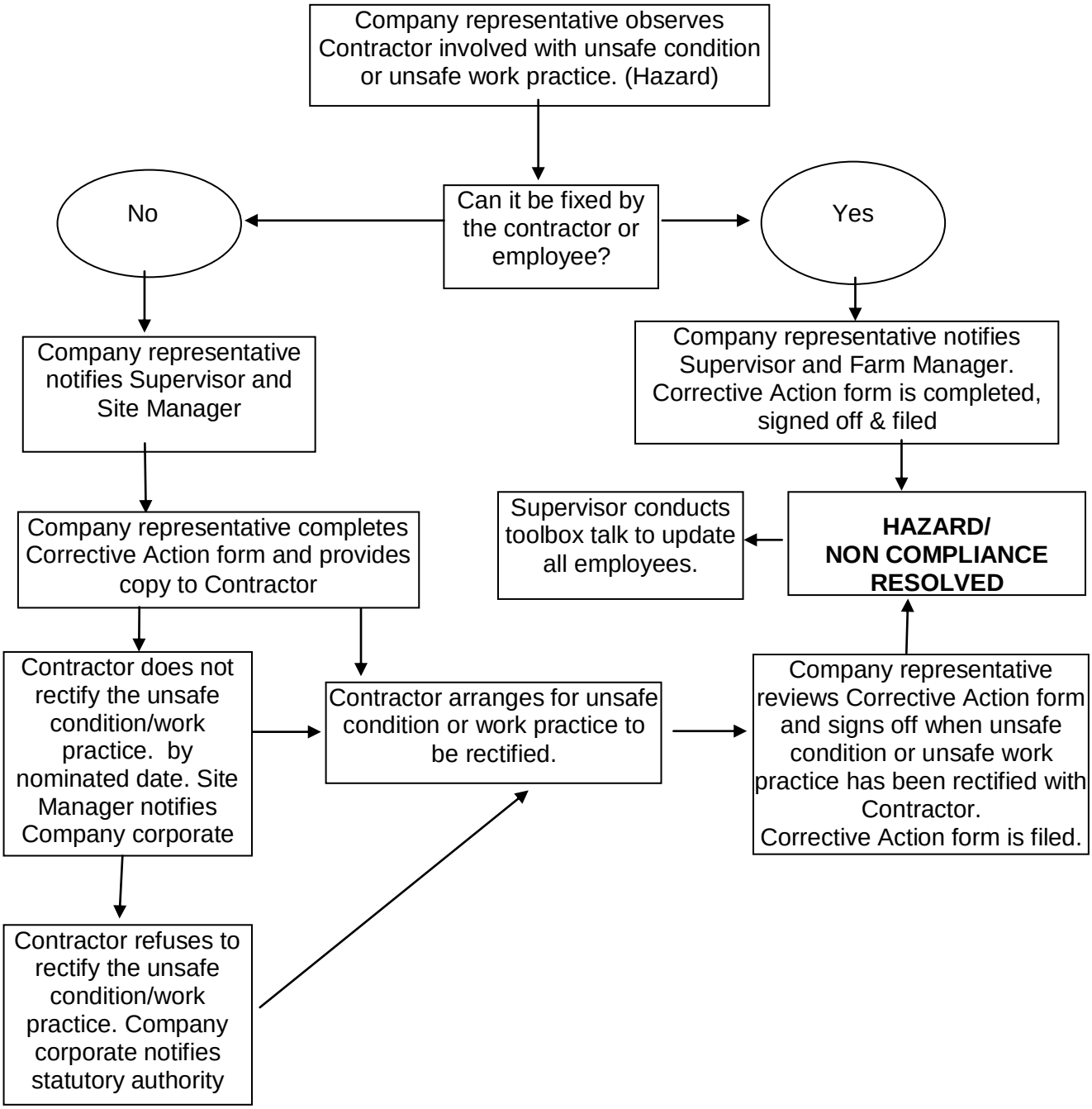
Risk Control
The section of the risk management system which involves the provision of data, documentation, standards & procedures to eliminate, avoid, or minimise identified hazards.

Risk Identification
The process of identifying, and determining what can happen, when, why and how.

Risk Management
The systematic application of management data, policies, procedures, practices to the tasks of identifying, analysing, assessing, treating & monitoring risk & hazards.

5.0 CORRECTIVE ACTION PROCEDURE

Flowchart



5.1 Hazardous Conditions

1. The hazardous condition shall be rectified immediately.
2. If unable to do so, the hazard shall then be isolated, signposted and area secured to warn other personnel of the danger.
3. The Recips representative will notify the Supervisor and Site Manager and complete the Corrective Action form outlining the hazard and control measures required and forward a copy the Contractor. As soon as practicable, the hazardous condition/non compliance shall then be rectified with in the time frame identified on the corrective action form by the Contractor.
4. If the issue cannot be resolved by joint consultation or the Contractor refuses to comply with the Corrective Actions requested, Recips corporate management will be notified by the Site Manager.
5. If the Contractor refuses to comply with the Corrective Actions requested, Recips corporate management shall seek the assistance of the relevant statutory authority.

5.2 Hazardous Work Procedure

6. If the issue involves an immediate risk to health or safety, that work shall cease immediately until the issue is resolved and corrected.
1. The Corrective Action form will be completed by the Recips representative and a copy provided to the Contractor with the control measures required to meet compliance requirements.
2. The work procedures shall be reviewed by the Recips Site Manager, Site Supervisor, Representative and the Contractor, with the view that the issue is to be resolved by joint consultation in the time frame outlined in the Corrective Action form.
3. If the issue cannot be resolved by joint consultation or the Contractor refuses to alter the work practice or comply with the Corrective Actions requested, Recips corporate management will be notified by the Site Manager.
4. If the Contractor refuses to alter the work practice or comply with the Corrective Actions requested, Recips corporate management shall seek the assistance of the relevant statutory authority.

5.3 Corrective Action Process Steps

1. All hazards shall be reviewed at the commencement of work on site or project by the Recips representative with utilisation of the OHS Risk Management Procedure.
2. Where the contractor is found to have unsafe work practices, conditions or procedures, the hazards will be itemised with recommended control measures on the Corrective Action form.
3. A copy of the Corrective Action form will be provided to the Contractor with time frames to rectify the item/s listed.
4. When the Corrective Action controls have been implemented by the Contractor the Recips representative will re assess the condition or work practice and if compliant sign them off on the form.
5. A copy of the form with all items signed off will be provided to the Contractor and filed by the Recips representative.

5.4 Risk Management

For ongoing and continual monitoring of risk identification & management, Recips will conduct regular audits of Contractors whilst work takes place on their site.
The following process shall identify, quantify, manage hazards and control risks in the workplace.

a) Identify Risks: Identify what, why & how risks can arise as the basis for initial & ongoing analysis.
b) Analyse Risks: Identify the existing controls & analyse in terms of likelihood and consequence against these current controls.
c) Assess & Prioritise Risks: Compare the current levels of risk against pre-established criteria. Rate the risks in order of management priority.
d) Treat, Manage, Control Risks: Monitor low priority risks. For all other levels of risks, document them on the Corrective Action form.
e) Monitor & Review all Risks: Monitor & review the performance of the risk management systems, risk register for any changes which may affect the risks identified & under management.

It is the responsibility of all personnel upon identifying hazards or risks in the workplace to implement both the Hazard identification, Risk control & management processes.

6.0 DISSEMINATION

As all hazards are progressively;
a) Identified
b) Analysed
c) Managed or controlled
d) The documented information is to be disseminated by the following conduits;
   - As part of induction content
   - OHS Committee Meetings
   - Toolbox talk sessions
   - Specific safety briefings
   - Posted on relevant notice boards
   - Management meetings and briefings.

7.0 MONITOR & REVIEW

The monitor & review process is to become a mandatory item at all of the following;
a) Management meetings
b) OHS Committee meetings
c) Contractor/Recips meetings
d) Site start up briefings
e) System review meetings.

P – SA – 028 FORKLIFT SAFETY

1.0 PURPOSE

To define a standard demarcation code so that walkways, roadways and other areas are clearly marked allowing personnel and vehicles to move without risk to health, safety and damage.
This procedure does not apply to offices, lunchrooms, switch-rooms, control rooms and other rooms that have floor coverings or that have floors of dirt, fines or similar material.

2.0 RESPONSIBILITY

2.1 Relevant Department Manager
Ensure compliance with the requirements of this procedure.

2.2 All Employees
Understand demarcation codes and ensure facilities are used according to their demarcated purpose.

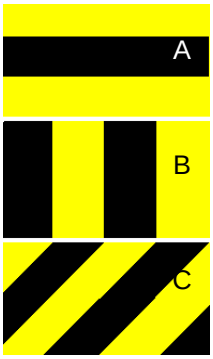
3.0 REFERENCES

- Occupational Health & Safety Act
- Occupational Health and Safety Regulations (Certification of Plant, Plant Users, Operators and Plant)
- Code of Practice for Plant
- AS 2700- Colour standards for general purposes (as applied to AS1318)
- AS1318- Use of colour for the marking of physical hazards and the identification of certain equipment in industry.
- Workcover Guidance Notes – Zero Tolerance between Pedestrians and Forklift operations.
- Recips Forklift Safety Check Forms F-SA-036

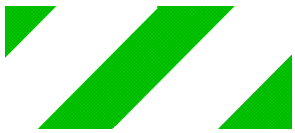
4.0 PROCEDURE

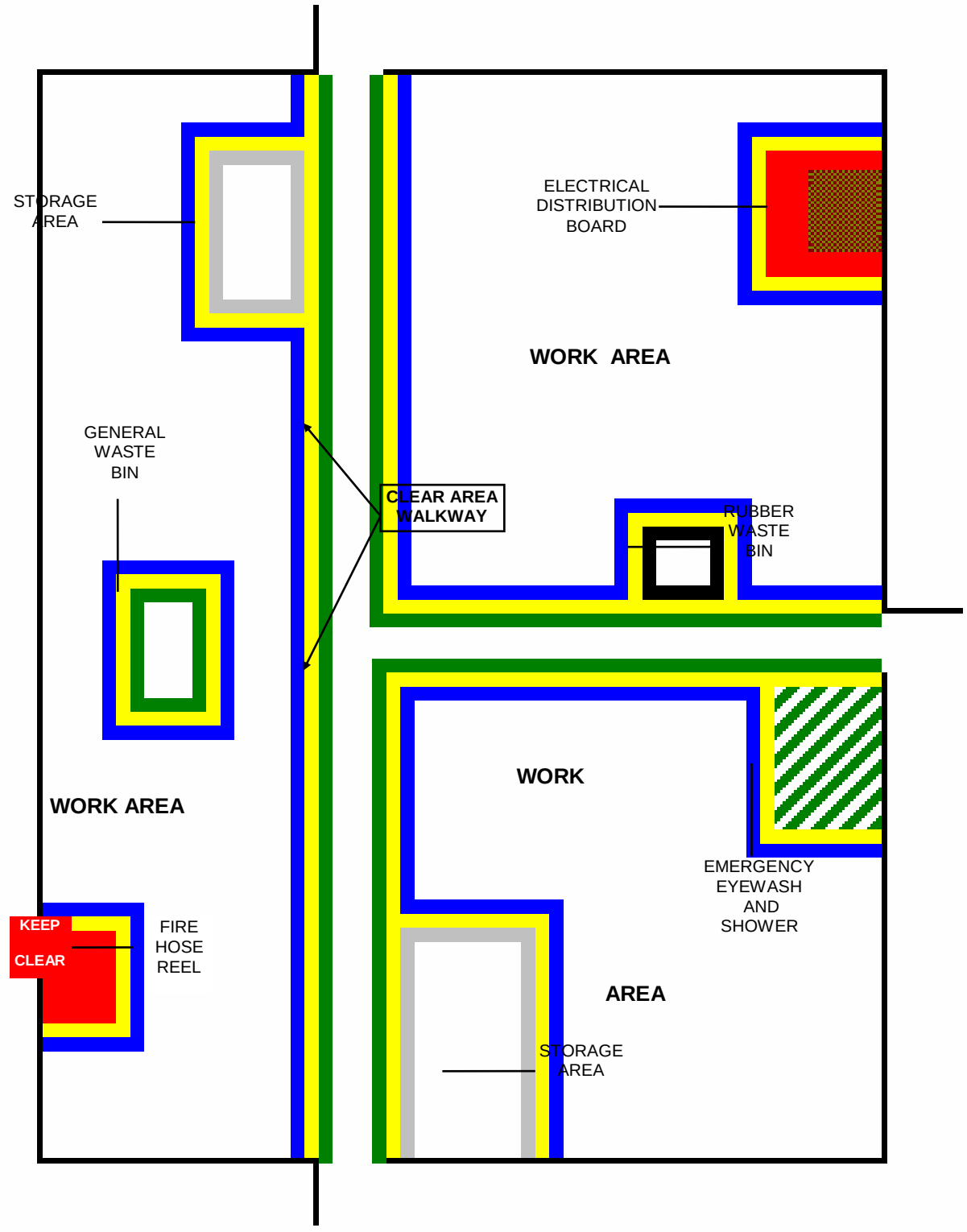
- All personnel shall use demarcated areas as directed by this procedure.
- Where possible at all times a physical barrier will be erected and in place permanently, so as to ensure that pedestrians and forklifts cannot interact causing injury.
- Access ways, including walkways and roadways shall be clearly marked and free of obstruction.
- A standard walkway shall be 1 metre wide (0.6 metre minimum at any point) and its route shall be clear of obstacles such as doors, open windows and other protrusions.
- Acceptable roadway demarcation shall include paint, windrows, marker posts, tyres and barriers.
- All forklifts will be fitted with audible and visual indictors such as warning lights and horns.
- Operators will ensure all loads are lashed and secure and that when travelling tines are as low to the ground as is practicable.
- All surfaces will be in good condition to ensure there are no pot holes or uneven areas that may jolt or cause a load being carried to fall or tip.
- No other vehicles will be allowed to operate in the same area as the forklift.
- Delivery drivers of trucks are not permitted to supervise in the area of mobile forklifts.
- All persons working in the immediate vicinity to forklifts will wear fluoro vests.
- Where floor areas are marked to illustrate their purpose (eg. work area, walkway, and storage area) this shall be by a 75 mm wide line or border, of the designated colour, that adjoins the golden yellow demarcation line (see attachment for workplace example).
- Demarcation lines and painted areas shall be maintained so they are always clearly visible
- Painting of handrails shall only occur if they are already painted. New, galvanised stairs and handrails need not be painted.
- Each use of the golden yellow/black combination to alert employees to specific hazards shall be approved by the relevant Manager.

Plant Demarcation Colour Codes

Colour *	Apply to:
golden yellow **black letters** **(AS2700-Y14)** FLAMMABLES	used alone or with black to indicate where caution is required, including where radiation hazard exists: • basic demarcation line (75 mm wide on floor) • location and width of access ways • mobile plant and equipment • barricade markings and temporary barricades • flashing lights, stacking demarcation • low pulley blocks and crane hooks • corner marker for storage piles • machine and traffic guards • traffic markings, parking bays • fixed ladders and cages • top and bottom tread of stairs where caution needed • handrails (all rails and kickboard, if painted now) • flammable liquid cabinets (labelling in black required, see example left) • drawing attention to hazards created by removal of guards/covers (eg. paint inside of guard) • rooms or areas where radioactive materials are stored or handled
golden yellow/black **75 mm horizontal, vertical or 45° strips** **(AS2700-Y14)** 	hazard identification, for best attention in difficult environments (should not be over-used to detract from its value): • hazard identification (eg low head room, height change, drop into pit, beams and low pipes, low doorways) • pillars, posts or columns that might be struck • road speed humps • barrier rails **SELECT FROM STYLES SHOWN LEFT:** A. small circular/irregular/non-flat shaped vertical objects (eg. post, column, duct, pipe) B. small circular/irregular non-flat shaped horizontal objects (eg. pipe, rail, duct, beam) C. flat objects (eg. large tanks, walls, floors, steel beams)
jade **(AS2700-G21)**	• walk-ways (on floor) as 75 mm strip on each inner edge

Colour *	Apply to:
silver-grey (AS2700-N24)	• lay-down and storage areas (on floor) as 75 mm strip on each inner edge (except where bordered by walls)
bright blue (AS2700-B23)	• work areas (on floor) as 75 mm strip on all edges (except where bordered by walls)
signal red (AS2700-R13)	used to identify or indicate location of danger, fire protection equipment and apparatus and stop buttons and emergency stop controls: • fire alarms and boxes • boxes for fire suits • positions of fire extinguishers • position of fire hose, reels (other than on hose itself) • fire pumps • valve locations for all fire services • sprinkler piping and hydrants • location of other equipment to be used in an emergency keep clear areas - below fire or electrical installations: • have an area 1000 mm standard (at least 800 mm) out from wall kept free on the floor below them • width of marked floor area to extend 250 mm each side of the equipment to minimum 1000 mm • fully painted (within the golden yellow demarcation outline) • marked with words 'KEEP CLEAR' in white Arial font upper case, 150 mm high
signal red/white 75 mm @ 45° stripes (AS2700-R13) 	• fire equipment (wall marking) • 1800 mm high from floor up wall (or 250 mm above equipment) and 250 mm each side of equipment if possible (minimum 1000 mm wide to match floor marking) • stripes from top right to bottom left

Colour *	Apply to:
orange (AS2700-X15)	• colour of electrical switchgear, services, conduit and allied fittings (not electric motors) DOES NOT APPLY IN OFFICES
jade/white 75mm @ 45° stripes (AS2700-G21) 	used with white to denote safety and indicating location of safety equipment (other than for fire-fighting), fully painted on wall and floor: • location of first aid equipment, including stretchers • location of respiratory protective equipment and rescue equipment • safety showers and eyewash location • exit signs (for sign only) • safety instruction signs • 1800 mm high from floor up wall (or 250 mm above equipment) and 250 mm each side of equipment (minimum 1000 mm wide to match floor marking) • stripes from top right to bottom left keep clear area below safety equipment: • have an area 1000 mm standard (at least 800 mm) out from wall kept free on the floor below them • width of marked floor area to extend 250 mm each side of the equipment to minimum 1000 mm • fully painted green and white stripes (within the golden yellow demarcation outline)
Colours shown are indicative only exact match may be difficult.	


STORAGE AREA
ELECTRICAL DISTRIBUTION BOARD
WORK AREA
GENERAL WASTE BIN
CLEAR AREA WALKWAY
RUBBER WASTE BIN
WORK AREA
WORK
EMERGENCY EYEWASH AND SHOWER
KEEP CLEAR
FIRE HOSE REEL
AREA
STORAGE AREA

P – SA – 029 DANGER TAGS

1.0 PURPOSE

To provide for the isolation and tagging of defective plant or equipment in such a way as to prevent it's inadvertent use.

2.0 SCOPE

Any item of plant or equipment owned or under the control and management of Recips.

3.0 REFERENCES

OH&S Act
Plant Regulations
Code of Practice for Plant
AS 4360 Risk Management
AS 4801 Safety Auditing

4.0 DEFINITIONS

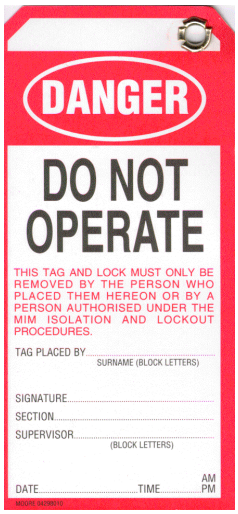
Competent Person:
A person who by virtue of trade or statutory qualification, is deemed to have the necessary skills and experience to either effect a repair of defective equipment, or to inspect such equipment and make an assessment as to it's suitability for safe use.

5.0 PROCEDURE

Danger tags shall be available for all Recips activities and operations, and may be used by any person who identifies defective tools, plant, equipment or unsafe situation.
Any person can place danger tags when plant or equipment is identified as being defective or unsafe.

5.1 Danger tags ARE NOT ISOLATION TAGS, (F-SA-021) and are not be used to provide for the safety of personnel during isolation procedures for maintenance.

- Danger Tags can be purchased from any Safety supplier.
- Upon becoming aware of an unsafe item of plant or equipment, it is the responsibility of that person to place a danger tag on the equipment in a prominent position.
- Where an ignition key is required to operate that item, the tag should be affixed to the key, and if necessary, the key removed from the ignition.
- Brief details of the nature of the fault or defect must be noted on the reverse side of the tag, together with the name of the person completing the details, and the date.
- The details are also to be entered in the relevant project's defect register by the person placing the tag and/or the person's supervisor.
- Where then item of plant or equipment is supplied with a logbook, a corresponding note must be entered in the logbook on the day/date the deficiency is identified.
- Once a tag is placed, the relevant supervisor or maintenance personnel must be notified.
- **A danger tag may only be removed by:**
    - A competent person who has rectified the fault detailed on the tag, or made an appropriate determination as to the continued serviceability of that item of equipment. OR-
    - The person who placed the danger tag on the plant/equipment.
- Any other person who removes a Danger Tag, or who operates tagged plant or equipment, may be subject to immediate termination of employment.



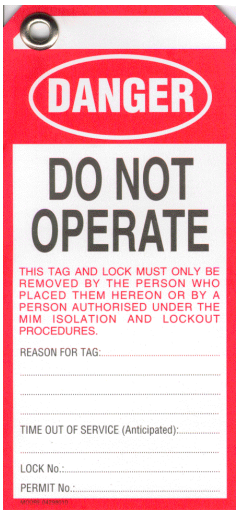
DANGER TAG

For the protection of personnel.

To be completed and attached to the isolation point and lock.

Each person working on the equipment must have their own tag and lock attached.

This tag is also to be used when isolating under the Authority To Isolate Permit.



P – SA – 030 CONFINED SPACE

1.0 PURPOSE

To detail the requirements and procedures for entry into confined spaces and to detail known hazards associated with entry into certain defined confined space situations.

2.0 SCOPE

This procedure applies to all relevant personnel including subcontractors and company employees in the case where there is not a suitable client Confined Space Procedure to follow.
This procedure sets out requirements when work is to be carried out in a confined space and follows the requirements set out in Australian Standard 2865-2001.

3.0 REFERENCE

- Occupational Health & Safety Act.
- OH&S Regulations – Part 3.4 Confined Spaces
- AS 2865 - Safe Working in a Confined Space
- AS/NZS 1891.1Industrial fall-arrest systems and devices, Part 1: Safety belts and harnesses
- National Exposure Standard for Atmospheric Contaminants in the Occupational Environment
- AS 4360 - Risk Assessment
- Compliance Code for Confined Space.

Related Documentation
- Confined Space Entry Flow Chart.(See page 9)
- Confined Space Identification Checklist F-SA-058
- Confined Space Permit Entry Form. F-SA-039
- Job Hazard Safety Analysis Procedure P-SA-014
- Job Hazard Safety Analysis Worksheet F-SA-015

4.0 DEFINITIONS

4.1 Confined Space
A confined space is any space that:
- has restricted means of entry or exit; for e.g., manholes, storm-water drains, sewers, pipes, shafts, tunnels, shipboard spaces;
- may not have adequate ventilation or an atmosphere which is either contaminated or oxygen deficient or enriched as in, for e.g., digesters, cool stores, wet wells, screen wells, ducts, boilers, silos, tank-like compartments, pressure and process vessels.

The Australian Standard AS2865 Safe Working in a Confined Space defines a confined space as:
An enclosed or partially enclosed space that is at atmospheric pressure during occupancy and is not intended or designed primarily as a place of work and –

a) Is liable at any time to:
   i. have an atmosphere which contains potentially harmful levels of contaminant;
   ii. have an oxygen deficiency or excess or;
   iii. cause engulfment; and -
b) could have restricted means for entry and exit.

Use the Confined Space Identification Checklist F-SA-058 to ascertain if the space to be entered is in fact a confined space.

4.2 Entry Permits
An entry permit is the final step in obtaining authority to enter a confined space. This authorisation comes from the employer and is provided once the risk assessment is completed. Entry into a confined space is not permitted without an entry permit. The permit is a written form of notification, which indicates that the following items have been considered:

- the work to be done and its location;
- possible hazards involved;
- testing the atmosphere;
- continual monitoring of the atmosphere and ventilation;
- conditions of working area such as heat, noise or any likely change in conditions;
- safety clothing and equipment needed to perform the work safely;
- total number of personnel required;
- safety and emergency precautions.

4.3 Hot Work / Cold work
Hot Work is defined as the use of any flame, lamp, torch or electrical equipment, other than equipment certified as intrinsically safety.

Cold work is defined as the use of various compressed gasses forming a liquid state used for freezing, cryogenics and air-conditioning plants, substances such as liquid nitrogen, phosgene, dry ice or L.P.G for example.

4.4 Lockout
Lockout is a safety procedure used to isolate a plant from services to or within the space, such as energy sources, water, steam and drainage pipes/ducts. This is achieved by physically securing a lock to a valve; this prevents the valve from being operated.

4.5 Risk Assessment
A risk assessment is a procedure that identifies the hazards and risks of a confined space, where entry is required. The reason for entering a confined space may be to carry out work or to survey the confined space.

This assessment must be conducted and completed by a competent person/s. The risk assessment must take into consideration but is not limited to the following:

- nature of the confined space;
- work required to be done, including the need to enter a confined space;
- range of methods by which the work can be done;
- hazards involved and associated risks;
- actual method selected and the plant and equipment proposed;
- emergency and rescue procedures

4.6 Stand By Person
Extract from AS/NZS 2865.
10.41. Where the risk assessment indicates a risk to health and safety, the control measures shall require a stand-by person or persons to be outside the confined space while it is occupied.

5.0 PROCEDURE

5.1 Planning and Preparation
Due to the risks involved with confined space entry a Job Hazard Safety Analysis must be developed in consultation with all participating employees to identify, assess and control the hazards prior to work commencing.
The following is a list of some of the types of hazards that must be considered before entering a confined space:

1. oxygen deficiency
2. oxygen excess
3. contaminants
4. moving equipment
5. flooding
6. electric shock
7. explosion and fire
8. suffocation by solids
9. additional factors.

These categories must be reviewed for the procedures for testing the atmosphere of a confined space prior to entry.

5.2 Ventilation
The decision whether to force air into a confined space or exhaust it out depends largely on the nature of the space and the contaminants that are likely to be present.
Supervisors are to ensure that no person will enter a confined space unless the atmosphere within the space has been positively identified and appropriate protective measures implemented.

5.3 Confined Space Entry
All entry points to a confined space must be sign posted and barricaded off to prevent entry by unauthorised personnel.
There are two types of conditions of entry used:

1. **Free Entry** - conditions favourable to enter and work in a confined space without the need for personal breathing equipment.
2. **Restricted Entry** - entry permission is given only to persons wearing approved supplied air or self-contained breathing equipment.

5.4 Entry without Breathing Apparatus must not be permitted if:

- The hydrocarbon level is above 5%of Lower Explosive Level (LEL)
- The oxygen level is less than 19.5% or greater than 23.5%
- The carbon monoxide level is greater than 25 ppm
- The hydrogen sulphide level is greater than 10ppm
- The level of any other atmospheric contaminant is above its Time Weighted Average (TWA).

Evaluate all tasks to be performed, particularly those that may create changes in conditions within the space.

5.5 Personnel (Medical and Physical Requirements)
Any phobias, history of panic or mental illness of personnel entering the confined space should be known before entry and should preclude entry.

5.6 Supervision
Supervisors must ensure that the types of emergencies likely to occur in confined spaces are identified as part of a Job Safety Analysis. Consideration must be given to the following:
- Evacuation or self rescue situations
- Incidents with moderate injury where the person is evacuated but requires first-aid or medical treatment outside the confined space.
- Incidents where entry by first aiders is necessary to treat injured person before removal from the confined space.
- Incidents where assistance is required from outside to rescue the person(s) from the confined space.
- Incidents requiring the rescue team to enter the confined space to rescue the person(s) within the space.

6.0 PERSONNEL / CONTROL AND MANAGEMENT.

If personnel must enter a confined space there must be a comprehensive confined space program that includes the following:
- Attend and successfully complete an accredited confined spaces training course to ensure they are competent and are aware of what is a confined space and what risks may be present.
- Identification and signage for all known confined spaces
- Hazard identification
- Hazard control
- Ventilation, cleaning and purging of the confined space
- An entry permit system
- Atmospheric testing in the confined space
- Appointment of a person or persons Stand-By Person) outside the confined space that is trained to ensure that adequate communication, support, first-aid and rescue services are available to the person within the confined space.
- An emergency response plan
- The provision of appropriate respiratory devices

6.1 Prior to entry of the confined space, the confined space entry permit must be signed by:
- The individuals entering the confined space
- Their immediate supervisor
- The gas tester
- The standby personnel

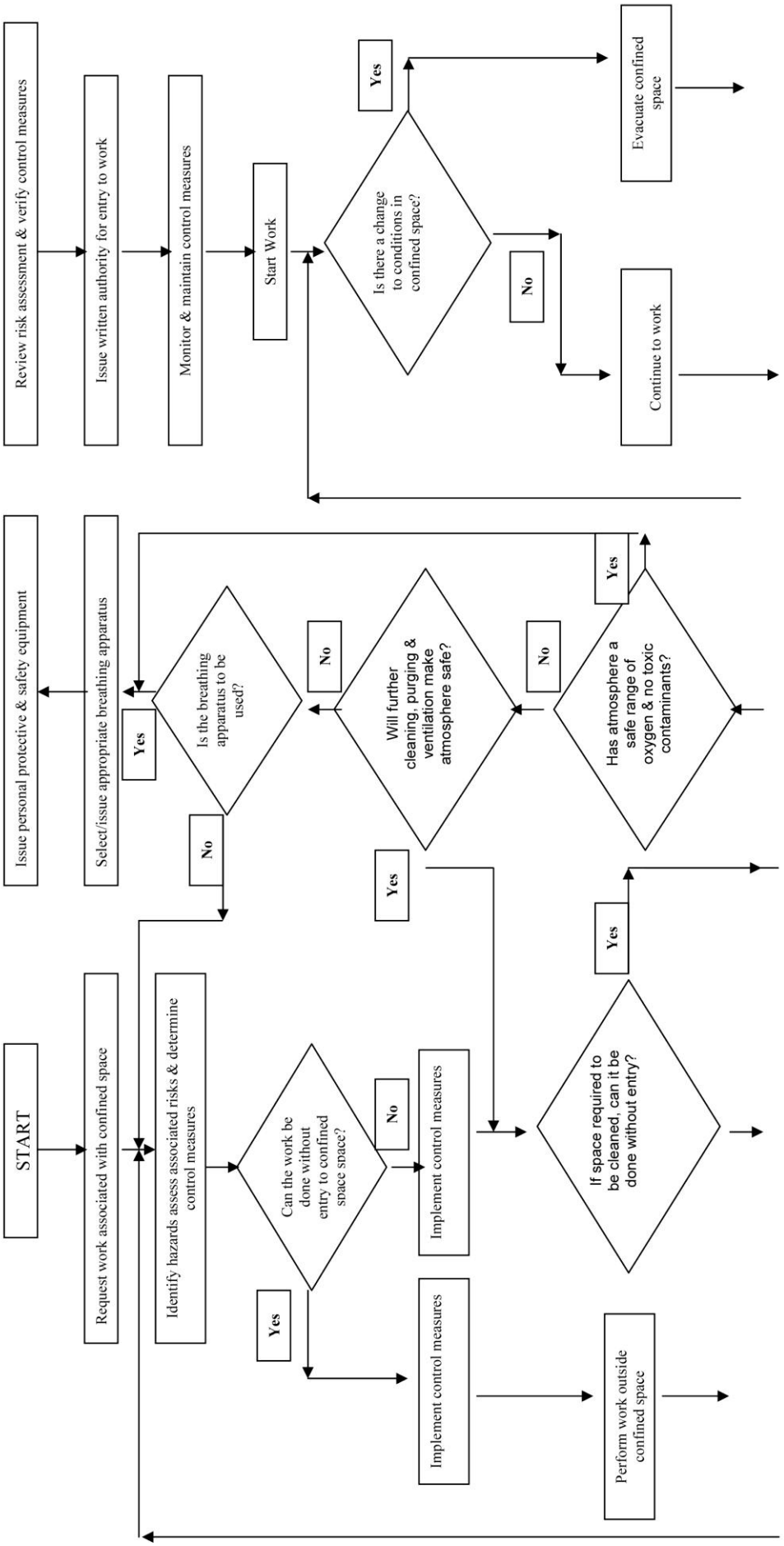
A copy of this permit must remain on-site throughout the job, on completion it will be kept on record at the site.

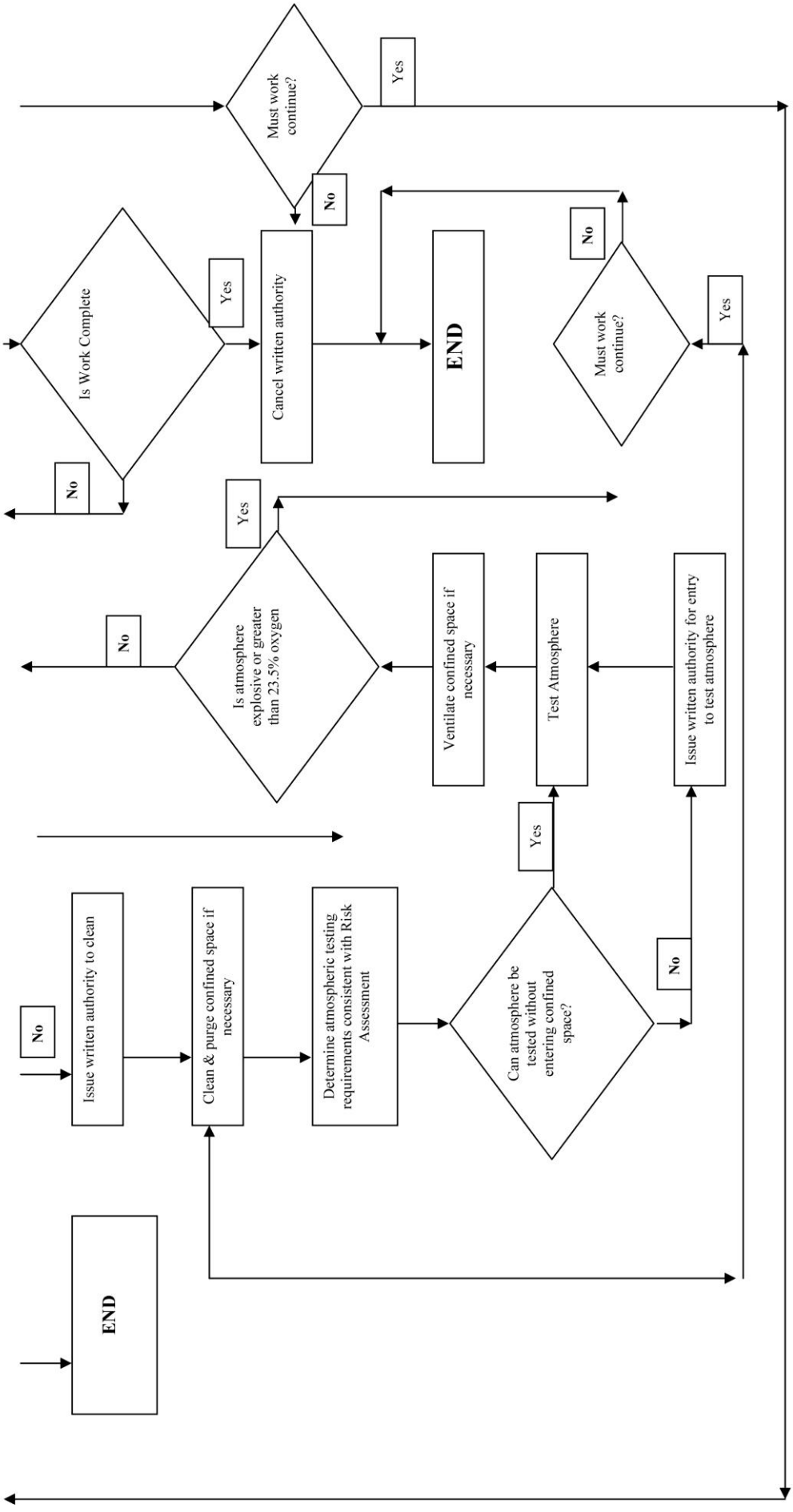
6.2 The person who enters the confined space must have received adequate training and instruction in the following:
- the use of respiratory protective devices;
- the use of suitable first aid and rescue equipment (including confined space fall-arrest harness and winch);
- the use of any other equipment provided for the work in the confined space; and
- safe procedures for working in confined spaces.

6.3 Confined Space Fall Arrest Harness
This harness will be used for work in confined spaces wherever there is a risk of free fall.

The confined space fall-arrest harness will comply with the requirements of all fall-arrest harnesses as described in AS/NZS 1891.1 and, in addition, will include:

a) wrist straps which enable the wearer's arms to be raised above the head to facilitate rescue and which will be readily detachable from the wrist; and
b) lifting attachment points fitted to the harness in a manner that will retain the wearer in a head-up position when being lifted.


START
Request work associated with confined space
Identify hazards assess associated risks & determine control measures
Can the work be done without entry to confined space space?
Yes
No
Implement control measures
Perform work outside confined space
If space required to be cleaned, can it be done without entry?
Yes
No
Implement control measures
Has atmosphere a safe range of oxygen & no toxic contaminants?
Yes
No
Will further cleaning, purging & ventilation make atmosphere safe?
Yes
No
Is the breathing apparatus to be used?
Yes
No
Select/issue appropriate breathing apparatus
Issue personal protective & safety equipment
Review risk assessment & verify control measures
Issue written authority for entry to work
Monitor & maintain control measures
Start Work
Is there a change to conditions in confined space?
Yes
No
Evacuate confined space
Continue to work


Must work continue?
Yes
No
Is Work Complete
Yes
Cancel written authority
END
No
Must work continue?
Yes
No
Yes
Is atmosphere explosive or greater than 23.5% oxygen
No
Ventilate confined space if necessary
Test Atmosphere
Issue written authority for entry to test atmosphere
Yes
No
Can atmosphere be tested without entering confined space?
Determine atmospheric testing requirements consistent with Risk Assessment
Clean & purge confined space if necessary
Issue written authority to clean
No
END

7.0 The Permit Issuing Authority:

- Normally a manager or supervisor.
- Has knowledge of the working environment and associated hazards.
- Has “authority” to give access to the confined space.
- Is a signatory to a legally accountable document?
- Has a legal obligation regarding “duty of care”.
- Cannot issue permits to themselves.
- Must maintain a record of permits issued, live and closed.

7.1 Practical application

Specific site and client requirements may vary as to the protocol for initiating and approving a permit; however the general principles remain the same across all sites.

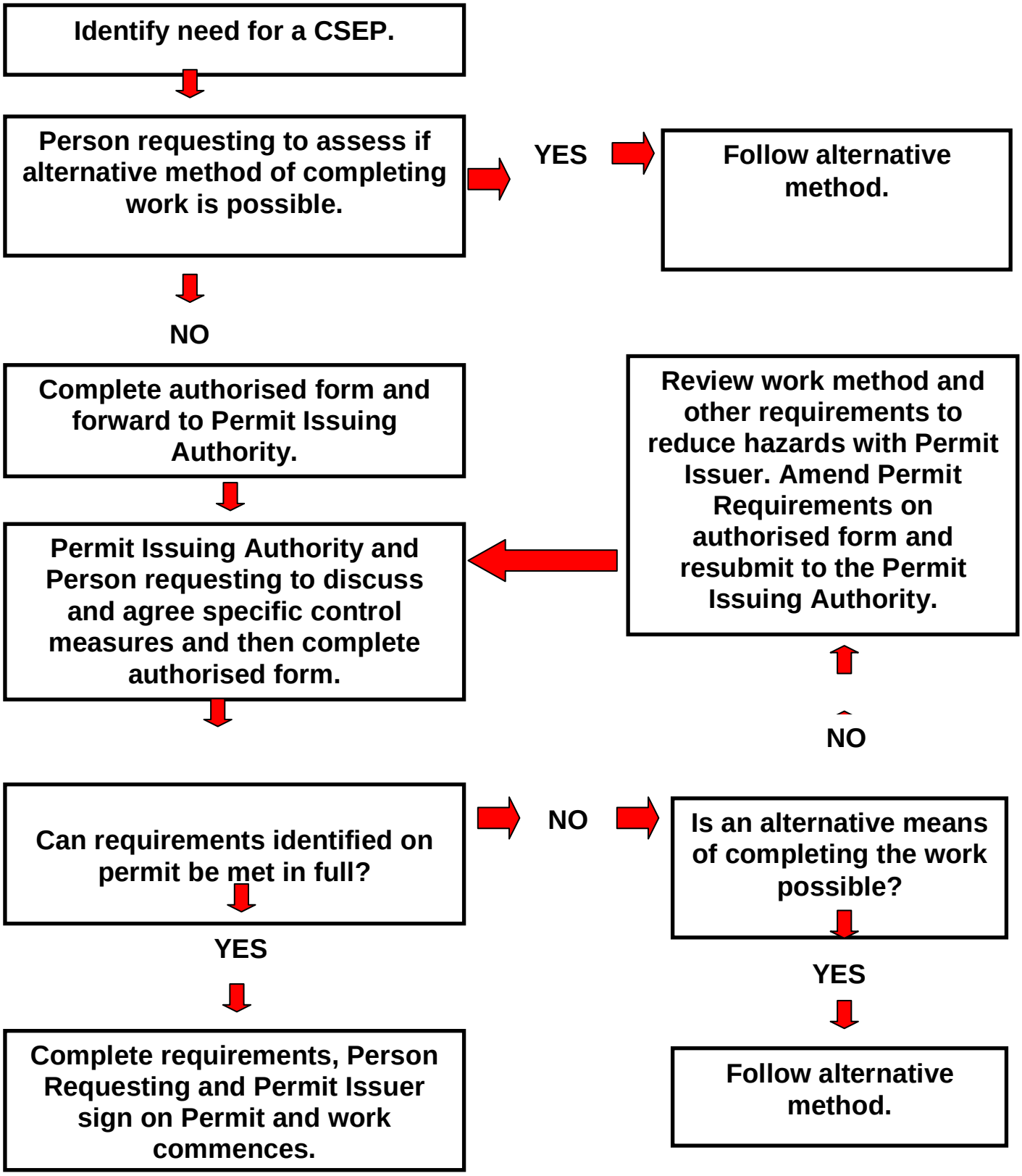
These are:

- The Person/s Requesting a Confined Space Permit identifies a need for a permit and makes an application to the Permit Issuing Authority that identifies the work to be done dates etc.
- The Permit Issuing Authority identifies the “Control Measures” required on the permit application.
- The Person/s Requesting a Confined Space Permit implements the controls as requested and indicates the same on the permit.
- The Permit Issuing Authority should inspect the work area to ensure that the controls have been completed and will be effective.
- If satisfied, the Permit Issuing Authority will sign the permit, which gives permission for the work to proceed under the specific conditions identified.
- The Person/s requesting a Confined Space Permit signs the permit and ensures that the control measures required are complied with at all times during the life of the permit.

On completion of the scheduled work or when the permit expires;
The Person/s Requesting a Confined Space Permit signs “Off” the permit as having completed the work, that all tools etc have been removed and access to the confined space has been made safe.
Then returns the completed permit to the Permit Issuing Authority, ensuring that it is brought to their attention.

Note: Confined Space Forms F-SA-058 CS Identification Checklist to assess if the space is a Confined space and F-SA-039 CSE permit used for the management and permit process.

Confined Space Permit Application Flowchart



P – SA – 031 ERGONOMICS PROCEDURE

INTRODUCTION

The most frequently occurring injury in a workplace (and the most costly), are injuries related to ergonomic hazards, primarily due to repetitive motion and poor workstation setup.

The Ergonomic Procedure has been developed to reduce and eliminate the potential for work related muscular skeletal dysfunction (MSD). All workstations will be identified and assessed.

Based on the assessment, all practicable steps will be taken to control the risks, which have been identified.

All new equipment and processes will be assessed whilst they are still in the planning stage.

2.0 REFERENCES

- Occupational Health and Safety Act
- OH&S Regulations – Part 3.1 Manual Handling
- Manual Handling Code of practice
- Material Safety Data in Hazardous Substances P-SA 012
- Guidance Note for the prevention of Occupational Overuse syndrome in keyboard employment (NOHSC).
- Office Wise Guidance Notes (Victoria only)
- AS 4360, 1680.2, 3666, 3590.1.2.3.,4442/3,4448,
- Recips Manual Handling Risk Assessment F-SA-019
- Recips Ergonomics Workstation Assessment F-SA-043
- Recips Employee Discomfort Survey Form F-SA-044

3.0 DEFINITIONS

MSD
Muscular skeletal dysfunction - An injury, illness or disease that arises in whole or in part from manual handling in the workplace, whether occurring suddenly or over a prolonged period of time.

Ergonomics
Ergonomics is a study of the physical relationship between people, the equipment they use and their general environment.

4.0 PROCEDURE

4.1 Identification & Assessment

- A risk assessment to be conducted by the Office Health Safety Representative(s) (using the Computer Workstation Assessment Form F-SA-043) to determine the potential for MSD. This form may be used to document the risk assessment of the office.
- An injury and illness analysis should be conducted on accident investigation reports and on workers compensation claim data to determine past ergonomic injuries and a hazard analysis to review the potential for injuries. (Use Employee Discomfort Survey form F-SA-044)

4.2 Implementation

A successful ergonomics program consists of:

- Staff awareness
- Risk identification, assessment & control
- Development and implementation of action plans to solve or prevent MSD
- Documentation of activities and action plans.
- Reporting of MSD or their symptoms.
- Employee training in ergonomic concepts.

5.0 THE HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee is responsible for assisting in the implementation of the ergonomics program and conducting ergonomic assessments of work areas if required.

6.0 MEDICAL CASE MANAGEMENT

Medical case management is the responsibility of the Human Resource Manager and begins with the assessment of an ergonomic illness and ends when the employee returns to work fully rehabilitated. A successful medical case management program includes the following elements:

- Baseline medical information to determine injury/illness trends
- Association of diagnosed injury or illness with job risk factors
- Conservative early treatment and follow-up
- Establishment of an outside referral network of medical specialists to treat ergonomic illnesses.

7.0 ERGONOMIC GUIDELINES

7.1 Work Posture

Adopting a good posture while working with computers both improves work performance and reduces muscle and joint fatigue.

7.2 Adjusting the Chair

Your chair has a lever to adjust the seat height up or down and a back rest adjustment to position the back rest vertically and horizontally. It also has a seat tilt adjustment. By tilting the seat forward slightly the hip angle is altered and the curve in the same of the back is increased. Altering between this posture and the traditional posture relieves tired joins and muscles.

To be comfortable at the keyboard, your neck and shoulders should be relaxed, the upper arms close to the body and the forearms approximately horizontal when the fingers are placed on the keys. The wrists are straight and the fingers gently curved.

7.3 Fixed Height Desk/Workstation

- Adjust the seat height so that your forearms are horizontal when your fingers are on the keys.
- If your feet are not comfortably supported you may need a foot rest.
- Adjust the height of the back rest to fit the small of the back (lumbar curve).
- Adjust the angle of your back rest to give maximum support.
- There should be enough leg space beneath your work surface to allow unobstructed movement of the legs.

7.4 Positioning the Screen

The preferred position of the screen varies according to the user's visual requirements.

Use the swivel and tilt adjustments to angle the screen approximately at a right angle to the line of sight. The screen angle may be altered slightly to remove distracting glare spots.

The centre of the screen should be just below a horizontal line drawn from the user's eyes to the screen when seated at the keyboard.

Viewing distance should be approximately an arms length away, but this may vary according to the focal length of the viewer.

7.5 Using the Keyboard

- Fingers should be curved rather than flat.
- Wrists should be straight and not bent backwards.
- Do not rest wrists while typing.

7.6 Manual Handling

Essential steps need to be taken when lifting:

- If necessary get additional help (don't take risks);
- Check weight of the load before lifting.
- Stand close to the load.
- Place feet apart to establish stability.
- Bend the knees.
- Pull load close to your body.
- Establish a firm grip on the load.
- Keep your back straight.
- Let your legs provide the force for lifting.
- When depositing the load, once again bend at the knees and maintain a straight back.
- Please refer to the Manual Handling Procedure P-SA-009 for more detail.

7.7 Storage

- Store heavy items at mid thigh to waist height.
- Label items for easy identification.
- Always use a step ladder (in good condition) to reach high places.
- Do not store items in walkways or stairwells.
- Do not block doorways.
- Do not let broken equipment accumulate.
- Maintain storage facilities.

P – SA – 032 EXCAVATION AND TRENCHING

1.0 PURPOSE

To provide procedural guidelines for excavation & trenching operations for Recips to ensure that;

- Risk to the health & safety of any person affected by these operations is minimised
- Environmental risks are identified & managed.
- All documentation & necessary plans & permits are approved & in place at the time of the work order issue.

2.0 SCOPE

Applies to all excavation & trenching work carried out on Recips work sites of depths of 1.5 metres and grater.

3.0 DEFINITIONS

Trench/ Excavation
Any penetration that exceeds 1.5 metres form the surface that is a shaft, pit or trench.

REFERENCES

- Occupational Health & Safety Act
- OH&S Regulations – Part 3.6 High Risk Work
- Code of Practice for Trenching and Shoring
- AS/NZS-3798-1996 Guidelines on Earthworks for Commercial and Residential Developments
- AS/NZS-2648- Underground Marking Tape
- AS/NZS-2648.1- Non-Detectable Tape.
- F-SA-046 Recips Excavation and Trenching Permit.
- F-SA-051 Recips Conduit & Pipe Installation Hazard ID

5.0 PROCEDURE

5.1 Quality Assurance
Prior to any excavations or trenching operations, the relevant documentation is to be;

a) Identified
b) Reviewed
c) Approved
d) Controlled for issue.

This will consist of, but is not limited to;

a) Work issue order
b) Risk management procedure and J.S.A requirements.
c) All necessary digging permits
d) Plans from relevant authorities identifying all buried services.
e) Approval from these authorities to proceed once these services are found.
f) Environmental approval (if necessary).

5.2 Occupational Health & Safety

5.2.1 Identify Risks

Prior to commencement of activities in any excavation or trenching activities, all risks to the health & safety of any person working or affected by these operations are to be;

a) Identified by probability, risk level & consequence.
b) Documented using J.S.A process.
c) Managed and/or controlled.
d) All employees involved are made aware of these risks & how they are to be managed.

5.2.2 Buried Services

Utilising the information detailed in the relevant authority's plans, all buried services are to be;

a) Identified
b) Marked out as their approximate location
c) Plotted line of the excavation or trench marked in relation to these services.
d) Utilise & reference information from the "Dial Before You Dig" phone number prior to commencement of excavation or trenching operations.

5.3 Environment

All environmental risks & controls are required to be;

a) Identified
b) Quantified
c) Managed.

The area of operations to be surveyed for environmental aspects and the probability and consequences of any of these if uncontrolled or ignored, impacting on the site & surrounding area. These will include but are not limited to;

a) Fluid or solid waste in the area of operations.
b) Contamination probability from ruptured or damaged buried services.
c) Ingress of water from any source.
d) Spoil from Excavation or Trenching operations contaminating the surrounding area.
e) Spoil from Excavation or Trenching operations leaching into the local streams or water table.

The second part of the environmental review process for the site is the inspection of all plant, equipment and components required for the Excavation or Trenching activities.

These will include but are not limited to;

a) Mechanical excavation/trenching plant for fluid leaks and atmospheric pollution
b) Manual and mechanical equipment for fluid leaks and/or prior contamination.
c) Components required for the excavation/trenching operations secured to prevent environmental pollution.

5.4 Administration

All permits and applications are to be signed off prior to work commencing and are to be archived post completion for a period not less than 5 years.

5.5 Operations

Upon start up at the Excavation or Trenching Site, there are a number of controls & actions that are required to be put into place prior to the actual operation itself.

5.5.1 Set Up

- Inspect the site for any manhole locations, signs, star pickets or valves and to determine where the buried cables are within the operations vicinity and surrounding area. Refer to the relevant plans submitted for guidance. Any items not included on the plans must be noted. Mark the locations of all these services & their routes in proximity to the planned excavation/trench route.
- Any plans or indication of Optical Fibres in the area of operations will require an exclusion zone of 5 metres for any mechanical excavation/trenching operations. The 5 metre exclusion zone is to be marked clearly.
- Mark out the route of the excavation or trench and barricade or install warning barrier tape if the risk exposure to employees, members of the public and/or visitors is identified.
- Where practical, the exclusion zone for any person or equipment not involved in these activities is 15 metres. This exclusion zone also applies to vibrating equipment while excavation/trenching operations are in progress.
- Review the topographical lay out of the excavation/trenching. If water ingress from any source is identified as a risk, ensure that bunding or appropriate prevention measures are in place to prevent flooding of the site once operations have commenced.
- Where the excavation/trenching operations are to cross pathways, travel ways, roadways or any access situation, traffic & pedestrian diversion including barricades, signage, and where necessary a traffic plan & system is to be put into place prior to commencement.

5.5.2 Commencement (Of Operations)

Once the excavation/trenching have started, there are ongoing risks and compliance requirements to ensure that the operation can/will continue efficiently. These are but are not limited to;

- All spoil heaps from the operation not to be placed any closer to the edge a distance that is one third of the excavation/trench depth. (Example: A trench with a depth of 1.5 metres will require the spoil to be placed 0.5metre from the edge as a minimum distance) Restrictions due to locality, & area layout may dictate that alternative placement of spoil heaps be addressed.
- Note: Depending on the stability of the ground where excavation/trenching operations are taking place may also determine greater distances for deposition.
- The ground strata will determine the controls required for the sides of the excavation/trench. A risk assessment is required once these factors are identified & management controls initiated. Where necessary, the sides may require;
  a) Benching or-
  b) Battering or-
  c) Shoring.
- Tools equipment, components, & other items required for the operations are to be placed outside of the spoil heaps. Under no circumstances is any item to be placed at the edge of any excavation or trench.
- Request Service Supervisor on-site if necessary.
- Excavate with hand tools to determine the physical location of the cable, and an additional 200mm depth should be excavated to cater for the cable cover.
- If the plan states that ‘Optical Fibres are in this area’, then there is to be no mechanical excavation, no heavy machinery with 5m of optical fibre cable, hand excavations (pothole) only, to identify the cables before any excavations commence.
- If the asset is damaged throughout the course of the work, performed by Recips, then initially the employee will contact their immediate supervisor, and further excavation work to be suspended. The supervisor will then contact the relevant authority and notify them of the damage.
- If the asset is located and found to be pre-damaged. The employee will contact their immediate supervisor; the supervisor will then contact the relevant authority and notify them of the damage.

P – SA – 033 HOT/COLD WORK PERMIT

1.0 PURPOSE

To define the requirements for the control of hot and cold work in areas which freezing, asphyxiants, flammable or combustible materials may be stored and handled.

2.0 RESPONSIBILITIES

Company Management

- Ensure compliance with the requirements of this procedure by all personnel
- Ensure that all requirements of the clearance to work documentation are complied with.

3.0 REQUIREMENTS

3.1 Requirements for a Hot / Cold Work Clearance Certificate

- A Hot or Cold Work Certificate issued by authorised person shall be obtained before any hot or cold work is performed. See F-SA-049 Hot/Cold Work permit.

3.2 Appointment of Authorised Personnel

- Personnel authorised to issue Hot/Cold Work Clearance Certificates shall be appropriately trained and appointed by the relevant Manager.
- The scope of the authorisation shall be clearly defined and not extend beyond the range of Hot/Cold Work Clearance Certificate issuing situations that would be expected to occur in the normal performance of the person's duties.
- A list of personnel authorised to issue Hot/Cold Work Clearance Certificates shall be maintained by the relevant Manager.

3.3 Assessment and Control of Risks before a Hot Work Clearance Certificate is issued

- The authorised person shall obtain the agreement of the relevant Manager that the hot work is necessary and that it is not reasonably practical to remove equipment to a less hazardous area for the hot work component of the job.
- All reasonably practical measures to reduce the risk of fire or explosion shall be taken before a Hot Work Certificate is issued. The authorised person shall consider the checklist included in this document.
- Where the presence of flammable gases or vapours is possible, arrangements shall be made for atmospheric testing before the certificate is issued and either periodically or continuously during the hot work. Testing shall confirm that the atmosphere is less than 5% of the Lower Explosive Limit (LEL).
- A Hot Work Certificate shall only be issued after the authorised person has personally inspected the area of work and has defined the conditions and area in which the work is to be performed.
- A stand-by person shall be in attendance for the entire duration of hot work, unless the work is to be performed in an area where there are no combustible materials and there is no risk of a flammable atmosphere

3.4 Issue of the Hot Work Certificate

- A Hot Work Certificate shall be issued only when the authorised person is satisfied that the job can be done safely and that the necessary isolations are correct. The authorised person shall enter special hot work precautions onto the Hot Work Certificate. The authorised person shall discuss all precautions with the recipient.
- The authorised person shall complete the following sections of the Hot Work Certificate:
    - Flammable gas testing;
    - Equipment authorised for use as part of the hot work;
    - Name of person authorised to do the hot work job;

  - Positive isolation from every dangerous source of gas, liquid, dust and motive power; and
  - A statement that the building or plant item has been personally examined and is in a clean and safe condition for the hot work to precede and that the work may precede either inside or outside any area classified as hazardous.
- Where it is necessary for a stand-by person to be present during the hot work, the name of the stand-by person shall be entered onto the special precautions section of the Hot Work Certificate.
- The authorised person shall sign the completed Hot Work Certificate in the space provided and enter the date, time and period of validity.
- Before starting work the recipient shall sign and date the Hot Work Certificate.
- Procedures for period of validity, change of recipient or authorised person, handing back complete or incomplete work, closure of the Clearance to Work are as set out in the Permit to Work Procedure.

3.5 Exemptions

- Hot work shall only be performed without a Hot Work Certificate in exceptional circumstances and for jobs authorised by the Department Manager. \A list of such jobs shall be prepared and maintained up-to-date.

4.0 DEFINITIONS

Hot Work

Any work which may introduce a source of ignition into an area in which flammable or combustible materials or oxygen may be stored or handled. Examples of such work include:

- Electric welding;
- Use of equipment with naked flames such as burning torches, blow lamps, bitumen boilers, portable shrink wrappers or space heaters;
- Equipment with heated elements such as soldering irons and stress relieving ovens;
- Work which could produce incendiary sparks, such as grinding, concrete cutting ;
- Use of vehicles, tools or equipment powered by internal combustion engines and not certified for use in areas where Hot Work Certificates are required;
- Use of cartridge operated tools and other explosive devices;
- Use of non certified electrical equipment including battery operated vehicles; and
- Personal electrical equipment such as radios, portable telephones and cameras.

Hot Work is defined as the use of any flame, lamp, torch or electrical equipment, other than equipment certified as intrinsically safe.

Cold Work

Cold work is defined as the use of various compressed gasses forming a liquid state used for freezing, cryogenics and charging or decanting of air-conditioning plants, substances such as liquid nitrogen, phosgene, dry ice or L.P.G for example.

Any person using gases for cold work must ensure appropriate personal protective equipment is worn and that the MSDS is read and complied with prior to starting work. The mandatory completion prior of a J.S.A should also reveal any other hazards such as confined space or the possibility of asphyxiation or possible cold burns.

Recipient

A person who receives a properly raised and signed Clearance to Work, authorising that person or group of people supervised to carry out maintenance or construction work.

5.0 RELATED DOCUMENTS

- Control of contractors
- Isolation and lock out
- Entry into confined spaces
- Excavation/Break-in authority
- Clearances to work
- Prevention of Falls
- Scaffolding, ladders, stairs and walkways
- Personal protective equipment
- Ignition sources in hazardous areas
- Decontamination of process equipment
- Radiation protection
- Plant modifications
- Classification of hazardous areas
- Pressure vessels and compressed gas cylinders
- Electrical safety
- Portable electrical equipment
- Electrical requirements for the destruction and demolition
- Document Control

Forms
Hot/Cold Work Checklist and Permit Certificate (F-SA-049).

P – SA – 034 SAFE USE OF PORTABLE GENERATORS

1.0 SCOPE

All personnel and contractors who are required to use portable generators.
Ensure the operation of portable generators is without risk to the health and safety of Recips Personnel and subcontractors required to work with portable generators.

2.0 REFERENCES

- Occupational Health and Safety Act
- OH&S Regulations – Part 3.2 Noise
- OH&S Regulations – Part 3.5 Plant
- AS – 4360 Risk Management
- Noise Guidance Note -Worksafe
- AS – 4804 Safety Management Systems

3.0 PROCEDURE

3.1 Preparation – Pre-Start checks and Start up.

- The operator is to ensure that the green earth wire is secured to the chassis of the generator.
- As a secondary safety precaution an earth stake is to be grounded and connected to the chassis of the generator.
- An RCD or ELP is to be used during operation of any power tools and or equipment.
- Appropriate Personal Protective Equipment (P.P.E.) must always be worn.
- Generator unit should not to be exposed to wet weather. Unit must be kept dry at all times.
- Ensure extension cords, RCD's, ELPs, and all other electrical/power equipment are all tested and labelled with a current tag attached.

3.2 Portable Generators

- Ensure that all portable generators comply with AS 2790, as amended Electricity Generating Sets – Transportable (up to 25 KW).
- Ensure that the power supply for all construction wiring emanating from a portable generating set complies with the legislative requirements including protection by a core balance earth leakage device with a rated tripping current not exceeding 30mA
- Ensure that any exhaust fumes are not directed or confined in any way as put any person at risk.
- Ensure that the noise from the generator is adequately suppressed and does not exceed the daily noise dose. (DND) AS-1359.109- Noise Limits.

P – SA – 035 HIGH RISK CONSTRUCTION WORK

1.0 PURPOSE

To ensure that the health and safety requirements for all high risk work involving construction are met and that a safe workplace is maintained for all Recips employees.

2.0 SCOPE

The procedure describes what high risk construction work is and how the level of safety can be maintained.
The Regulations apply in all Victorian workplaces where construction work is carried out.

3.0 REFERENCES

- OHS Act
- OH&S Regulations for Working Safely in the General Construction Industry
- Codes of Practice and Compliance Codes for Working Safely in the General Construction Industry
- Recips P-SA-006 Hazard – Risk Resolution
- Recips.P-SA-018 Safe work at Height & Prevention of Falls
- Recips P-SA-022 Noise Management
- Recips P-SA-027 OH&S Risk Management
- Recips P-SA-030 Confined Space
- Recips P-SA-032 Excavation and Trenching
- Recips P-SA-045 Excavation, Earthmoving & Environment
- Recips F-SA-046 Excavation and Trenching Permit
- Recips F-SA-034 Safe Work Method Statement
- Recips F-SA-055 Health & Safety Coordination Plan

4.0 DEFINITIONS

Construction Work is
Any work performed in connection with, alteration, conversion, fitting out, commissioning, renovation, refurbishment, decommissioning or demolition of any building or structure, or similar activity. Examples,

- Removing an internal office wall
- Building, fitting out or refitting an office building
- Building a driveway crossover
- Re pointing a tile roof.

Construction is not

- Exclusions from the general definition of construction work are;
- The assembly, disassembly, prefabrication or manufacture of fixed plant. Example,
- Manufacturing hot water units in a factory
- The prefabrication of elements as standard stock for sale. Examples,
- Manufacturing shower units and spas in a factory
- Making concrete panels and roof trusses at a workshop of an employer who is not involved in the construction project
- Routine or minor testing, maintenance or repair work performed in connection with a building or structure. Examples,
- Undertaking regular inspections of buildings fore equipment of lifts
- Replacing or repairing a broken pump, sprinkler or smoke detector
- Replacing the carpet in an office Routine servicing or minor repair of an air conditioning system or solar power unit
- Routine maintenance of plant
- Cyclical testing and repair of pressure piping

- The exploration for or extraction of minerals or stone. Examples,
- Extracting sand or rock from a quarry or an open cut mine
- Removing overburden at an open cut mine.

In connection with
This means related to or associated with construction.
The contracts covering the project are a good guide to what activities are done in connection with construction. Examples,
- Work by architects or engineers in on-site offices or when conducting an inspection on-site (not architects or engineers working in offices away from the construction site)
- Work by a mechanic on an excavator on-site and not in an isolated service area
- Delivering building materials to different points on the site (not making deliveries to a single designated delivery area)
- Excavating for a basement garage
- Testing fire equipment on the construction site
- Supervisors and managers moving around the site to monitor work
- Surveying a site after construction work has started (but not surveying a Greenfield site before construction work has commenced)
- Traffic control on a construction site.

Fitting out
- This includes activities such as installing electrical fittings, painting and putting in fixtures. Examples, Installing air conditioning system
- Installing plumbing fittings such as tap ware
- Fitting out does not include activities such as furnishing apartments or installing blinds after construction.

Structure
Structure refers to something built or constructed. It includes the following things, any part of these things and any similar things.

A construction wall, mast, tower, pylon or structural cable. Examples,
- A noise reduction wall on a freeway
- A communications mast or tower
- An electricity transmission tower and associated cables
- A flying fox cable and supports
- A guyed tower(such as ski-lift tower)
- Suspension bridges.

A tunnel, shaft, underground tank. pipe or pipeline, sea defence works, river works, earthworks, earth retaining construction or construction designed to preserve or alter any natural feature. Examples,
- A storm water drain
- Sheet piling to divert the course of a river or to build a coffer dam
- An underground storage tank for an irrigation system
- A road tunnel
- A ventilation or access shaft for underground sewers.

A road, railway line or siding, tramway line, airfield, dock, harbour inland navigation channel, bridge, viaduct, waterworks, reservoir, aqueduct, constructed lagoon, dam, sewer, sewerage or drainage works, electricity generation facility, electricity transmission facility, electricity distribution facility, gas generation facility, gasholder, gas transmission facility, gas distribution facility or park or recreation ground facility. Examples,

- A drainage or irrigation channel
- A sewerage plant
- An electrical switchyard
- Cricket nets
- A children's playground.

A ship or submarine within Victorian jurisdiction e.g. a ship that is moored, in dry dock, on a slipway or permanently on display on land.

Fixed plant. Examples,

- A rooftop air conditioning unit or cooling tower
- Fixed recycling equipment such as crushers, compactors or breakers
- Concrete batching plant
- A lift or escalator.

Any Form work, false work, scaffold or other construction designed or used to provide support, access or containment during construction. Examples,

- Soldier sets used as trench support
- Sheet, steel tube or foundation piling
- An overhead protective gantry or covered way to a building site
- A temporary stair tower for access to a building under construction
- A jump form or slip form

Construction work also includes the following activities

Installation, testing, maintenance and repair work performed in connection with construction work. Examples,

- Installing and alarm in a building during the fit out phase of its construction
- Testing and electrical installation in a high rise building under construction (but testing, maintenance and repair work is not covered if the floor has been completed and handed over to the building owner with a certificate of occupancy, unless it is fixing defects arising from the construction work)
- Fixing plumbing defects as part of a construction project.

The removal from the workplace of any product or waste resulting from the demolition of any building or structure. Even if the removal occurs sometime after the demolition it is still covered by the Regulations. Example,

- Loading trucks, waste bins and rubbish skips with demolition wastes.

The prefabrication or testing of elements at a place specifically established for a construction project. The manufacture of items used in construction either on site or at another site that is specifically set up to manufacture items for the construction site, is covered by the Regulations. Examples,

- Making concrete panels or trusses at the construction site
- Preparing bitumen at a bitumen plant specifically established for a road construction project
- Undertaking on site concrete batch testing.

The assembly of a building structure from prefabricated elements, or the disassembly of such a building or structure. Examples,

- Constructing a factory using precast concrete panels
- Dismantling a pre fabricated building
- Installing pre fabricated power poles
- Installing bridge beams

Any work in connection with any excavation, landscaping preparatory work or site preparation performed for the purpose of any construction work. Excavation includes any earthwork, trench, well shaft, tunnel or underground work but does not include mines or quarries. Examples,

- Preparatory site clearing, benching or levelling done before construction
- Soil testing the ground for design purposes before construction of a building or structure
- Installing an in ground swimming pool or spa
- Doing excavations while constructing a golf course
- Assembling or disassembling temporary fencing for a building site
- Carrying out remediation excavation work on a contaminated site.

Any work covered in the general definition of construction work that is performed underwater, including work on buoys, obstructions to navigation, rafts ships and wrecks. Examples.

- Dredging to prepare for the erection of a structure
- Re piling jetties and piers
- Driving navigation markers into the seabed.

5.0 PROCEDURE

The regulations create a special health and safety role for principal contractors of construction projects worth $250,000 or more.

5.1 Calculating the cost of the value of a construction project

A construction project covers all the activities involved in the construction work.
It includes all labour and materials, as well as project planning and preparation (such as carrying out surveys, clearing land, asbestos auditing, and soil testing and preparing documentation).

The value of a construction project will generally be the amount set out in the project contracts or other agreements. If there is more than one contract for the project, the amounts are added together to work out whether the project is valued at $250,000 or more. GST is included in the value of the project when it is included in the project contracts.

In many cases there will be a number of contracts covering different activities that make up the construction project. It is not possible for an owner or a principal contractor to avoid their responsibilities through separate contracts with different builders and contractors relating to the same project.

A client may, however, separate a large construction project involving the construction of several buildings or structures into discrete projects for each building or structure. In this case there must be a clear delineation of the work for which each principal contractor is responsible.

Note that construction work includes demolition. A demolition project is valued
in the same way as any other construction project.

The owner is the principal contractor, unless the owner has appointed and authorised another person to manage or control the workplace, in which case that person is the principal contractor.

A principal contractor can be either an individual person (such as a self-employed builder) or a company. In the second case, the company as a whole has the duties of the principal contractor (not the individual managers who are employed by the company).

5.2 Duties of Principal Contractors
The principal contractor has four duties:

1. Display a sign with contact details
Before construction work starts, the principal contractor must make sure that a sign showing the principal contractor's name and contact phone number is placed where it will be clearly seen from outside the workplace.

If there is a site project office, its phone number should also be shown on the sign.

If these details are already shown on a notice posted in accordance with requirements of the Building Regulations, the principal contractor does not have to post another sign.

If the principal contractor changes during the project, the new principal contractor must make sure that the sign is updated.

2. Prepare a health and safety co-ordination plan and keep it up to date
The principal contractor must make sure that a health and safety co-ordination plan is prepared for any construction work before the work starts.

The principal contractor must consult with employees, health and safety representatives (HSRs) and relevant contractors when developing the plan so far as is reasonably practicable.

During the project, the principal contractor must review the plan to make sure that it remains accurate and deals with all the construction work actually being done.

Where changes are needed, they should be made to the plan as quickly as possible. Again, employees, HSR's and relevant contractors must be consulted about any changes to the plan that are likely to affect them so far as is reasonably practicable.

The co-ordination plan can be included in project management plans that the principal contractor prepares for other purposes, provided it meets the requirements outlined in this procedure.

3. Make the co-ordination plan available for inspection
The principal contractor must make sure that the co-ordination plan (including any revisions to it) is kept until the construction project is finished and is readily available to:

- anyone engaged to do construction work at the site (including employees, any contractors and their employees, and people inspecting the construction work)
- anyone who is about to start work at the site, and
- any employee who is a member of a health and safety committee, is an HSR or has been chosen by employees to act on their behalf in resolving an OHS issue.

A principal contractor could do this by giving each worker a copy or letting them know where the plan may be readily accessed.

4. Make sure that new starters are aware of the co-ordination plan

The principal contractor must make sure that new starters are aware of, and are given access to, the co-ordination plan (including any revisions made to it) before they start construction work at the workplace. This requirement covers not only new employees, but also any contractors and their employees who are new to the site.

A principal contractor could do this by giving each new starter a copy of the plan directly or via subcontractors. Alternatively, the plan could be covered in site-specific induction training.

The intention of the requirement is to make sure that there is one principal contractor (either an individual or a company) responsible for co-ordinating health and safety for a construction project.

If there is more than one owner, the owners should agree on who is to be appointed as the principal contractor.

5.3 Health and Safety coordination plans

The purpose of the plan is to set out the arrangements for co-ordinating health and safety on a construction worksite where there may be many contractors and where the circumstances can change quickly from day to day.

It is the principal contractor's responsibility to make sure that the plan is prepared and is reviewed and changed when necessary.

A co-ordination plan must contain the following information:

5.3.1 The names, positions and responsibilities of all people who have specific responsibilities for health and safety

Examples of people who should be listed are site supervisors, forepersons, OHS managers, first aid officers and project managers. Their responsibilities should be briefly described. HSR's do not need to be listed, unless they have a co-ordinating role separate to their role as an HSR.

5.3.2 The arrangements for co-ordinating the health and safety of everyone who is engaged to do construction work

The plan must set out how health and safety will be co-ordinated and ensured.
The level of detail required will depend on how complex the site is (in particular the number of contractors on the site at any one time) and the risks involved in the work.

The information should be recorded in a way that people on the site will understand.

The co-ordination arrangements may include the process for developing, reviewing and distributing safe work method statements (see page 16), and for training and instructing employees and contractors about them.

On a smaller site where not everyone with responsibilities is on-site all the time, the arrangements for communicating with people off-site, if the need arises, should be set out in the plan. Where appropriate, the name of a back-up person should be recorded.

5.3.3 The arrangements for managing OHS incidents

In preparing this part of the co-ordination plan, the principal contractor should think about the types of OHS incidents that might occur.
Consultation with contractors and employees and their HSR's will be a great help in identifying possible incidents.

The plan should document the actions that will be taken and who will be responsible.

If it is possible the responsible person could be off-site when an incident occurs, the name of a back-up person should be recorded.

The following things should be included in this part of the plan (covering both the process involved and the responsibility for it):

- getting assistance from outside the site
- carrying out an emergency evacuation
- getting medical advice
- isolating the incident scene
- making the site safe after the incident
- notifying WorkSafe of any death or serious injury, or any dangerous incident that could have led to a death or serious injury, and
- notifying other regulators and emergency services as necessary.

5.3.4 Any site safety rules, with the arrangements for ensuring that everyone at the workplace is informed about the rules

The rules should be simple and clear, and where appropriate the co-ordination plan should show who is covered by each rule.

To make sure that everyone on the site understands the rules, the principal contractor must consult with employees, HSR's and contractors and their employees so far as is reasonably practicable before finalising them.

Some ways of informing people about the rules are through toolbox meetings, posting them in a prominent position on the site and distributing copies to everyone on-site. If there are people on the site who do not understand English well, the co-ordination plan should set out how these people will be informed of the rules.

5.4 Duties of Employers - All construction work

The Regulations place duties on employers to control any risks associated with construction work.

5.4.1 An employer on a construction project.

Typically, there will be several employers with employees carrying out construction work on a project (e.g. multiple contractors).

The Regulations apply to each one of these employers, as far as they control the work. Each employer must manage the risks to the health and safety of employees and subcontractors who are within the employer's control, and anyone else affected by their work.

The control exercised by each employer should be specified in any contracts between them.

An employer may be an individual person or a company. In the second case, it is the company as a whole that must meet the Regulations placed on the employer, not the individual managers who are employed by the company.

5.4.2 Controlling risks associated with construction work

Employers must work through the following list in order to control any risks.

1. Wherever it is reasonably practicable, the employer must eliminate any risks to health and safety arising from construction work.
2. If it is not reasonably practicable to eliminate a risk, the risk must be reduced so far as is reasonably practicable by using one of the following control measures (or two or three of them in combination):
    - substituting the hazard with a safer activity, procedure, plant, process or substance
    - using engineering controls, such as mechanical or electrical devices
    - isolating the hazard from people, such as barricading, fencing or guard railing.

3. If there is still any risk, administrative controls must be used to reduce the risk so far as is reasonably practicable.
4. If there is still any risk, suitable personal protective equipment (PPE), such as safety helmets, protective clothing and sunscreen, must be used to control the risk.
   Employees, HSR's and contractors and their employees must be consulted as part of this process so far as is reasonably practicable.
   See Hazard identification and Job Safety Analysis procedures.

5.4.3 How to decide whether a control measure is reasonably practicable

All of the following things must be taken into account when deciding whether a control measure is reasonably practicable:

- How likely is it that there will be some harm?
- How serious could the consequences be?
- What do, or should, you know about the hazard or risk and ways of eliminating or reducing it (taking into account what's generally known in the industry and information such as material safety data sheets and manufacturers' instructions)?
- Are suitable ways to eliminate or reduce the hazard or risk available?
- How much will it cost to eliminate or reduce the hazard or risk?

5.4.4 Reviewing risk control measures

Once the risk control measures have been implemented, they should be reviewed regularly to make sure that they remain effective.

The risk controls must be reviewed (and revised if necessary) in any of the following circumstances:

- before any change is made to the way the construction work is done (e.g. a new system of work is introduced, or the place where the work is to be done is changed)
- if new information about the hazards involved in the construction work becomes available to the employer (e.g. WorkSafe issues an Alert on a particular hazard) if for any other reason the risk control measures are not adequately controlling health and safety risks (e.g. if there have been injuries or illnesses connected with the work), or
- after receiving a request from an HSR.

Reviewing the risk controls involves considering whether a higher order risk control is now reasonably practicable.

5.4.5 When can health and safety representatives request a review?

HSR's can request a review of the control measures at any time when they believe on reasonable grounds either of the following:

- any of the first three circumstances outlined in the previous section exist, and the employer has not reviewed the control measures as required, or
- the employer's review or revision of the control measures has not been done properly (e.g. has not taken all the circumstances into account).

5.5 Duties of Employers – High Risk construction work

In addition to the duties outlined in 5.4, employers have specific duties in relation to High-risk construction work.

High Risk construction work comprises of the following types of work.

5.5.1 Construction work where there is a risk of a person falling more than 2metres.

Example, Installation of an evaporative cooler on the roof of a double storey building.
Construction work on telecommunication towers. Example, Installation of equipment on a tower.

5.5.2 Construction work involving demolition. Example, Knocking down load bearing walls as par of a warehouse conversion

5.5.3 Construction work involving the removal of or likely disturbance of asbestos. Examples,
- Cutting or drilling into an asbestos cement wall
- Removing floor tiles containing asbestos during a building refurbishment

5.5.4 Construction work involving structural alterations where some sort of temporary support will be used to prevent the structure from collapsing. Example, using props to support a ceiling where a load bearing wall will be removed.

5.5.5 Construction work involving a confined space.
A confined space is any space in an enclosed or partially enclosed structure that:
- may be entered, and
- is difficult to get into or out of, and
- is (or should be) at normal atmospheric pressure while someone is in it, and
- contains (or could contain) a contaminated atmosphere, an unsafe level of oxygen or a substance that could engulf a person.

Examples,
- Connecting a new sewer to an existing sewer main in a 3-metre trench
- Refurbishing the inside of an oil storage tank

5.5.6 Construction work involving a trench or shaft deeper than 1.5 metres
Examples,
- Laying or repairing pipes and conduits in a 2-metre trench
- Testing drainage pipes in a 2-metre trench.

5.5.7 Construction work involving a tunnel
Example, Building a tunnel in the course of constructing an underground railway or road

5.5.8 Construction work involving the use of explosives
Example
- Blasting in preparation for the construction of a building or road
- Breaking up rock during construction of foundations

5.5.9 Construction work on or near:
- pressurised gas distribution mains or piping
- chemical, fuel or refrigerant lines, or
- electrical installations or services.

'Near' means close enough that there is a risk of hitting or puncturing the mains, piping, electrical installation or service.

5.5.10 High-risk construction work is not limited to electrical safety 'no-go zones'.
Electrical installations do not include power leads and electrically powered tools.
Examples,
- Working near overhead or underground power lines
- Construction work that involves drilling into a wall where live electrical wiring may be present

5.5.11 Construction work in an area that may have a contaminated or flammable atmosphere
Examples
- Demolishing a petrol station and removing old tanks
- Decommissioning plant and removing pipe work that may contain residue of hazardous substances

5.5.12 Construction work involving tilt-up or precast concrete
Examples
- Building a factory using tilt-up panels
- Installing a precast drainage pit

5.5.13 Construction work on or next to roads or railways that are in use
Examples
- Breaking up and replacing a footpath alongside a roadway that is in use
- Building a footbridge over an operational rail line

5.5.14 Construction work at a workplace where there is any movement of powered mobile plant
Example
- Working in an area of a construction site that is not isolated from the movement of skid steer loaders, telehandlers, backhoes, mobile cranes or trucks

5.5.15 Construction work in an area where there are artificial extremes of temperature
Examples
- Construction work in an operating cool room or freezer
- Construction work alongside an operating boiler

5.5.16 Construction work in, over or near water or other liquids if there is a risk that someone may drown
Examples
- Constructing a bridge over a river
- Restoring a wharf

5.5.17 Construction work involving diving
Example
- Divers undertaking structural repairs to a jetty, pier or marina

5.6 Additional Duties of Employers – High Risk construction work
Employers have three duties in relation to high-risk construction work:

1. Ensure a safe work method statement is prepared
Before any high-risk construction work is done, the employer must ensure that a safe work method statement (SWMS) is prepared if anyone's health or safety is at risk because of the work.

The SWMS is similar to a job safety analysis (JSA), which has been widely used in the Victorian construction industry. Employers may continue to use existing JSA formats providing they contain all the information required of an SWMS.

Preparing an SWMS is part of the planning of the work. The SWMS is designed to help employers think through the hazards and risks involved in the work, and to choose effective control measures.
Each employer (including contractors) must ensure that an SWMS is prepared for their direct employees. Builders should encourage their contractors to prepare an SWMS if that is required. However, nothing prevents a builder, by agreement, from preparing an SWMS on behalf of contractors.

Employees, HSR's, as well as contractors and their employees, must be consulted in the preparation of the SWMS so far as is reasonably practicable.

If the work does not involve any risks to anyone, an SWMS does not have to be prepared.

If the high-risk work that would normally require an SWMS involves the removal of asbestos, the employer only needs to prepare and comply with the asbestos control plan (see the asbestos requirements of the Regulations).

2. Make sure the work is done in accordance with the SWMS The work must be done in the way outlined in the SWMS.
If any work is being done that is not in line with the SWMS, the employer must stop the work immediately (or as soon as it is safe to stop it). The work must not be started again until:
- it can be done in the way outlined in the SWMS, or
- the SWMS has been reviewed and if necessary changed (e.g. if circumstances have changed and the SWMS is no longer accurate or suitable).

3. Keep a copy of the SWMS
The employer must keep the SWMS for as long as the high-risk construction work is being done.

5.7 A Safe Work Method Statement- SWMS
An SWMS is a document that:
- lists the types of high-risk construction work being done
- states the health and safety hazards and risks arising from that work
- describes how the risks will be controlled, and
- describes how the risk control measures will be put in place.

One SWMS can be prepared to cover all the high-risk construction work, provided that it takes into account the changing nature of the construction environment. Alternatively, a separate SWMS can be prepared for each type of high-risk work.

In this case, thought must be given to situations where different types of high-risk work impact on each other (for example, movement of powered mobile plant during the construction of a tunnel).
Note that an SWMS needs to deal with the specific hazards and risks on the site where the high-risk work is being done.

For this reason, a pre-prepared generic SWMS (e.g. for electrical work on all building sites) is unlikely to meet the new requirements, unless it has first been reviewed in light of the hazards and risks on the specific site and amended as necessary.

The SWMS must be reviewed (and revised if necessary) if either of the following situations occur:
Whenever the high-risk construction work changes.
Examples
- When using more powerful explosives for blasting work
- When changing the type of powered mobile plant being used

If there is reason to believe that risk control measures are not adequate.
Example, If there has been an incident or ‘near miss’ while doing high-risk work.

Develop SWMS step by step. F-SA-034

Step 1
Before any high-risk construction work is done, develop an SWMS

Step 2
Just prior to starting the high-risk construction work, identify any additional hazards and risks at the worksite.

Step 3
Amend the SWMS if necessary.

Step 4
Start the high-risk construction work.

Step 5
If changes occur, stop the high-risk construction work and return to step 2.

5.8 Duties of Self Employed people
Self-employed people must comply with the Regulations in the same way as employers.
They need to make sure that their work does not expose people to health and safety risks.

In most cases, self-employed people working on a construction site (such as bricklayers, plasterers or roofers) will be working in a situation where they may put people at risk. For example, a bricklayer working at height may possibly drop something that could injure a worker below.

It is therefore necessary for self-employed people to identify hazards and control risks associated with their work.

Before starting high-risk construction work that puts any person at risk, they must also ensure that a safe work method statement (SWMS) is prepared.

Self-employed people have the same duties as an employer in relation to any independent contractors that they engage.

5.9 Training
In the construction industry, people work in a dynamic environment. Hazards and risks change frequently on a site as construction work progresses and as workers move from project to project. A large majority of the industry's workforce is employed by sub-contractors who undertake work on many different sites managed by different contractors, and often within different sectors of the industry.

The instruction and training required to ensure people can work safely on construction sites needs to recognise the pattern of employment and the way the construction industry operates. Therefore, two types of OHS induction training are required – construction induction training and site induction.
An agreed national approach to such training now applies.

5.9.1 Construction induction training
Construction induction training aims to provide people new to construction work with an understanding of:
- their rights and responsibilities under OHS law
- common hazards and risks in the construction industry
- basic risk management principles, and
- the standard of behaviour expected of workers on construction sites.

Employers must ensure that anyone employed to do construction work has completed construction induction training before they start work. This includes apprentices and anyone who is doing pre-apprenticeship training at the site. It also includes any employee who has not actually done any construction work in the past two years, even if they have previously completed an induction.

The induction training must be provided by a registered training organisation (RTO).

5.9.2 Evidence of training
The employer must accept any of the following things as evidence that the worker has done construction induction training:
- a 'red card', which shows that the person completed the previous Victorian

Construction Industry Basic Induction Course, which existed before 1 July 2008
- a construction induction card issued by WorkSafe following successful completion of induction training by an RTO
- a construction statement of attainment issued by an RTO, pending processing of a construction induction card, or
- recognised evidence of construction induction training (e.g. a statement or card issued under similar requirements in another Australian state or territory).

Employers must ensure that a record is kept of the construction induction card details of each worker employed by them. This record (which may be a photocopy on file) is to be kept for the duration of their employment.

5.9.3 Obtaining a construction induction card

If a person carrying out construction work does not already have one of the forms of evidence listed previously (including a Victorian 'red card' or recognised interstate evidence), they must obtain a construction induction card.

In order to obtain a construction induction card, a person must provide WorkSafe with proof of their identity and evidence that they have satisfactorily completed the training, which involves the RTO issuing a 'statement of attainment'.

As long as they have a statement of attainment, a person can do construction work while waiting to receive their construction induction card.

Construction induction cards remain valid while the holder continues to do construction work. However, if a person does not do any construction work for two years, their construction induction card lapses.

A construction induction card must not be intentionally destroyed, altered or defaced.
WorkSafe will replace a lost, stolen or destroyed construction induction card if the holder provides a copy of their statement of attainment or other written evidence.

5.9.4 Temporary exemption

A person can do construction work for 28 consecutive days without being inducted if:

- they have not done any construction work in the past two years, and
- the employer has arranged and paid for them to do construction induction training.

The purpose of the exemption is to enable a person to work while awaiting a training opportunity.

A person who has been exempted for 28 days must be directly supervised at all times and be given the information and instruction they need to work safely.

5.9.5 Persons not covered by the construction induction requirement?

The construction induction requirements do not apply to:

- **Visitors to the site** provided that they are accompanied at all times by a person who has received construction induction training. Visitors include clients and other people who are not involved in the construction work. The person accompanying the visitor must have the visitor in sight at all times, and must be able to intervene immediately if any health and safety incident arises.
- **People who are temporarily at the site** to deliver plant, supplies or materials. If they are untrained, these people are only permitted to remain on the site for the time reasonably needed to make their delivery. Otherwise, they must be accompanied in the same way as other visitors.

People who are frequently on construction sites to make deliveries, such as a driver delivering concrete to different sites or to different parts of a site, should be trained.

5.9.6 Site induction

Employers must ensure that anyone employed to do construction work is given OHS training about the particular workplace where the work will be done before they start work on the site.

The aim of site induction is to make sure that workers are familiar with the OHS rules and procedures of the site – for example, the emergency procedures, the arrangements for supervision of the work, who the HSR's are and any specific issues on the site.

The detail required in the site induction will vary between construction sectors and between phases of a construction project. The length of time it takes will depend on these factors, as well as things like the size

of the site, the number and variety of trades working on the site and how much the site is expected to change as work progresses.

There should be an opportunity for workers to ask questions about their responsibilities and to have any issues clarified.

Where there are a number of employers, the employer who has management and control of the site must provide sufficient information to enable contractors to fulfil their site induction obligations.

5.10 Duty to notify Worksafe of construction excavation work
The Regulations include a duty for employers to notify WorkSafe of construction excavation work.

An employer must notify WorkSafe if:
They plan to excavate a tunnel, a shaft deeper than 2 metres or a trench deeper than 1.5 metres, and the excavation will be big enough for a person to get into or it could involve a risk to anyone's health or safety.
Examples
- Trenches dug to lay services in a new housing estate
- A tunnel built for a new freeway or railway

5.10.1 Excavations do not have to be notified.
Even if they fit into the above description, the following kinds of excavations do not have to be notified to WorkSafe:
Any shaft or trench that is part of building work covered by a building permit issued under the Building Act 1993 or
Any shaft, trench or tunnel that is:
- a mine
- a water bore covered by the Water Act 1989
- a quarry under the Extractive Industries Development Act 1995
- part of emergency work or rescue, or
- a grave.

Example, A trench from a building under construction to the property boundary (it is part of the building work for which a building permit has been issued)

5.10.2 How to notify WorkSafe
The employer must notify WorkSafe in writing at least three full days before starting
the excavation work.
The notification must include the following information:
- the employer's name
- the name and contact details of the person who will supervise the construction excavation work
- the date of notification
- a description of the proposed construction excavation
- whether explosives will be used in carrying out the excavation
- the dates when the work will start and finish, and
- where the work is to be done.

One notification can cover a number of excavations that are part of a single project, even if they will be made in a number of places and at different times.

See P-SA-045 Excavation, Earthmoving and Environment and F-SA-46 Excavation and Trenching permit.

P – SA – 036 ASBESTOS REMOVAL

1.0 PURPOSE

To provide a safe work procedure to ensure that asbestos cement and products can be removed safely, without risk to employees, contractors or the general public.

That is where there is no greater volume than 10 square metres of Asbestos to be removed which is in a non friable state, or where exposure is for periods no greater than I hour in duration in any 7 day period. The person/s removing the Asbestos is to have the equipment and knowledge to carry out this task and be deemed competent prior.

Only an approved Class A removalist is allowed to remove “Friable” Asbestos at any time.

2.0 SCOPE

This procedure applies to all Recips employees and contractors. This procedure is not intended for large quantity removal or demolition of buildings containing asbestos.

This procedure only pertains to small quantities of pipe, pits or cement sheeting to be removed.

Only employees and contractors that have been trained and deemed competent may remove asbestos that is in a non friable state. Friable asbestos such as lagging or insulation is only to be removed by an approved and registered Class “A” Asbestos Removal Contractor.

Prior to any of the above all suspicious cement products are to be assessed, analysed and reported on by a competent NATA approved organisation, or confirmed and known prior by the client/Employer.

3.0 REFERENCES

- Asbestos Guidance notes
- Asbestos Regulations
- Occupational Health & Safety Act
- OH&S Regulations
- Compliance Code for Managing Asbestos in Workplaces
- Compliance Code for Removing Asbestos in Workplaces
- All client specific requirements as per contractual agreement.
- Recips F-SA-051- Record of Asbestos Removal Form
- Recips P-SA- 014 -JSA Procedure
- Recips F-SA- 015 - JSA Form
- Recips F-SA -001 & 002 - Incident reporting Forms
- Recips P-SA 001 - Incident Reporting Procedure
- Recips F-SA-034 - Training Broadsheet.

4.0 DEFINITIONS

The term ‘asbestos cement’ shall be taken to mean any fibrous cement material containing any type of asbestos fibre. (Any cement such as pipes or construction made out of cement sheet is to be considered as containing asbestos)

5.0 HEALTH EFFECTS

Inhalation of airborne asbestos fibres may result in serious adverse health effects such as asbestosis, gastrointestinal cancer, laryngeal cancer, lung cancer and mesothelioma. (Cancer of the lining of the chest or abdominal cavity) Asbestos related diseases usually have a delayed onset, with onset of symptoms usually occurring 20 to 40 years after initial, and thought to be repeated exposures to Asbestos.

6.0 PROCEDURE

6.1 Work Areas

- Prior to any work commencing to remove asbestos materials, a J.S.A must be carried out by all employees/contractors who will be working on or near the vicinity of the process.
- Consideration must be given to the Public in the general work area, as well as all contractors and employees.
- The maximum time that can be legally spent on the removal of asbestos work, cannot exceed one hour in any 7 day period.
- Under no circumstances is more than the equivalent of 10 square metres of asbestos to be removed by an employee or contractor on any single site.
- If it is likely to exceed this amount, only an accredited asbestos removal organisation can under take this removal task on behalf of Recips and their client.

6.2 Barriers and Signage

When asbestos cement products are being removed, signs and barriers must be erected to warn of the danger and to prevent unauthorized personnel entering the work area. Barriers shall be erected to provide a 15 metre clear space around the affected area.

Where appropriate, warning signs should state:

Asbestos Working Area
No Unauthorized Entry
Respiratory Protection Essential (P2)

For minor removals or operations, where mechanical operations are not required, barricades and/or warning signage may not be required. Relevant use of Asbestos P.P.E. is mandatory in all removal operations.

Signs and barriers should remain in place until all work associated with the asbestos removal is complete.

6.3 Personal Protective Equipment

All personnel in the asbestos cement removal area must wear:

1. Disposable overalls with hood.
2. An asbestos removal approved disposable dust mask (class P2) Check and ensure the respirator fits well. Note: Workers must be clean-shaven to allow the respirator to seal.
3. Disposable rubber type gloves.

6.4 Removal of Asbestos Cement Products

- Where practicable, asbestos cement removal should be programmed for periods when a minimum number of people are likely to be present.
- The asbestos removal site is to be inspected prior to commencement of work. This must be done to ensure that all Safety and Environmental controls and management processes have been implemented eg: JSA's.
- This may also include the laying of impervious sheeting, curtains (if required) and other methods to prevent the spread of asbestos cement products.
- Asbestos cement products must be kept wet at all times during the removal process, particularly areas such as edges where asbestos cement products have been damaged.
- Avoid breaking asbestos cement products. That is, only break the asbestos where required for removal, to allow pieces to fit into the approved Asbestos removal bags.

- Do not use power tools unless it is impractical not to. If power tools must be used, they must be fitted with dust suppression or dust extraction attachments designed for the collection asbestos fibres and are disposable.
- Asbestos cement materials are not to be left lying about the site where it may be further broken or crushed by machinery or site traffic.

6.5 Packing and Disposal of Asbestos Cement Products

- All asbestos cement residues, including small pieces mixed with soil, are to be placed in heavy-duty polyethylene bags (min wall thickness 0.2mm), clearly marked as asbestos contaminated waste. All bags are to be "double bagged". That is, insert one bag inside the other before placing asbestos material inside.
- Bags should only be filled to 50% of their capacity and effectively sealed with tape.
- After completion of asbestos removal, personnel must take off disposable overalls and respirators and seal them in another disposal bag and the bag marked in the same manner as the asbestos material.
- Bagged asbestos waste is to be removed from site without delay. Storage of waste asbestos at depots is only permitted where all bagged asbestos material is kept in accordance with the local/state/territories legislation in an approved waste bin marked 'Asbestos only'.
- Asbestos cement waste must be disposed of in accordance with the requirements of local / state legislation, at a licensed asbestos disposal site.
- Before leaving the asbestos removal site, a full inspection of the work and surrounding area is to be conducted. All suspect residue, contaminated soil and/or vegetation is to be removed and bagged as per asbestos material removal process and procedure above. Only a total of less than 1% asbestos residue is allowed to be left behind.
- At the completion of asbestos cement removal, all workers involved in the process shall thoroughly clean their hands and any other exposed areas of skin with water and soap to remove any possible residual fibres, no protective clothing is to be taken home, all must be correctly discarded.

7.0 TRAINING

All employees and contractors involved in the removal of asbestos cement sheet, pits or pipe-work shall attend an 'Asbestos Awareness and Safe Work Methods' training session covering the following topics:

- Background – What is asbestos and basic identification principles.
- Health risks associated with asbestos.
- Types of Asbestos and terminology such as Friable and Non Friable.
- Safe work methods for handling asbestos cement.
- How to minimise the risk of exposure.
- What not to do when handling Asbestos materials
- Personal protective equipment, type, fit and disposal of used PPE.
- Procedures for disposal of asbestos waste.

8.0 RECORD KEEPING

All work that involves removal of asbestos cement pits, sheeting or pipe-work shall be recorded. These records are to be kept indefinitely. The information recorded shall include:

- Site address.
- Date.
- Quantity of asbestos cement removed. I.e. Number and size of product/s, size and length of work area.
- Names of all personnel within the removal area.
- Personal protective equipment worn by each person within the removal area.
- Number of bags of asbestos waste removed for disposal.
- Comments regarding any incidents occurring during the removal process.

8.1 Record of Removal Form

Record of Removal forms are to be used for record keeping purposes and kept on file at each site or project. These records are to be kept on-site during the work then archived. These records must be kept for a minimum of 30 years, however it is recommended they be kept indefinitely due to the Asbestos disease latency periods and records also must be accessible for retrieval if required at any time.

P – SA – 037 BULLYING AND HARASSMENT

1.0 PURPOSE

To provide a procedure that eliminates unwarranted and unacceptable behaviour in the workplace.

2.0 SCOPE

It is a statutory requirement that an employer provides and maintains a safe working environment under Industrial relations law and specifically the Occupational Health and Safety Act. This responsibility is underpinned by management's safe working procedures and processes, in particular training of employees during the Induction process.

Management will not tolerate workplace bullying and harassment and the contents of this procedure give guidance to employees on how to report any such unwarranted and unacceptable behaviour.

3.0 REFERENCES

- Occupational Health & Safety Act
- Workcover Guidance notes
- Workplace Relations Act
- Policy statement on bullying and harassment
- Employees Induction booklet

4.0 PROCEDURE

4.1 What is workplace harassment?
Workplace harassment is any type of unwelcome behaviour that is based on one of the attributes covered by the law, eg sex, race or disability etc, and which offends, humiliates or intimidates the person being harassed.

While the most common form of workplace harassment is sexual harassment, harassment on the other grounds is also unlawful.

It is reasonable to extend the term to include bullying in the workplace.

Examples of workplace harassment are set out below. In order for workplace harassment to be proven, there is no requirement that the person being harassed must suffer an employment detriment, such as dismissal or demotion.

Often a hostile work environment will be created by the harassment. This in itself would constitute a breach of the law.

4.1.1 Examples of unlawful harassment:

- suggestive comments about a person's body or appearance
- leering or staring at a person or parts of their body
- demands that revealing clothing be worn
- tales of sexual performance
- persistent, unwelcome proposals of marriage
- gender based insults or taunting
- sexist or racist jokes
- pornographic or nude posters in the workplace
- homophobic material displayed on the notice board
- homophobic abuse
- verbal or written abuse directed at a transgender person
- touching a person in a sexual way

- sexual assault (criminal offence)
- 'flashing' (criminal offence)
- obscene telephone calls (criminal offence)
- asking questions about a person's sex life
- Unwanted confidences about a person's sex life or lack thereof
- persistent requests for a night out where these are rejected
- requests for sex where these are unwelcome
- making jokes at the expense of a person with a disability
- verbal abuse or derogatory comments based on race
- abuse based on a person's age
- bullying

4.2 Can unlawful harassment take place outside the workplace?
Workplace harassment can also take place off site. Examples would be harassment occurring at the office Christmas party, unwanted phone calls to an Employee's home, and following an Employee home from work.

Unlawful sexual harassment can also happen if a member of your Staff goes to another work site in connection with their job and sexually harasses someone working there.

4.3 To what aspects of the employment relationship can discrimination and harassment laws apply?
Unlawful discrimination and harassment can take place at all points of the employment relationship, including the pre-employment or recruitment stage. This means that discrimination and harassment should be avoided in:

- Job advertisements;
- Job interviews;
- The selection process;
- Determining conditions and benefits of employment;
- Promotions, transfer and training; and
- Termination of employment.

Generally, Employees should not be subjected to any employment detriment because of their sex, race, age, disability etc. Note that contract workers and commission agents are also protected.

4.4 What about harassment of customers?
The way your Employees treat clients and customers is extremely important for the image of our Company. The harassment of customers or clients is not only bad for business; it is against the law and can result in a legal battle between our company and the customer or client.

5.0 VICTIMISATION

5.1 What is victimisation?
Victimisation happens where an Employee is treated harshly or subjected to any detriment because they have made a complaint of discrimination or harassment. Victimisation will also happen if a person is subjected to a detriment because they have furnished information or evidence in connection with a discrimination complaint.

A complaint of victimisation is made in the same way as a complaint of discrimination or harassment. Victimisation is either dealt with as an offence punishable by a fine, or can be the subject of a damages award, depending on which law the complaint is brought under.

6.0 BULLYING

6.1 What is Bullying?
Bullying includes both physical abuse and psychological abuse. Violent behaviour is a highly objectionable form of bullying. Note, however, that it can be manifested in more subtle ways that impact on the health of the victims of bullying. Bullying in the workplace is harmful to the victims and to the workplace culture. There should be a clear policy against bullying without differentiating between levels of Staff. In other words, if a manager and a junior Employee are guilty of bullying then no favouritism should be shown to the manager compared to the junior.

7.0 GUIDELINES FOR DEALING WITH HARASSMENT COMPLAINTS.

7.1 What are reasonable steps for the employer to take?
Reasonable steps to prevent discrimination and harassment include:

- Issuing written policy statements that state clearly state that discrimination and harassment will not be tolerated in the workplace and that a breach will result in disciplinary action - verbal instructions to Staff not to discriminate or harass are not sufficient.
- Training all Staff on discrimination and harassment issues, outlining the rights and responsibilities of Staff in this area - EEO training should be followed up to ensure that Employees understand it and that it is being implemented.
- Making it part of the job description of Managers and Supervisors to ensure as far as possible that harassment and discrimination do not take place within their division; and.
- Putting in place grievance procedures so that when Employees feel that they have a grievance about discrimination and harassment, they have someone to talk to about it and can make a complaint if they wish.

7.2 Managers' and Supervisors' role
Managers and Supervisors have an important role to play in the prevention of workplace harassment and bullying. Firstly, Managers and Supervisors must ensure that they do not harass or bully Employees, other Managers or Supervisors, clients or customers.

Secondly, Managers and Supervisors must ensure that their staff understands the Workplace Harassment and Bullying Policy.

When Managers and Supervisors observe discrimination or harassment or bullying, they should take steps to stop it and warn the person of the consequences if the behaviour continues. If a person approaches them with a complaint about harassment or bullying, they should take appropriate steps to resolve it. If this is not possible or is inappropriate, then the Human Resources Manager should be informed.

7.3 Employees' role
Each employee must ensure that they do not engage in harassing or bullying behaviour towards other Employees, Managers or Supervisors and clients or customers. Employees should be aware that they may be held legally responsible for their unlawful acts. Employees, who aid, abet or encourage other persons to harass or bully can also be held legally liable.

7.4 Employer subject to legal action

How is the Employer accountable under Equal Employment Opportunity law?

The law says that the employer, whether an individual or a company, will be liable for discrimination or harassment that the Employer causes. This is called primary liability. Primary liability will be incurred either through the actions of the individual employer, or in the case of a company, through the actions of its chief executive officer or managers.

An employer can also be liable where he or she, or in the case of a company, the managers, ignore discrimination or harassment that they see happening in the workplace. The employer is also held liable for the discrimination or harassment caused by its Employees. This is called vicarious liability. If the employer can show that it took reasonable steps to prevent the discrimination or harassment occurring, then the employer will not be held liable.

7.5 Employee subject to legal action

Can Employees be legally liable for their actions?

Employees who discriminate or harass can be held liable as accessories under the law. This is referred to as accessory liability or sometimes as vicarious liability. Employees can be joined as respondent to a complaint along with the employer.

Where the Employer proves that it has taken all reasonable steps to prevent the discrimination or harassment by implementing policies and training etc, and the Employee has acted contrary to these steps, then the employer may be exonerated and the employee may be held solely liable for the offending behaviour. Each case is determined on its own merits. Employees (and employers) can also be liable if they induce or aid other Employees to discriminate or harass.

If you need more information

If you need any more information about workplace harassment or bullying the following people can help you:

- your Manager, Supervisor or Safety and Rehabilitation Co-ordinator
- the EEO/Affirmative Action Officer
- members of the Affirmative Action/EEO Committee
- a grievance contact officer at Workcover

P – SA – 038 INDUCTION PROCEDURE

1.0 PURPOSE

To provide a guide to ensure that all tasks in workplaces are performed safely by adequately trained competent and licensed persons.

2.0 SCOPE

This guide addresses the recommended minimum subject content to be covered in the Recips Safety Induction Training process for labour hire, contractors and Recips employees. This is not a replacement for state induction processes such as Green or Red Card training carried out by approved training organisations.

3.0 REFERENCES

- Occupational Health and Safety Act
- OH&S Regulations for Plant, Noise, Manual Handling and Hazardous Substances,
- Compliance Codes and Codes of Practice pursuant to the Act.
- Recips Field Induction (F-SA-037) and Office Induction (F-S-042).
- Job safety analysis procedure (P-S-038) and JSA worksheet form (F-SA-015).
- Plant risk Assessments particular to the inductee's plant and equipment to be used by them.
- Area and specific Plant and equipment Noise mapping reports and assessments.

4.0 RESPONSIBILITIES

4.1 Workplace Manager
To ensure that all personnel are safety inducted prior to commencement of work at both Recips and any client sites.

4.2 Supervision
To make available those personnel required to undertake Safety Induction Training. Assess the results of that training for their competence and ensure that ongoing training to meet further needs or identified deficiencies continues in the workplace.

4.3 Trainer
To provide the training required to ensure that all personnel operating within the workplace do so in a safe manner.

5.0 PROCEDURE

Safety Induction Training
The same degree of attention needs to be taken when inducting new employees, and employees new to a particular workplace or task, as is given when installing a new piece of equipment and ensuring it quickly reaches its production levels to justify its purchase.

To some degree, each new employee will need individual attention when presenting the education required to develop a fully integrated team member and to this end, this guide requires of the Leader, both flexibility in presentation and a personal input to address State, local and individual requirements.

5.1 Aims
- To provide employees, contractors and labour hire employees with an understanding of Occupational Health Safety and Rehabilitation Requirements.
- To give those employees an awareness of the importance of their workplace health and safety obligations and responsibilities to themselves, each other and their Employer.
- To help the employee achieve job satisfaction as part of a productive, safe and efficient workforce.

5.2 Objectives
- To recognise Unsafe Acts, Conditions, Plant and equipment and take appropriate remedial action
- To understand and be able to carry out a J.S.A on their specific tasks and to recognise and put in place appropriate hazard controls.
- To comply with all statutory workplace Occupational Health and Safety requirements.

5.3 Training Sequence
The four parts of the Safety Induction Training Guide deal with subject matter directly related to the skills and knowledge required by the participant to work safely and efficiently in a workplace.

Part One	Introduction
Part Two	OHS & R, Policies
Part Three	OHS & R, Responsibilities
Part Four	General and Workplace Safety

5.4 Training Strategy
Safety Induction requires both instruction and closely supervised practice which encourages participation and continuous improvement.

The Trainer / Supervisor must not only communicate information to participants, but must also assess any need for further training. This includes the initial and ongoing supervision by Supervisors in the workplace.

5.5 Expected Outcomes
- Fewer workplace injuries
- Reduction in pain and suffering
- Improved morale
- Increased productivity
- Reduced Workcover Premium costs
- Statutory compliance thus no fines

5.6 Assessment
During safety induction training, participants should be assessed to evaluate comprehension, by;
- oral questioning
- a written questionnaire
- practical demonstration and application of the actual task / process whilst under close supervision

Note: Consideration must be given to determining a person's competency with regard to literacy, if in doubt seek advice from the Compliance Code for Communicating Health and Safety across languages".

On introduction to the workplace, Management should continue the assessment by;
- observation of work methods
- questions, and
- performance appraisal

The inability to meet the required assessment standards must involve further training. New employees should not be permitted to commence work unless the Supervisor is satisfied that they possess the necessary skills and competency to perform safely.

5.7 Training Resources
- TV/video unit and videos
- Workplace Safety Handbooks
- Recips Safety Management System procedures and forms i.e.: J.S.A's
- Relevant house Safety Rules
- Personal Protective Equipment
- Record of Safety Training
- Actual operator's plant and equipment that will be used by the employee.

5.8 Duration
Suggested minimum 2 hours (to be determined by Recips Management and Supervisor and based on task risk profile).

5.9 Participants
- All employees new to the workplace.
- Subcontractors, Labour hire and employees
- Client representatives
- Others whose activities bring them into contact with client or customer workplaces.

6.0 CONTENT

6.1 Part One. "Introduction"
Participants learn the aims objectives and assessment methods, an overview of both their and their workplace, including identification of key Recips personnel.

6.2 Part Two. "OHS & R and Related Policies"
The following subject matter should be included -
Company and Workplace policies pertaining to;
- Occupational Health Safety and Rehabilitation
- No Smoking in the workplace
- Drugs and Alcohol
- Bullying and Harassment
- Consultation
- Hazard and Issue Resolution
- Breaches of workplace safety

6.3 Part Three. "OHS & R Responsibilities"
The following subject matter should be included -
- Responsibility of management
- Responsibility of supervision
- Responsibility of the individual
- Operation of Workplace Health and Safety Committee
- Other applicable responsibilities from local legislation and/or client requirements.

6.4 Part Four. "General and Workplace Safety"
The following subject matter should be included

- Workplace layout
- Reporting and controlling hazards
- Reporting injuries/accidents and near misses
- First aid/medical treatment
- Emergency procedures and equipment
- Toolbox safety meetings
- Hazardous activities, areas or locations and how to perform a J.S.A
- Compensation and rehabilitation procedures
- Personal protective equipment
- Safety inclusions from 'house rules'

7.0 COMPETENCY TEST

Participants are to complete the competency test at the rear of the induction booklet, the trainer / supervisor is to assess their responses and if 75% is correct, then the participant is deemed to be competent.

The participant is to be closely supervised for a further five days as a minimum whilst actual using plant and equipment in the production area. No person is to start work at Recips until they are deemed competent and must be re trained and re tested until they pass. All competency papers are to be kept on their contract of employment file until they leave Recips employ.

Persons who do not have English as their first language may require special assistance by either the use of an interpreter or by demonstrating their competence by practical demonstration and assessment methods whilst under close supervision during their assessment.

P – SA – 039 SAFE USE OF LADDERS

1.0 PURPOSE

To determine whether use of a ladder for a work task is the most practicable solution available, assessment using the hierarchy of control should be carried out first. Where ladder usage is deemed to be the appropriate for the work task ,the guidelines for the safe use of ladders must be followed. Where these guidelines cannot be followed other means must be used to perform the task.

2.0 SCOPE

A ladder should be primarily used for gaining access to areas above or below ground, or other levels not provided with permanent access. It is important to realise that there are limits to the safe use of a ladder. Most accidents occur because these limits are exceeded by users.

3.0 REFERENCES

- OH&S Act
- OH&S Regulations - Part 3.3 - Prevention of Falls
- Compliance Code Prevention of Falls in General Construction
- Code of Practice Prevention of Falls in Housing Construction
- Authorised NECA and E.T.U guidance material
- F-SA-054 Safe Work at Height and Ladder Use form

PROCEDURE

4.1 Duties of Employers (including subcontractors with employees)
The regulations require that where an employer chooses a fixed or portable ladder to control the risk of a fall, the employer must ensure that the ladder;

a) is appropriate for the task to be undertaken; and
b) is appropriate for the duration of the task; and
c) is set up in a correct manner.

Falls can take place when people are working from ladders.

Under the Regulations, which only apply where persons are exposed to a fall hazard of more than 2 metres, portable ladders may only be used where other methods of working at height are not practicable. Remember that fall protection and emergency procedures are required to be established prior to the task being undertaken.

The fall height is the distance from the level at which a persons feet are supported on the ladder to the level below. To avoid falls from ladders it is necessary to ensure a risk assessment is carried out where it is intended to undertake any such work from a ladder.

Generally, ladders are only appropriate for short duration, light tasks, such as painting a downpipe, repairing a gutter or carrying out minor electrical installations.

The chief hazard when using a ladder is falling. A poorly selected, designed, inspected, maintained or improperly used ladder may collapse under the load placed upon it and cause the employee to fall.

A ladder is an appliance of two side rails joined at regular intervals by crosspieces on which a person may step / stand to work, ascend or descend.

4.2 Types of Portable Ladders

4.2.1 Stepladder
A self-supporting, portable ladder, non-adjustable in length, having flat steps and hinged back and in many cases a flat platform at the top broader than the ladder steps.

4.2.2 Collapsible Stepladder Platform
A self-supporting, portable ladder, non-adjustable in length, having flat steps and hinged back similar to a stepladder however having a work platform at the top broader than the steps e.g. 600mm x 600mm approximately and a handrail around approximately two thirds to three quarters of the working platform.

4.2.3 Single Ladder
A non self-supporting portable ladder, non-adjustable in length, consisting of but one section. Its size is designed by overall length of the side rail.

4.2.4 Extension Ladder
A non self-supporting portable ladder adjustable in length consisting of two or more sections and controlling ropes or wires and pulleys enabling the adjustment in length.
MultipurposeDesigned with moveable hinging and folding to be compatible as a self supporting step ladder, a non self supporting single straight ladder or self supporting as a limited work platform / bench.

NB: These guidelines do not apply to trestle ladders or trestle ladder components, nor do they apply to what is commonly referred to as a step platform [non collapsible chariot] which is similar to a stepladder platform however it generally has a larger working platform and handrails on all four sides or a self closing gate with steps leading up to the platform.

4.3 Selection of ladders
Employers must make sure that portable ladders are correctly selected for the task to be undertaken. In doing this, employers must have regard to the duration of the task, the physical surroundings of where the task is to be undertaken and the prevailing weather conditions. For example, metal ladders or metal reinforced ladders must not be used for live electrical work or where an electrical risk exists.

Typically ladders used for construction work should be of robust design and construction. Accordingly ladders used for construction works must be industrial grade, not domestic grade.

Only industrial ladders may be used at the workplace. Industrial ladders must have a load rating of 120kg or more.

The maximum lengths of ladders are listed in the AS/NZS 1892:1996 Parts 1 and 3 and AS/NZS 1892:1992 Part 2.

No metal ladder and no ladder reinforced with wire shall be used in the vicinity of any electrical conductor or of any electrified equipment or apparatus as such use may result in a person receiving an electric shock.

4.4 Inspection
Ladders should be regularly inspected by a competent person. Ladders with any of the following faults should not be used and be replaced or repaired or destroyed:
- timber stiles warped, splintered, cracked or bruised
- metal stiles twisted, bent, kinked, crushed or with cracked welds or damaged feet
- rungs, steps, treads or top plates which are missing, worn, damaged or loose
- any rung or tread depends for its support solely on nails, spikes or other similar fixing device
- tie rods missing, broken or loose
- spreader bars / hinges that are damaged, broken or do not work for the purpose intended
- ropes, braces, or brackets which are missing, broken or worn
- timber members which, apart from narrow identification bands, are covered with opaque paint
- or other treatment that could disguise faults in the timber

Proper inspection, set up and use of ladders is essential in preventing accidents. Even a good ladder can be a serious safety hazard when used by workers in a dangerous way.

Ladders shall be inspected frequently and those which have developed defects shall be tagged or marked (Dangerous, Do Not Use) and removed from service for repair or destruction.

Ladders must be fitted with rubber (or similar non slip material) feet to prevent slipping.

4.5 Set Up

A ladder must be set up on a surface that is solid, stable and secure and capable of supporting the ladder and its load. Do not erect a ladder on a slippery surface; its stability depends on the friction at the base of the ladder.

Ladders shall be securely fixed at the top and foot so that they cannot move either from their top or from their bottom points of rest. If it is not possible to secure a ladder at both the top and bottom then it shall be securely fixed at the base. If this is not possible, then a person shall stand at the base of the ladder and secure it manually against slipping.

Ladders shall be placed with a secure footing, even surface when possible, or they shall be tied off at the top, middle and bottom to prevent slipping.

Ladders used to gain access to the roof or other area shall extend at least 900mm above the roof so it provides a point of support when stepping on the roof.

Where possible, ladders being used as access should be set up at right angles to the working surface to allow workers to step off the ladder rather than having to step around or over the ladder.

The base of the ladder should be placed so that it is 1 metre away from the building for every 4 metres of height to where the ladder rests against the building. This is known as the 4 to 1 rule.
i.e. If the top of the ladder is at 8 metres the base should be 2 metres from the building.

Ladders set up in public thoroughfares or other places (where there is potential for accidental collision with the ladder) must be provided with effective means to prevent the displacement of the ladders due to collisions, for example, use of adequate barricades.

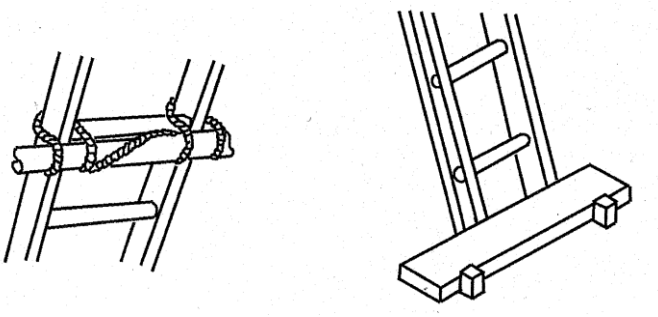
A ladder should never be ‘walked’ by the person standing on the ladder. Walked describes the action of a person standing at the top of a ladder who, by moving his body, causes the bottom of the ladder to lift the ends of the stiles alternately to cause the ladder to move. This is a very dangerous practice, since the ladder is not under proper control.

4.6 Securing

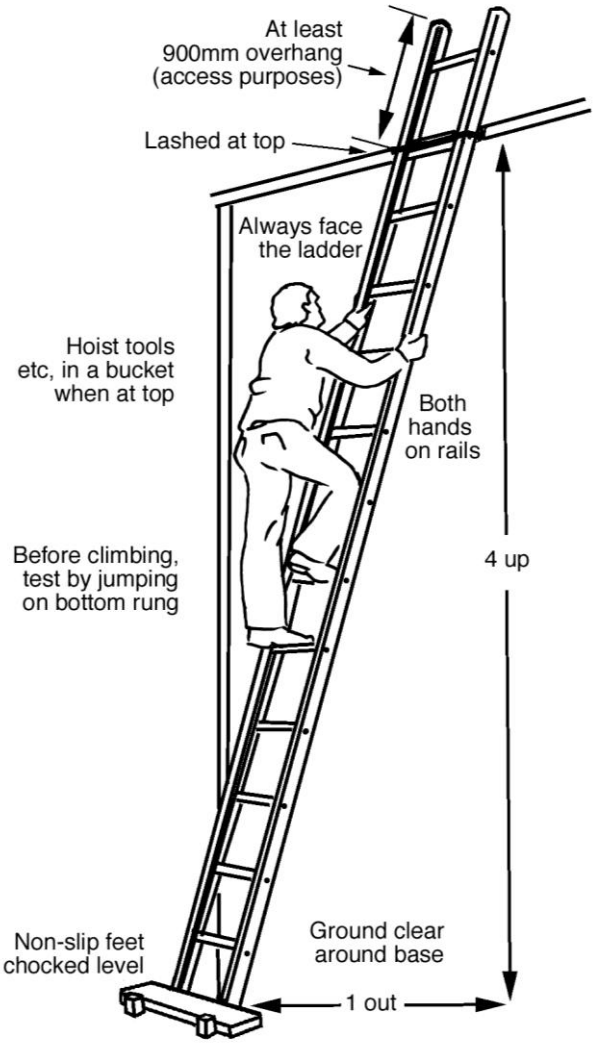
Any ladder used at a workplace must be set up on a surface that is solid and stable, and set up so as to prevent the ladder from slipping.

Slipping of ladders can be prevented by:

- placing single and extension ladders at a slope of 4 to 1, and setting up stepladders in the fully opened position
- securing single and extension ladders at both the top and bottom



Some effective ways of securing a ladder



5.0 SAFE USE OF LADDERS

Persons using ladders should not:

- handle or use ladders where it is possible for the worker or the ladder to make contact with power lines
- use metal or metal reinforced ladders when working on live electrical installations or where an electrical risk exists
- set up the ladder in places, such as driveways and doorways, where a person or vehicle could hit it without appropriate safeguards such as, the erecting of a barrier or locking the door shut.
- use a stepladder near the edge of an open floor, penetration, or on scaffolding or an EWP to gain extra height
- over-reach (the workers belt buckle should remain within the ladder stiles throughout the work)
- use any power (air, hydraulic, electric or battery) equipment or tool, specifically designed to be operated with two hands and which may require the operator to brace themselves against the high level of torque exerted by the tool. e.g concrete cutting saw, angle grinder, power saw, large impact drill, impact / jack hammer
- carry out work such as arc welding or oxy cutting unless step platforms or other temporary work platforms are not feasible and the task is of short duration and a safe work procedure is followed.
- use tools requiring the use of both hands and dynamic movement such as axes and crowbars
- use tools which require a high degree of leverage type force which, if released, may cause the user to over balance or fall from the ladder such as stillsons or pinch bars

- work over other people or allow anyone else to be on the ladder at the same time
- stand higher than the second tread below the top plate of any stepladder
- short ladders shall not be spliced together to make long ladders.
- ladders shall never be used in the horizontal position as scaffolds or work platforms unless designed specifically for that purpose.

5.1 Do's and Don'ts for Ladder Use

Do NOT stand on the top platform or first step down from the top of a regular stepladder as you have NO support.

- Use both hands when climbing or descending ladders.
- Persons using ladders should wear fully enclosed slip resistant footwear at all times on the ladder
- Metal ladders should never be used near electrical wiring or where there is the potential for electrical shock or electrocution
- Only one person at a time may use or work from a single ladder.
- Always face the ladder when ascending or descending it.
- Only a "trestle ladder" shall be used to support a plank upon which a person has to work.
- Ladders shall not be joined together to form a longer ladder unless the longer ladder conforms with the strength and rigidity requirements
- A ladder shall not be used as a guy, brace, tom, strut, beam, skid, or for any use other than its correct use as a ladder.
- When there is significant traffic on ladders used for building work, separate ladders for ascent and descent should be provided, designated and used.

5.2 Step Ladder usage

A person may carry out light duty work that requires the simultaneous release of both hands from a stepladder under the following circumstances –

- where the step ladder will be used only in the fully opened position
- the height at which a person is supported for working is limited to accessing the ceiling or soffit of the floor above which the stepladder is positioned, or be restricted to 2.0m elsewhere;
- the person carrying out the work and the stepladder will remain stable throughout the intended work;
- the person had the use of both hands to grip the stepladder when ascending and descending [tools to be carried in a belt or passed up by others];
- the person does not work from above the third step from the top of the stepladder;
- the nature of the work allows the person to lean forward towards the stepladder;
- where the work involves hand tools –
    - the tools are used as intended to be used in their normal operating position;
    - their use does not negate guarding or other safety features on the tools;
    - all tools are supported by the person undertaking the task, e.g. in a tool belt or tool bag, and are not supported from the stepladder unless designed for the purpose;
    - the tools, and the manner in which they are used, do not cause the centre of gravity of the person operating them to be shifted from the stable position of leaning towards the stepladders; and
    - the tools are relatively lightweight, battery operated and free of cords or hoses.
- the nature of the work, and the position of the stepladder, does not require the person to overstretch; and
- the work does not cause fatigue - it is of short-term duration and conducted in an ergonomic manner.

An inability to comply with any of the above requirements would indicate that a stepladder is inappropriate for the work in hand and it should be replaced by a more suitable work platform.

P – SA – 040 WORKING AT HEIGHT IN STAIRWELLS

1.0 PURPOSE

The following procedure provides advice and guidance for working at heights safely and the prevention of falls from height in stairwells.
Whilst the ideal is to eliminate the need for persons to work at height where there is a risk of a fall, it is also recognised that persons may be required to work in stairwells and be required to work at height, resulting in is a risk of a falling. In order to minimise or reduce the risk of a fall the following guideline is recommended.

2.0 SCOPE

It has been recognised that electrical workers are commonly required to work at heights in building stairwells for the installation and ongoing maintenance of electrical installations such as lighting and emergency lighting usually installed under the landing above, or in some cases on the wall or on the rake of the stairs.

In many cases the worker would be supported at a height of less than 2.0 metres from the landing or the upward stair riser on most sides of the supporting platform they are working from.

Whether that supporting platform is a straight or step ladder, step ladder platform, scaffold or other means of support on the down side of the stairwell, the distance of a potential fall will regularly be greater than 2.0 metres. A fall down the stairs or the risk of a fall into a void between the stairs, if one is present, is the greatest risk of injury to the worker.

3.0 REFERENCES

- OH&S Act
- OH&S Regulations - Part 3.3 Prevention of falls
- Compliance Code for Prevention of falls in General Construction
- Authorised NECA and ETU Guidance Material

4.0 PROCEDURE

4.1 The use of ladders - step, straight or extension - is not recommended for a number of reasons.

- The ladder can not be set up safely or correctly due to the size of the landing
- The ladder may only be set to face one particular way, due to size limitations, resulting in the facing and standing the wrong way to access the work task
- They provide no guardrail protection
- They are often not able to be tied off or stabilised
- They promote for over reaching or working above head awkwardly as positioning of the ladder is limited leading to ladders becoming unstable and tipping
- They can not be set up in the correct angle of 4:1 ratio because of limited space
- Easily over balance if using ladders when drilling or applying force to chip out and chase concrete or masonry walls
- Nowhere to store tools and equipment

If a ladder can be set up and used correctly for light duty tasks, and is the only practicable option, to use further safety requirements for the prevention of a fall should also be used in the form of protective safety or catch nets, or the use of adequately set up and anchored fall arrest systems and fall arrest harnesses.

4.2 Recommended Access Requirements for Working in Stairwells
In the majority of circumstances the first criteria of the working at heights with reference to the hierarchy of control, is to - “bring the work to ground or on to solid construction”.

If these criteria cannot be met or is not practicable, the preferred option is to apply those recommendations set out in Regulation 3.3 Prevention of Falls of the Occupational Health and Safety Regulations.

These include the following devices and systems of work;
Passive fall prevention device means material or equipment, or a combination of material and equipment that is designed for the purpose of preventing a fall and that, after initial installation, does not require any ongoing adjustment, alteration or operation by any person to ensure the integrity of the device to perform its function such as a temporary work platform.

4.3 Temporary Work Platform
A temporary work platform that would be appropriate in stairwells would be a

- a fixed scaffold or a mobile and / or portable scaffold tower or
- an elevating work platform {scissor lift, single man hoist, cherry picker, boom lift etc} or
- a portable or mobile fabricated platform such as a step platform or step ladder platform or
- any other temporary platform that provides a working area for the duration of work carried out at height that is designed to prevent a fall.

In the majority of situations a light duty aluminium mobile and or portable scaffold tower; available in many combinations, sizes and shapes from numerous distributors, will be the most practicable temporary work platform to meet the needs and duration of the task. In addition it would meet adequate safety and fall prevention measures.

In other circumstances more complex or heavier duty steel modular frame, or tube and fitting scaffolds will be required. This will be dependant upon the task, the duration of work and number of persons performing the work.

Purpose built step platforms and some brands of step ladder platforms that have full hand railing, and meet the hierarchy of control criteria as a passive fall prevention device, would also be appropriate for use. This is contingent on that these devices can be set up and used correctly with in the bounds of the manufacturer’s requirements.

Appropriate tying in or stabilising of the scaffold or platform would be required to ensure it meets the AS / NZS 4576 Guidelines for Scaffolding Standard criteria, if extending to a platform height greater than three times the least base width.

5.0 TRAINING AND SKILLS REQUIREMENTS

When erecting, altering or dismantling scaffolds, under the Occupational Health and Safety (Certification of Plant Users and Operators) Regulations, the person responsible for the erection, alteration or dismantling of the scaffolding must hold a National Certificate of Competency for Basic Scaffolding where the *"structure is such that a person or object could fall more than 4.0 metres form the structure"*

Similarly under the same regulations, a National Certificate of Competency for Elevated Work Platforms [EWP] is required to operate a *boom type elevating work platform ……used to support a platform on which personnel, equipment and materials may be elevated to perform work and which has a boom length of 11.0 metres or more"*

Where persons will be erecting, altering or dismantling scaffold that fits under the 4.0metre fall criteria or operating EWP's under 11.0 metre boom capacity; Employers under the Occupational Health and Safety Act 2004 still have an obligation to ensure that Employees are supplied with information and instruction and are trained and deemed competent to operate, erect, alter or dismantle the particular plant or equipment they are to use or set up.

Similarly Employees are obliged to follow and use or set up plant and equipment as per the manufacturers / suppliers directions and the Employers instructions and information.

6.0 EMERGENCY REQUIREMENTS

At all times a risk assessment should be conducted to assess all potential risks when working in stairwells.

In particular, assessment should include the need for emergency evacuation of the building, and consideration given to the risk of blocking the only potential emergency exit stairwell with scaffolding or other plant or equipment.

Is it creating a greater risk to many others to block the stairs where persons cannot exit the building safely and quickly when required? It may be that the work will need to be performed out of normal work hours reduce the likelihood of the exit needing to be used by a volume of people as an escape exit in the event of an emergency.

P – SA – 041 SAFE COLLECTION AND DISPOSAL OF SHARPS

1.0 PURPOSE

To provide guidelines for the safe collection and disposal of improperly discarded sharps and the prompt management of needle-stick injuries.

2.0 SCOPE

Applies to all work in which personnel may encounter sharps and therefore the potential for needle-stick injuries.

3.0 REFERENCES

- OH&S Act
- AS 4360-1999 – Risk Management
- Human Services www.dhs.vic.gov.au/phd

4.0 DEFINITIONS

Improperly Discarded
Defines where sharps are found in places other than domestic, or public waste disposal bins or in appropriate sharps containers.

Needle-stick Injury
Defines an injury that is caused by a sharp object or needle piercing a person's skin

Sharps
Defines any objects or devices having sharp points or edges capable of cutting or piercing the skin. This definition includes hypodermic needles, scalpels and broken glass.

5.0 HAZARDS OF SHARPS

Contaminated sharp objects are hazardous because they can transfer infectious diseases, especially blood borne viruses, from one person to another. Accidental punctures by contaminated needles can inject hazardous fluids into the body through the skin.

There is always the potential for injection of hazardous drugs, but injection of infectious fluids, especially blood, presents the greatest concern. Only small amounts of infectious fluid are needed to spread certain diseases.

Disease transmission as a result of needle-stick injuries does occur and can have serious consequences and should not be treated lightly.

6.0 PROCEDURE

6.1 Basic Principles for Dealing with Sharps

Where there is a high risk of contracting Tetanus or Hepatitis B at work, the employer has a responsibility to provide vaccination.

There is a basic principle that all employees must know about and comply with:

- Do not put hands or feet into an area unless it can be clearly seen where they will come to rest.
- When clearing or cleaning on site do not place hands into areas that you cannot physically see, thus assess, that sharps are not present.

Ensure that in all cases the following principles are followed,

- Gloves are worn appropriate to the task being carried out.
- Assume that there is a sharp object present and be aware of the need to be cautious until it is verified that there are no sharps in the area.
- Never run fingers or exposed parts of the body along or under areas that are out of view. Use a long tool handle to probe such areas.
- Use a torch or angled lighting to illuminate dark areas wherever possible.

6.2 A Sharp Object Is Identified

The following procedure is to be followed if a sharp object is found.

1. Ensure all cuts and abrasions are covered with a waterproof bandage; wear appropriate gloves and locate the sharps container. If it is a dedicated sharps container, it must be clearly labelled “sharps only” or “sharps: biohazard”. (If there are no sharps containers available, obtain a container with a well-secured lid, preferably a screw top). Rigid plastic containers with lids are preferred (eg. plastic milk, juice or soft drink bottles with a screw top lid). Avoid using glass, which may shatter, or aluminium cans, which may be squashed
2. Use tongs to pick up the syringe and never touch the sharp point with fingers or hands. Always pick up the used needle and syringe by the blunt end, away from the point. Never attempt to replace the plastic protective cover back on a needle
3. Place the sharp object point first into the sharps container.
4. Never carry a needle or syringe unless it is in a suitable container.

6.3 Disposing Of Sharp Objects

If any employee finds a sharp object during their work duties, they are responsible for its correct disposal.

6.4 Dealing with Needle-stick Injuries

If a needle-stick injury occurs (a person accidentally pricks or cuts themselves with a sharp object contaminated with blood or body substances), the following action should be taken:

1. If there is an open wound, gently encourage it to bleed by pressing around the wound. Do not traumatise the wound.
2. An offer of an Employee Assistance Program should be given.
3. If mucous membranes or eyes are involved, irrigate with sterile normal saline or water.
4. Quickly wash away any blood or body substances using soap and water (warm water is preferable but cold water can be used if that is all that is readily available).
5. The person should immediately be sent for treatment to a doctor who will assess the risk of transmission of HIV, Hepatitis B or any other infection. The doctor will also discuss what happens next, for example, tests and/or treatment. The sharp object should always be taken to the doctor so that it can be tested.
6. This assists in determining future treatment or intervention strategies
7. Report the incident to the Manager as soon as possible.

The person must be informed about their access to appropriate professional counselling.
All such incidents are to be investigated and documented. All investigations and documentation that refer to the person concerned must be kept confidential.

P – SA – 042 MATERIAL SAFETY DATA SHEETS

1.0 PURPOSE

To ensure that current, up-to-date Material Safety Data Sheets are available in all locations and situations where they are needed.

2.0 SCOPE

This procedure covers the requirements associated with the preparation, storage and availability and distribution of Material Safety Data Sheets (MSDS).

3.0 REFERENCES

- OH&S Act
- AS 4804 Occupational Health and Safety Management Systems – General Guidelines on Principles, Systems and Supporting Techniques
- AS 4581 Management System Integration – Guidance to Business, Government and Community Organizations
- Agricultural Chemicals Act
- Dangerous Goods Act
- Drugs, Poisons, and Controlled Substances Act
- National Code of Practice for the Preparation of Material Safety Data Sheets
- F-SA-055 MSDS Register

4.0 PROCEDURE

4.1 Obtaining MSDS

An MSDS in accordance with Worksafe Code of Practice shall be prepared, obtained or purchased for each product, raw material, intermediate, or accessory material (including solvents, detergents, cleaning agents, etc).

Purchasing procedures shall include a specific requirement to request and obtain the appropriate Material Safety Data Sheets from supplier of materials.

4.1.1 MSDS' s (including those produced in other countries) shall include, as a minimum, the following information:

- Date of issue and manufacturers or suppliers details;
- Material name and details;
- Safe uses and recommended methods of use;
- Description, ingredients and properties of the material;
- Hazards associated with the material;
- Precautions for use;

4.2 Access to MSDS

The relevant MSDS's shall be easily available to all employees performing work involving such materials, or personnel who may be exposed to such materials. This may be done by means of hard copies or access via a computer.

Where MSDS's area available only on a computer, consideration shall be given to distribution of the information to personnel who, through the nature of their work, do not have ready access to a computer.

Material Safety Data Sheets distributed shall be controlled documents.

4.3 MSDS to Customers and Contractors
The appropriate MSDS's shall be given to customers, contractors and others who may need them.

4.4 Updates and Records
Arrangements shall be established to ensure all Material Safety Data Sheets are kept up-to-date, that is replaced every 5 years.

Superseded Material Safety Data Sheets shall be kept in accordance with the records keeping requirements.

5.0 RESPONSIBILITIES OF PERSONNEL

The following personnel should assume the primary responsibility for the activities covered by this procedure:

- ES&H Manager
- Line managers
- Personnel requiring access to MSDS's in the course of their work
- ES&H Specialists

P – SA – 043 UNION RIGHT OF ENTRY

1.0 PURPOSE

The Occupational Health and Safety Act clarifies and brings Victoria's safety laws up to date reflect modern workplaces and arrangements.

2.0 SCOPE

In certain circumstances, the Act allows authorised representatives of registered employee organizations (ARREO) holding a valid permit to enter workplaces where the authorised representative suspects a contravention of the OHS Act or regulations has occurred or is occurring at the workplace.

3.0 REFERENCES

- OHS Act Sections 48, 79 to 94
- Compliance Codes, Codes of Practice and Regulations pursuant to the OH&S Act
- Relevant guidance material available pertaining to worksite activities including Australian Standards.
- AS4801/04 requirements for consultation.

4.0 DEFINITIONS

What is an authorised representative?
An authorised representative is a permanent employee or officer of a registered employee organization (such as a union) who has satisfactorily completed a training course approved by WorkSafe and holds an entry permit.

Entry Permits
An authorised representative can be granted an entry permit by the Magistrates Court. Entry permits are valid for three years and expire either at the end of the three-year period, or when the person ceases to be a permanent employee/officer of the organisation or the organization ceases to be registered. Before the permit expires, an application can be made for a subsequent entry permit.

5.0 PROCEDURE

Entry by an authorised representative

5.1 An Authorised Representative
An authorised representative may enter a workplace during working hours if they "reasonably suspect" a contravention of the OHS Act or regulations has occurred or is occurring at the workplace. There must be a genuine suspicion of a contravention and there must be a reasonable basis for that suspicion.

5.2 The Suspected Contravention
The suspected contravention must relate to or affect the following groups of people, or the work they do.

- people who are members of the registered employee organisation;
- people covered by a certified agreement which binds the registered employee organisation; or
- people who are not covered by a certified agreement, but who are eligible to be members of the registered employee organisation.

Immediately on entering a workplace, an authorised representative must take all reasonable steps to give a notice to the employer who controls the workplace, or the person who controls the workplace on the employer's behalf, as well as a health and safety representative (HSR) of the affected designated work group (if there is one). The notice must be in an approved form which includes the description of the suspected contravention/s. The authorised representative must provide their entry permit for inspection.

The employer must allow the authorised representative with a permit to enter the workplace and must not intentionally obstruct or hinder them.

An authorised representative must comply with any reasonable requirements to ensure their own health and safety once at the workplace, such as safety inductions or wearing personal protective equipment.

5.2 Powers of Entry
Once at the workplace, an authorised representative is entitled, solely for the purpose of enquiring into the suspected contravention described on the entry notice, to;
- inspect any plant, substance or any other thing at the place;
- observe work;
- talk to employees (with their consent) who are members of, or eligible to be members of, the registered employee organisation; or
- talk to the employer about anything relevant to the suspected contravention.

The authorised representative must not do anything to cause work to stop (unless the employer agrees to work stopping). This does not prevent an authorised representative from warning an employee about an immediate and significant risk of serious injury or death.

If an issue arises between the authorised representative and the employer about the use of the authorised representative's powers, either party can request the attendance of a WorkSafe inspector to enquire into the issue, as soon as possible.

5.3 Other Limitations on the powers of authorised representatives
An authorised representative cannot:
- use powers in any part of a place that is used as a residence, for example a farmhouse, except with the consent of the occupier; or
- enter a place to which access is limited under another Act, such as prisons, quarantine areas, airports, military facilities, emergency or crime scenes.

5.4 Revocation or disqualification
An employer or WorkSafe may apply to the Magistrate's Court for an authorised representative's entry permit to be revoked. The Court can revoke the entry permit an disqualify the authorised representative for up to five years if the Court finds that the authorised representative:
- intentionally hindered or obstructed an employer or employee;
- acted unreasonably or for purposes other than exercising a power; or
- intentionally used or disclosed information acquired from an employer or employee for purposes not reasonably connected with exercising a power.

5.5 Offences by authorised representatives
It is an offence for an authorised representative to intentionally:
- unreasonably hinder or obstruct an employer or employee;
- intimidate or threaten an employer or employee;
- use or disclose information acquired from an employer or employee for a purpose that is not reasonably connected with the proper exercise of the authorised representative's powers; or
- use his or her powers for any purpose other than legitimate enquiry into the suspected contravention.

If an authorised representative is found guilty of an offence, and a person suffers significant loss or damage as a result, the person may apply for compensation from the authorised representative's registered employee organisation.

5.6 Offences by others
It is an offence for a person to:
- refuse an authorised representative entry to a workplace;
- intentionally hinder, obstruct, intimidate or threaten an authorised representative or induce or attempt to induce any other person to do so; or
- impersonate an authorised representative.

5.7 WorkSafe's approach to investigation and prosecution of offences
If an alleged offence comes to its attention, WorkSafe will determine whether to investigate and prosecute the alleged offence in accordance with the WorkSafe Enforcement and Prosecution Policy. The Policy prioritises alleged offences by or against authorised representatives for comprehensive investigation.

5.8 Further Information
WORKSAFE VICTORIA
Advisory Service
Level 24, 222 Exhibition Street
Phone 03 9641 1444
Email info@workcover.vic.gov.au
Melbourne Toll-free 1800 136 089
Web www.workcover.vic.gov.au

P – SA – 044 FATIGUE-PREVENTION IN THE WORKPLACE

1.0 PURPOSE

Fatigue affects a person's health, increases the chance of workplace injuries occurring, and reduces performance and productivity within the workplace. This procedure explains how these factors and the way work is designed can be improved to address and reduce the risk of fatigue in the workplace.

2.0 SCOPE

General information for employers and employees (including volunteers) in any job or industry and can also be applied to suppliers, importers, manufacturers and independent contractors.

3.0 REFERENCES

- OH&S Act
- OH&S Regulations
- Fatigue prevention in the workplace- Worksafe Guide
- F-SA-059 Managing Fatigue in the Workplace Risk Assessment and Control

4.0 DEFINITIONS

Body clock
People are day oriented. We are designed to work in the daytime and sleep at night.
The internal body clock (circadian clock) is responsible for this. It causes a regular variation through 24 hours in different body and mental functions (such as: the sleep/wake cycle, alertness, performance and body temperature). Body clock rhythms do not generally adjust easily to shiftwork.

Safety critical work
Work where there is a potentially increased risk of incident, injury or harm if workers are impaired by fatigue. For example, operating certain plant that involves making critical decisions where there may be significant consequences if errors occur.

Forward shift rotation
A forward rotation means the direction of shifts is day-to-evening-to-night shift. A backward rotation is from day-to-night-to-evening shift. A forward (clockwise) rotation, rather than a backward rotation, is generally considered to suit people better.

Shiftwork
Shiftwork involves working outside normal daylight hours (7am to 6pm); the period in which many people work a seven-to-eight-hour shift.

Worker
The term worker is intended to cover the definition of 'employee' in the OHS laws.

The factors contributing to fatigue are:
• the mental and physical demands of work
• work scheduling and planning
• working time
• environmental conditions, and
• individual factors.

5.0 PROCEDURE

5.1 Causes of Fatigue

- It is normal to feel tired or drowsy after prolonged mental or physical effort at work.
- Fatigue, however, is more than feeling tired or drowsy.
- It is an acute and/or ongoing state of tiredness that leads to mental or physical exhaustion and prevents people from functioning within normal boundaries.
- Working long hours, with intense mental or physical effort, or during some or all of the natural time for sleep, can cause fatigue. All of these have obvious implications for workplace and public safety.
- Fatigue can also have long-term effects on health.
- Fatigue can be caused by work-related factors, factors outside work and/or a combination of both, and may accumulate over time.

Work-related factors	Factors outside work
• roster patterns • length of shifts • poor work scheduling and planning • length of time worked • timing of shifts (e.g. night shift) proportionally increases the impact of fatigue • insufficient recovery time between shifts • long periods of time awake • harsh environmental conditions • type of work being undertaken • (e.g. under-demand/over-demand) • mentally or physically demanding work • inadequate rest breaks	• poor quality of sleep • sleep loss • social life • family needs • other employment • travel time • sleep disorders

5.2 Effects of Fatigue

The effects of fatigue on health and work performance can be short term and long term. Short-term effects on an individual include impaired work performance, such as the reduced ability to:

- concentrate and avoid distraction
- think laterally and analytically
- make decisions
- remember and recall events and their sequences
- maintain vigilance
- control emotions
- appreciate complex situations
- recognise risks
- coordinate hand-eye movements, and
- communicate effectively.

Fatigue can also:

- increase error rates
- slow reaction times
- increase the likelihood of accidents and injuries, and
- cause micro-sleeps.

Long-term effects on health that are associated with shiftwork and chronic sleep loss may include:

- heart disease
- diabetes
- high blood pressure

- gastrointestinal disorder
- depression and/or anxiety.

5.2.1 Fatigue compared with blood alcohol content

- Being awake for 17 hours impairs performance to the same level as having a 0.05 blood alcohol content.
- Being awake for 20 hours impairs performance to the same level as having a 0.1 blood alcohol content.

5.2.2 Contributing Factors

- The factors that contribute to fatigue also disrupt a person's body clock.
- Body clock disruptions can have a significant impact on the effectiveness of certain medications, such as those used for asthma and diabetes.
- Quality of sleep is reduced as people get older, which means they are less able to cope with night shift and are at a greater risk of fatigue. Lack of sleep can also worsen depression and increase the chance of people with epilepsy having a fit.
- Although fatigue can accumulate over a long period of time, fatigue due to sleep loss is usually reversible after several nights of good quality sleep.

5.3 OH&S Laws and Preventing Fatigue

- OHS laws are designed to ensure the health and safety of everyone at the workplace.
- Employers have a duty to provide so far as is reasonably practicable a working environment that is safe and without risks to the health of workers.
- Workers have a duty to take reasonable care for their own health and safety and the health and safety of others in the workplace.
- Workers also have a duty to follow procedures and cooperate with actions their employer takes to comply with OHS laws.

5.4 Risk Management –Preventing Fatigue in the Workplace

Risk management is a way of recognising that each situation has its own characteristics, and these circumstances should be assessed to decide the best way of improving health and safety. This is achieved through a staged process that includes identifying potential hazards; assessing the severity, consequence and likelihood of those hazards causing injury or illness; and selecting and implementing risk control measures.

5.4.1 Consultation and preventing fatigue

Successful prevention of fatigue involves consultation between employers and workers and health and safety representatives and committees.

The points at which consultation must occur include:

- when the organisation identifies fatigue is a hazard in the workplace
- when the organisation checks how fatigue is currently managed
- when changes are proposed to work schedules and working procedures
- prior to new work schedules and working procedures being introduced
- each step of the risk management approach
- when there are indications of fatigue affecting the health and safety of workers, and
- after an incident (or 'near miss') occurs.

5.4.2 Identifying if Fatigue is a hazard

1.Mental and physical demands of work

- Fatigue can arise from a number of interrelated factors. All factors present at your workplace should be considered.
- The mental and physical demands of work can contribute to a worker becoming impaired by fatigue in a number of ways. Concentrating for extended periods of time, performing repetitious or monotonous work and performing work that requires continued physical effort can, by producing mental and/or physical tiredness, increase the risk of fatigue. Mental fatigue and physical fatigue are different and a worker can experience them at the same time.

2. Work scheduling and planning
The way work is planned and scheduled (e.g. when workers are next required to work night work and extended shifts) can increase the risk of fatigue. Scheduling work in a way that fails to allow workers enough time for travel to and from work and/or physically recover and socialise can produce fatigue.

3. Working time
The time work is performed and the amount of time worked can impact on the risk of fatigue. Working at times when workers are biologically programmed to sleep (which can disrupt a worker's body clock) and working for long periods of time can produce fatigue.

4. Environmental conditions
Working in harsh and/or uncomfortable environmental conditions can contribute to the risk of fatigue in a number of ways. Heat, cold and vibration are some of the environmental conditions that can make workers tire quicker and impair performance.

5. Individual factors and factors outside work
In addition to the work-related factors that contribute to fatigue, it is important to identify factors that cause fatigue due to sleep deprivation.

These include:
- lifestyle – for example, having caring or child care responsibilities, voluntary work, having more than one job, level of fitness, social life or diet
- home environment – for example, noisy neighbours or a bedroom that is too hot or not dark enough for day-time sleep, and
- health conditions – for example, insomnia, sleep apnoea, or alcohol or drug dependence.

5.4.3 Interaction with other hazards
When taking a risk management approach to fatigue, it is very important to look at how fatigue can interact with other workplace hazards. Some hazards that can be increased when working extended hours are manual tasks and exposure to hazardous chemicals, dust and noise.

Manual tasks
- The risk of a musculoskeletal injury increases during an extended shift due to the cumulative effects of muscle fatigue, strains and sprains, i.e. the risk of injury is significantly higher during a 12-hour shift than during a normal eight-hour shift.
- Workers who perform repetitive manual tasks should have regular rest breaks.
- Injuries usually occur towards the end of a shift.

Exposure levels
- Exposure to hazards, such as noise, heat and chemicals, may also increase during extended working hours. Exposure should be carefully monitored and exposure levels adjusted. National and international exposure standards are usually based on five eight-hour days per week.
- Seek expert advice when adjusting exposure levels.
- Exposure during a 10-hour work day, for example, may not equate to 1.25 times the exposure experienced during an eight-hour shift. The reduced recovery time after being exposed to a hazard during an extended shift also needs to be accounted for. Aim for best practice, keep all exposures significantly below the specified standards and allow for daily variations in exposure levels.

5.5 Assessing Fatigue Risks
Risk assessment is a way of deciding which hazards need to be addressed and in what order. Risk assessment should reveal:
- where, which and how many workers are likely to be at risk of becoming impaired by fatigue,
- how often this is likely to occur and the degree of harm that would result.

When assessing fatigue risk, it is important to recognise factors can be interrelated and therefore should not be considered in isolation. The risk assessment should place the fatigue risk factors in order of priority, and areas with the highest risk should be addressed first.

5.5.1 Risk Assessment methods

Risk assessment methods include:

- consulting workers on workloads and schedules – ask if they are having or have experienced work-related fatigue
- analysing an audit of working hours and ensure this includes comparing planned working hours with hours actually worked. Where appropriate, related issues to consider in the audit may include work-related travel and work completed outside of normal hours (e.g. when people take work home)
- reviewing workplace incident data in regard to the fatigue hazard factors. Ask:
    - What is the likelihood that fatigue is contributing to the incidents?
    - What time of day do incidents occur?
    - When incidents occurred, how long had the workers involved been working?
    - Do the incidents often happen when a worker's body clock is low and concentration poor?
- consulting industry or employee associations who may be able to assist with risk assessments for type of work and workplace, and
- checking whether workers have had accidents (including transport) travelling home or on work-related journeys.

5.6 Controlling Fatigue Risks

- The next step is to control any fatigue risks assessed as requiring risk controls.
- When deciding on risk controls, check whether any measures currently being used to address the problem are effective.
- Find out what others in your industry are doing to prevent fatigue and incorporate any appropriate risk control measures into your fatigue prevention program.
- Fatigue can arise from a combination of factors and therefore the most effective way to reduce the risk is to implement a combination of risk control measures.
- When selecting which risk control measures to implement, make sure the most effective measures are used.
- The best way to control fatigue risks is to eliminate the factors that cause it at the source. If that's not reasonably practicable, use measures that reduce the risk.
- Better planning and work scheduling (e.g. having a flexible work schedule to allow for both production targets and likely delays) are the best ways to reduce fatigue risks.
- The risk control measures outlined are listed in order of the measures that address the source of the risk (top of each section), down to measures that rely on work procedures for effectiveness (bottom of each section).

5.6.1 Mental and Physical demands of work

Measures that can be used to address the risks associated with the mental and physical demands of work include:

- use plant, machinery and equipment (e.g. ergonomic furniture, lifting equipment and anti-fatigue matting for repetitive tasks performed while standing) to eliminate or reduce the excessive physical demands of the job
- eliminate excessive mental and physical demands from the job
- redesign the job to include a variety of mental and physical tasks
- introduce job rotation to limit a build-up of mental and physical fatigue, and
- use rest periods (in addition to scheduled meal breaks).

5.6.2 Work Scheduling and Planning

Measures that can be used to address the risks associated with work scheduling and planning include:

- reduce the amount of time workers need to spend performing physically and mentally demanding work
- schedule safety critical work outside low body clock periods (i.e. not between 2am and 6am and, to a lesser degree, between 2pm and 4pm)
- manage workload and work-pace change caused by machinery breakdowns and planned and unplanned absences
- avoid working arrangements that provide incentives to work excessive hours
- include adequate rest periods in the work schedule and accommodate for napping and sleeping if necessary
- provide adequate breaks between shifts to allow workers enough recovery time (e.g. time needed for travelling, eating, sleeping and socialising)
- ensure there are adequate workers and other resources to do the job without placing excessive demands on staff, and
- ensure work demands gradually increase towards the middle of the shift and decrease towards the end.

5.6.3 Working at Night

Measures that can be used to address the risks associated with working at night include:

- consider whether night work is necessary and rearrange schedules so non-essential work is not carried out at night
- allow a 24-hour rest period between each set of shifts for night-shift workers
- keep sequential night shifts to a minimum (no more than four nights in a row)
- provide an adequate period of non-work following a sequence of night shifts
- allow regular night workers periods of normal night's sleep to catch up on their sleep debts
- ensure that rosters allow for at least two full nights' sleep after the last night shift
- arrange shifts so that day sleep is not restricted, and
- except for emergencies, give at least 24 hours notice before night work.

Consider providing a longer period of notice so that workers have time to adjust their activities.

5.6.4 Working Time

Measures that can be used to address the risks associated with working time include:

- develop a working-hours policy on daily work hours, maximum average weekly hours, total hours over a three-month period and work-related travel
- eliminate or reduce the need to work extended hours or overtime
- design working hours to allow for good quality sleep and enough recovery time between work days or shifts for travelling, eating, washing and sleeping
- eliminate or reduce the need to work long shifts for more than three consecutive days, and
- schedule work for hours when the risks may be lower – for example, complex and safety-critical tasks are best undertaken during normal day shifts when workers are less likely to be fatigued.

5.6.5 Shift Work

Measures that can be used to address the risks associated with shift work include:

- avoid quick shift changeovers, such as finishing at 11pm and starting again at 7am
- control overtime, shift swapping and on-call duties
- use a forward-rotation shift system (i.e. morning to afternoon, afternoon to night)
- allocate shift workers consecutive days off, including some weekends, depending upon their fatigue risk level
- try to fit shift times in with the availability of public transport
- provide alternative transport at end of overtime/long shift
- limit shifts to 12 hours including overtime
- set shift rosters ahead of time and avoid sudden changes of shifts to allow workers to plan leisure time
- where split shifts are used, arrange timing so sleep of workers is not disrupted due to the times they are required to work
- set standards and allow time for communication at shift handovers, and
- offer alternatives to workers who may have difficulties adjusting to working hours

5.6.6 Environmental conditions

Measures that can be used to address the risks associated with environmental conditions include:

- avoid working during periods of extreme temperature
- install heating devices in cold work environments
- install cooling devices and/or provide access to cooled areas in hot work environments
- provide shelter in hot work environments
- install ventilation and mechanical cooling devices in hot, confined work environments such as truck cabins
- provide adequate facilities for rest, sleep, meal breaks, onsite accommodation (if appropriate) and other essential requirements, such as bathroom facilities
- install adjustable, vibration-free seats in appropriate machinery and vehicles, and
- ensure the workplace and surroundings are well lit, safe and secure.

5.6.7 Individual Factors and Factors outside work

Ways to encourage employees to address individual factors and factors outside work include, provide training on fatigue management and providing them with information such as the tips set out below.

Sleep

- The best sleep is night sleep.
- If sleeping during the day, darken the room and allow more time than normal to fall asleep.
- Choose a quiet, peaceful place to sleep and adhere to a routine.
- Seven to eight hours uninterrupted sleep is adequate.
- Seek medical advice for excessive snoring, irregular breathing and insomnia.

Drugs and alcohol

- Avoid excessive consumption of alcohol – it affects quality of sleep.
- Avoid stimulants – they delay the need for sleep.
- Do not consume coffee or tea before going to bed.

Medical conditions

- If you have a medical condition, you should seek advice from your doctor if you are in a job that involves shiftwork or long working hours.
- Tell your employer about any medical conditions that may limit your ability to work or make you susceptible to fatigue.
- Ask your doctor for an alternative medication if it causes you drowsiness when you need to be awake.

Fitness

- Maintain a basic level of fitness.
- Exercise regularly.
- Keep your weight in check – obesity contributes to sleeping disorders.

5.7 Emergencies and unexpected events

Where applicable, planning for emergencies and unexpected events (e.g. staff shortages, plant breakdowns and situations where staff are called back to work) should address control measures to prevent fatigue and other risks outlined.

6.0 TRAINING AND INFORMATION

Preventing work-related fatigue should include training and information on:

- the OHS responsibilities of everyone in the workplace
- the body clock and how fatigue can affect it
- risk factors for fatigue
- symptoms of fatigue
- effective control measures for fatigue such as work scheduling
- procedures for preventing fatigue such as incident reporting
- effects of medication, drugs and alcohol
- nutrition, fitness and health issues relating to fatigue
- balancing work and life demands, and
- specific training and education for managers and supervisors.

Training should be arranged so it is available to all workers on all shifts. If workers must attend training outside normal shifts, it should be considered work time and rosters adjusted accordingly.

7.0 MONITORING AND REVIEW OF CONTROL MEASURES

To best prevent work-related fatigue, procedures must be monitored, evaluated and reviewed.

Have control measures been implemented as planned? Are they working? Are there any new problems?

In determining the frequency of the monitoring and review processes, consider:

- the level of risk – high-risk hazards need more frequent assessments
- the type of work practice, schedule or plant involved
- a regular review of the process for hazard identification, risk assessment and risk control to ensure the risks are effectively managed
- review incidents, near misses, injuries and other data, such as absenteeism and staff turnover rates to establish if they could be attributable to fatigue, and
- further review of control measures when methods, tasks, equipment, hazards, operations, procedures, rosters or schedules are introduced or the environment changes or there is any indication risks are not being controlled.

P – SA – 045 COMMISSIONING / ENERGISING ELECTRICAL SWITCHBOARD

1.0 SCOPE

Procedure is for the safe commissioning / energising of switchboards as defined in AS/NZS3000, switchboards are defined as Main Switchboard, Switchboard and distribution board being a switchboard other than a Main Switchboard.

2.0 APPLICATION

Applies to all switchboards and distribution boards where electrical installation work has been performed, includes fault and emergency work, additions, alterations and repairs.

3.0 REFERENCES

- Occupational Health & Safety Act
- Electrical Safety Act
- Electrical Safety (Installations) Regulations
- AS/NZS 3000 Electrical Installations (Wiring Rules)
- AS/NZS 3017 Electrical Installations – Verification Guidelines
- AS/NZS 4368 Safe Working on or near low-voltage electrical Installations
- Recips SWMS 023 – Isolation and testing of energy sources
- Recips SWMS 038 – Energise and Commission installation

4.0 COMPLIANCE REQUIREMENTS

Prior to placing the new electrical installation work that has been completed or any part thereof into service, following the completion of the electrical installation work being new construction, alteration, addition or repair shall be verified that electrical installation work completed is safe to energise and will operate correctly in accordance with the requirements of AS/NZS3000:2007 and associated Australian Standards.

Note: - repairs to existing electrical installations or parts thereof may be effected using methods that were acceptable when that part of the electrical installation was originally installed provided that the methods satisfy the fundamental safety principles of Part 1 of AS/NZS3000:2007.

5.0 PROCEDURE

5.1 Pre-inspection

A pre-inspection is required to establish the parameters of the commissioning / energisation, these include but are not limited to:

- Review of relevant Safe Work Method Statements - document any additional hazards identified and agreed controls
- Extent of the work performed.
- Percentage of work completed.
- The need for physical barriers.
- Establish the number of resources required.
- The number and type of test equipment required.
- PPE requirements, low fault level, high fault level (greater than 10KA)
- Attendance of an Electrical Inspector required. (prescribed work only)
- Correct paperwork has been obtained and correctly completed.
- Determine any precautions required to ensure the safety of person and property during the visual inspection, testing, commissioning and energising of the work.

5.2 Visual Inspection

A visual inspection of all electrical installation work to be commissioned /energised shall be completed prior to any testing being performed. This is to ensure the safety of persons and property during the testing, commissioning and energisation stage.

5.3 Energisation Team

1. Where construction work is incomplete and may impact on the integrity of the electrical installation, an assessment is required to be carried out by the electrical workers (Energisation Team) performing the commissioning /energisation to
    - Inspect and assess the mechanical protection that may be required for protection of electrical equipment contained on or within the switchboards.
    - Inspect and assess protection requirements for cabling that may be damaged due to the ongoing construction activities.
2. The Energisation Team performing the commissioning /energising of the switchboards shall have Immediate access to a Level 2 First Aider or a Level 2 First Aider as part of the Energisation Team. The Level 2 First Aider is to be competent in CPR.
3. All members of the energisation team are to be inducted in these procedures prior to any energising taking place.
4. Minimum of team should be no less than two.
5. The First Aider should have direct contact with first aid facility or provided with quick response mechanism to emergency services.
6. All members of the energising and commissioning team shall be holders of a current A Grade or (E) Electricians License issued by ESV Victoria.

5.4 Commissioning / Energising Switchboard - Main and Distribution.

1. Install barriers if required, or section off parts of switchboard as required.
    - The immediate area around the switchboard is to be barricaded off where it is located in a hall or open areas to prevent ingress by other trades during the initial testing and “first time” energising of the switchboard. In a main switchboard room, the room is to be complete including lockable doors.

2. Ensure all members of the team have the appropriate PPE.

3. Prepare test equipment for use;
    - Visually check leads to ensure they are not damaged and suitable for the voltage to be tested.
    - Check continuity of leads.
    - Check on a known live source that the test equipment is working correctly.

4. Visually check the switchboard name plate to ensure as a minimum the following detail is recorded;
    - Manufactures name or trade mark.
    - Type designation or identification number of the switchboard.
    - Date of manufacture.

5. Verify that the switchboard manufacturer has sent the appropriate documentation detailing compliance with Australian Standards AS/NZS 3439 series and recorded in it are the details of switchboard design. E.g. fault level, form etc.

6. Test all cable terminations and conductive parts that are to be handled in the course of the energisation for live.
    - Remember to test your tester immediately prior to and immediately after use.

7. Once it is confirmed that all termination and conductive parts are not live commence testing the switchboard as per section 8 of AS/NZS3000:2007 for compliance.
    - If switchboard is a Main Switchboard ensure;
        - MEN link is removed.
        - Consumer's mains neutral conductor is removed from earth at the supply end. E.g. sub-station.
    - Continuity of earthing system.
        - Main earth
        - Bonding conductors.
        - Protective earths
        - Electrical equipment
    - Insulation resistance (all live Conductors)
        - Between live conductors and earth.
        - Between live conductors of;
            - Consumers mains
            - Sub-mains
    - Polarity
    - Correct circuit connections
    - Verification of impedance (earth fault loop impedance)
    - When supply is made available;
        - Operation of RCDs

8. Fill out Certificate of Electrical Safety for Prescribed or non-prescribed Electrical Installation Work as appropriate and obtain services of Electrical Inspector if prescribed work.

9. Principal Electrical Contractor to provide a completed "Energisation Procedure Notification" (Attachment 1) of intent to commence testing/commissioning to workplace occupier at least 48 hours prior to commencement.

10. Main switchboard
    - Supply connected by LEI or Distribution Company's representative.
    - Prescribed Certificate to be submitted to Energy Safe Victoria.
    - Main Switchboard now energised.

11. Switchboard doors, mains cabling and room to be appropriately signposted with "In-Service", Commissioning, and "Danger – Authorised Personnel Only – Do Not Enter" prior to energising.

12. Distribution boards
    - Fill out Certificate of Electrical Safety for Prescribed Electrical Installation Work or Non-Prescribed Certificate as required, and obtain service of Electrical Inspector if prescribed work.
    - Sub-switchboard now ready for energisation.
    - Once supply is connected the following tests are to be performed;
    - Supply polarity is correct.
    - All actives are live and healthy (load test)
    - Phase sequence is correct.

- Neutral conductor is continuous and will carry return current, load test or NST test.
- Ring circuit test all outgoing final sub-circuits.
- Replace MEN link as required.

13. All equipment to have “in service” and “Commissioning” signposted prior to energising.

14. Prescribed /Non- Prescribed Certificate to be submitted to Energy Safe Victoria.

15. Functional/operational test(s) CBs), RCD(s), isolators, contractors, relays, etc. completed. Mechanical or other Services Electrical Contractors to submit test results to principal contractor as required.

16. Where switchboard is dedicated, mechanical or other services;
    - Mechanical or other Services Electrical Contractor to complete and issue “Energisation Procedure Notification” form, advising works complete and requesting power.
    - No. Sub board supply to be closed by main Electrical Contractor until “Energisation Procedure Notification” form received from Mechanical or other Services Electrical Contractor.
    - All equipment to have “in service” and “Commissioning” signposted prior to energising.

P–SA –046 HEALTH SURVEILLANCE

1.0 PURPOSE

The purpose of this procedure is to determine the need for health surveillance and ensure the early detection of any adverse health changes due to exposure any substance or process during work activities.

2.0 SCOPE

Recipswill ensure that hazards and risks are identified at both a company and site level. Identification of hazards and risks at a Company level is important to ensure the OH&S System and control efforts are prioritised towards High risks that can occur across the company.

Once all hazards are identified, a risk assessment needs to be applied to determine the level of risk for each hazard. The purpose of risk assessment is to determine priorities for further management and training/awareness (i.e. “High” risk hazards need priority attention).
Refer also to P-SA-012 - Hazardous Substances Procedure.

3.0 DEFINITIONS

Health Surveillance
Monitoring of workers’ health to identify effects or other measures of exposure to a hazard substance or process.

Hazardous Substance
A chemical or material substance used in the workplace that has the potential to cause injury or have an effect on a person’s health or wellbeing.

4.0 PROCEDURE

4.1 Identifying Hazards and Risks
Site supervisors, in consultation with the OH&S Representative are responsible for ensuring potentially hazardous substances and processes are considered when undertaking a Safe Work Method Statement for a new work task.

Site supervisors are also responsible for ensuring a register of chemicals to be maintained for each work site in accordance with P-SA-012 - Hazardous Substances.

Where the potential health hazard of a substance or process is not understood, consultation should be undertaken with the Recips OH&S Representative, an occupational hygienist or medical practitioner.

Given the variety of work sites visited, consultation should be undertaken with the clients’ representative (who may already have access to a chemical register and/or asbestos register).

4.2 Determining the Need for Health Surveillance

Health surveillance is normally required in instances where:

- Personnel are exposed to 'scheduled' hazardous substances (i.e. listed in Schedule 3 of the National Model Regulation for the Control of Hazardous Substances [NOHSC:1005] – refer to Table 1 below).
- There is evidence, or reason to suspect, the substance is inuring the health of workers.
- Risks are controlled lower order controls on the risk hierarchy (refer to P-SA-006 – Hazard and Risk) (e.g. PPE or administrative controls (i.e. training, procedures, communication).
- Incidents or near misses have occurred.
- Control measures have been ineffective.
- Health surveillance techniques are available for the substance and health surveillance would be beneficial to those at risk.

The OH&S Representative shall consult with an occupational hygienist, medical practitioner and/or the State OH&S Regulator where required to finalise decisions about the need for health surveillance.

Where health surveillance is required, management shall provide resources to support health surveillance activities.

Where sub-contract personnel are used for work activities that require health surveillance, Recips shall, as appropriate:

- Advise the sub-contractors company of necessary health surveillance requirements, or;
- Incorporate the sub-contract personnel in the Recips health surveillance program (with the agreement of the personnel).

4.3 Health Surveillance Program

Table 1 – Typical Health Surveillance Program

Hazard/ Test	Objective	Who	When
Pre-employment medical	Pre and post-employment medical conditions	All new staff	Pre-employment
Asbestos	Pre and post-employment medical conditions	Site personnel who may be involved in removal/ disturbance of, or exposure to, asbestos.	Pre-employment then every two years and within 30 days of ceasing activities associated with exposure.
Other 'Scheduled' hazardous substances	Pre and post-employment medical conditions	Consult OH&S Representative and/or occupational hygienist.	Consult OH&S Representative and/or occupational hygienist.
Hearing	Noise induced hearing loss	All personnel regularly required to wear hearing protection.	Pre-employment and every two years.
Sun (ultra-violet) exposure	Potential development of skin cancer	Personnel exposed to regular outdoor work.	Annually and as skin changes are identified.

Note 1. Table intended to provide guidance on typical health surveillance program only. Further investigation or consultation with an occupational hygienist, medical practitioner, OH&S consultant or OH&S Regulator may be required to identify specific health surveillance requirements.
Note 2. 'Scheduled' hazardous substances include substances listed in Schedule 3 of the National Model Regulation for the Control of Hazardous Substances [NOHSC:1005].