

Occupational Health and Safety Policy

Commitment

Phoenix Commercial Projects acknowledges that the provision of a safe and healthy work environment for employees, contractors and visitors is a moral and legal responsibility. This commitment to protecting its human resources also extends to ensuring that Phoenix Commercial Projects operations do not place the local community at risk of injury, illness or property damage.

Objectives

Phoenix Projects will ensure compliance with the Occupational Safety and Health Act 1984 and Regulations, other legislation and current industry standards by:

- > Providing and maintaining safe workplaces and systems of work
- > Providing information, instruction, training and supervision to ensure safe systems of work
- > Ensuring that nominated safety personnel are adequately trained and supported
- > Consulting and cooperating with safety and health representatives, employees and others
- > Providing and maintaining personal protective equipment as required
- > Continuously reviewing and improving its safety performance.

Responsibilities

Each employee is responsible for implementing this policy. Management is responsible for:

- > The provision and maintenance of a safe workplace and systems of work
- > Involvement in the development, promotion and implementation of safety and health policies and procedures
- > Training and supervising employees in the safe performance of assigned tasks
- > The provision of resources to meet the safety and health commitment.

Employees and contractors are to:

- > Take reasonable care of their safety and health and that of others
- > Follow all safety and health policies and procedures
- > Report all known or observed hazards, incidents and injuries.

Application of the Policy

This policy is applicable to Phoenix Commercial Projects in all its operations and functions including those situations where employees and contractors are required to work off site.

Contractor Safety and Health Policy

Management

1. POLICY STATEMENT

This policy is to assist in the provision of a safe and healthy working environment for all employees, contractors and visitors to the company and/or work-site. The policy will minimise the companies and its employee's exposure to risk on any project involving the use of contractors.

Phoenix Projects is committed to ensuring the safety and health of all employees, members of the public and others that maybe affected by the issue arising from the engagement of contractors.

Contractors are required to understand the importance of workplace safety and uphold the values embodied in the relevant Occupational Health and Safety Legislation.

In order to achieve this objective it is recognised the contractors need to be:

- > Suitably experienced to perform the task
- > In the possession of all necessary licenses, permits, registrations and insurances required to perform the work safely and in compliance with appropriate regulations
- > Notified of any potential hazards associated with the location or use of the area where works are to be carried out.
- > Made aware of the emergency procedures relevant to the site and inducted in the safety policy relevant to the site and the requirements of Phoenix Projects.

2. DEFINITIONS

Asbestos: The fibrous form of mineral silicates belonging to the serpentine and amphibole groups of rock forming minerals and including actinolite, amosite (brown asbestos) anthophyllite, crocidolite (blue asbestos), chrysolite, (white asbestos) tremolite or any materials containing on or more of these materials.

Australian Standards: Refers to the Australian standards published by the standards association of Australia.

Building Code: The current building code of Australia.

Employee: A person by whom work is done under a contract of employment or an apprentice or industrial trainee.

Employer: A person by whom an employee is employed under a contract of employment and in relation to an apprentice or industrial trainee the person by whom the apprentice or trainee is employed under an apprenticeship or industrial trainee program.

Code of Practice: A code of practice approved by the minister under Part VIII of the Occupational Health and Safety Act 1984.

Contractor: The person, partnership or corporation bound to execute the work under the contract and shall be



responsible for the supervision of the works so as to ensure the works are carried out in accordance with the contract.

Sub-Contractor: The person, partnership or corporation bound by the contractor to execute work under the contract.

Hazard: Means in relation to a person, anything that may result in injury to the person, or harm to the health of the person.

Induction: Instruction and training in the safety and health requirements of the workplace.

Plant: Any machinery, equipment, appliance, implement or tool and any component fitting thereof or accessory thereto.

Risk: The probability that a hazard will result in an injury to a person or damage to property.

Scope of Works: All the work referred to in the contract documents, all variations thereto instructed, sanctioned or required under the terms of the contract and all minor terms of work inferred therefrom for the proper execution and completion of the works.

Workplace: A place, whether or not in an aircraft, ship, vehicle, building or other structure where employees work or are likely to be in the course of their work.

Worksite: The places(s) as defined in the contract with the contractor where the contractor performs the task that is contracted to them.

Works: The whole of the work to be executed in accordance with the contract including variations provided by the contract.

3. RESPONSIBILITIES

a. Responsibility of the Company.

The company has a general duty of care to provide a safe workplace and safe workplace procedures for all employees, contractors, sub-contractors and their employees. Phoenix Projects duties at the workplace relate only to those matters over which, and the extent to which, that Phoenix Projects has control or can reasonably be expected to have control having regard to the workplace and the work done or caused to be done by the employer or its employee's.

b. Responsibility of a Contractor.

The duties of a contractor at the workplace are to undertake the works in a responsible and safe manner and as outlined in the scope or works and contract documentation. The duties of the contractor at the workplace relate only to matters over which, and the extent to which, the contractor has control or can be reasonably be expected to have control at the site. Contractors may be defined as employers if they engage other contractors to carry out some of their work.

Contractors and their sub-contractors have responsibility to ensure that new employees engaged by them are familiar with the companies procedures outlined in the relevant policies and the contract documentation.

The contractor is to undertake and be responsible for the works as outlined in the scope of works and contract documentation.

4. LEGISLATIVE REQUIREMENTS

The contractor shall comply with the requirements of the Occupational Health and Safety Act 1984, the Occupational Health and Safety Regulations 1996, relevant Australian Standards, Codes of practice and Guidance notes published by WorkSafe Western Australia and all other relevant laws. It is the contractor's responsibility to ensure that their employees and sub-contractors engaged by them to undertake work on Phoenix Projects, projects comply with the above legislative requirements and **hold current construction Industry Blue Cards.**

If during any stage of the contractual works it is brought to the attention of the responsible officer that standards, organisational requirements and legislative requirements are not being adhered to, the responsible officer may stop work until the contractor has rectified the situation. Should the noncompliance activity continue the contract may be cancelled.

5. POLICY REQUIREMENTS

a. Prior to Commencement of Work

Prior to the commencement of any work the contractor will:

- > Confirm that they are in receipt of all the information regarding the contract works to be undertaken
- > Discuss with the originator of the contract, their safety and health responsibilities necessary to undertake the contract works. The responsibilities are to be agreed to by all parties.
- > Provide the company with a copy of all relevant documentation for the job.
- > Provide the company with a copy of Certificate of Currency for workers compensation and
- > Provide a copy of Certificate of Currency for Public Liability for a minimum of \$5 million (On occasion certain contracts may require increased amounts)

Prior to the commencement of any work the company will:

- > Provide the contractor with details regarding the hazards the company is aware of with respect to working at a specific site and
- > Be in receipt of the contractors documentation concerning insurances and relevant licenses or registrations.

b. Planning and Design

Prior to any work being undertaken, the contractor shall take appropriate steps to ensure that adequate planning and design of the systems of work and processes have been carried out to avoid any foreseeable safety and health issues, for example erecting warning signs and barriers. It is the contractors responsibility to ensure that employees under their control and supervision are aware of the appropriate legislative requirements that are to be met.

The contractor shall ensure that adequate supervision of its employees or sub-contractors undertaking the work are provided and that staff are appropriately trained for the tasks, which they are required to undertake.



This includes possessing all relevant certificates of competency and training.

c. Deviations from the Original Contract of Works

If the contractor requires to undertake any work which deviates from the original contractual arrangement, and the deviation is major such that if not noted there is a potential to cause personal harm, injury or structural weakness of the construction at any stage, then the contractor must, before undertaking the deviation, obtain approval to proceed from the person who originated the contract.

INJURY MANAGEMENT

5. Introduction

The company undertakes injury management with employees following a compensable work related injury, illness or disease. Assistance may also be given following a non-work related injury. Injury management is defined as a workplace managed process incorporating the employer and medical management team, from the time of injury to facilitate an efficient maintenance in or return to suitable employment.

It is acknowledged that effective injury management:

- > Provides physical, psychological and financial benefits to employees
- > Minimises disruption to work
- > Reduces costs to all concerned.

The implementation of the Injury Management Policy and Procedures will be undertaken in accordance with the Workers Compensation and Rehabilitation Act 1981 and will be reviewed every 2 years or as required.

6. Objectives

1. To establish a clear injury management process for all staff following injury, illness or disability
2. To facilitate the safe and early return to meaningful work for injured employees through communication with all relevant parties.
3. To ensure injured employees receive early and accurate medical assessment with that involvement of a vocational rehabilitation provider as required.
4. To encourage the co-operation of management and colleagues of the injured person in order to provide a supportive social environment within the work place.
5. To assist the employee to return to their pre-injury position or another position within the company where possible. If neither of these options are possible, external work positions may be sought.

7. Injury Management Process

- > The doctor will issue a First Medical certificate which will outline guidelines for return to work or if time off is required.
- > The doctor and employer should then communicate as

to what suitable return to work duties are available for the employee.

- > The employee may then return to work noting the restrictions on the medical certificate.
- > The employer will be kept informed as to progress via further progress medical certificates.
- > If there is difficulty returning the employee to work or maintaining them at work, a vocational rehabilitation provider may become involved to assist.
- > Once the employee has returned to normal duties or a suitable alternate position and is no longer requiring medical treatment, injury management will cease and the claim is finalised with a Final Medical certificate. If injury management/vocational rehabilitation is unsuccessful then it may cease prior to the claim being finalised.

8. Injury Management Team

As part of the injury management process, a number of people may be involved to maximise the injured workers recovery. All parties should be working towards a mutually agreed upon goal. These people include:

1. Injured employee- Should be actively involved in the injury management process and the decisions made with the rest of the team
2. Manager/Supervisor- These people play a key role in ensuring the success of injury management. They are required to liaise with the employee, treating doctor and injury management coordinator /rehabilitation provider on a regular basis. They are also required to provide suitable duties for a return to work program as specified by the doctor.
3. Medical/paramedical practitioner- They are required to provide suitable information to advise the employee and employer of return to work requirements and provide treatment to assist injury recovery.

Other parties that may become involved include:

- > Occupational therapist/vocational rehabilitation provider- Provides assessment and recommendations to the injury management team to assist the return to work process. If long term support is needed a vocational rehabilitation provider may be appointed in conjunction with the employee, employer and doctor.
- > Safety representative- May act as an advocate as required.
- > Insurer- May be involved as part of the management of the workers compensation claim.

9. Return to Work Programs

The company will endeavour to provide appropriate duties for a return to work program wherever possible, as part of the injury management process. All return to work programs and changes to them must be approved by the treating doctor.



if the employee cannot return to normal duties immediately, 'alternative duties' may be provided.

These may include:

- > Pre-injury duties on a part time basis.
- > Modified pre-injury duties (part time or full time)
- > Supernumerary (assisting others)
- > Different duties in the same or different area.

Alternative duties are provided on a temporary basis only. If an employee is required to gain an alternative permanent position within the company, normal recruitment procedures apply. Training and assistance can be provided to assist in this process a part of the injury management plan.

10. Confidentiality

The injury management process is confidential and all records relating to injured employees will only be made available to authorised persons.

Safety Risk Management Procedures

Introduction

Phoenix Projects is required to provide a work place that is, as far as practicable, free from hazards in accordance with Section 19 of the occupational Safety and Health Act 1984, These procedures set in place guidelines for management, employees of, and contractors to the company to identify, assess and control the hazards at the factory and on site.

Definitions

Hazard: A source of potential harm or a situation with a potential to cause loss. It can cause loss to:

- > People
- > Equipment- Damage
- > Property- Fire

Hierarchy of controls: The preferred list of controlled measures, in prioritised order, that can be used to eliminate or minimise risk.

Incident: Unplanned event that may result in an injury to a person or damage to property.

Risk: The likelihood of injury or illness being caused by a hazard. Risk is governed by:

- > Likelihood - Is the likelihood that an injury will result from the hazard occurring and affecting someone. Exposure is a component of likelihood and is a measure of the level of contact that people have with a hazard.
- > Consequence - Is the potential degree of the hazard.

Procedures

The following procedures are to be followed when identifying safety and health hazards, assessing their risk and implementing risk controls at Phoenix Projects. This procedure can be used to prevent hazards from occurring or recurring.

Steps:

1. Hazard identification
2. Risk assessment
3. Risk Control
4. Ongoing evaluation

Hazard Identification

Hazard identification is the process of identifying hazards in the workplace or for a work procedure. In order to understand what hazard identification involves, it is first necessary to understand the nature of hazards.

Workplace hazards can be divided into six groups:

- > Physical hazards such as noise, electricity, heat and cold.
- > Chemical hazards such as toxic gases, noxious fumes and corrosive liquids.
- > Ergonomic hazards such as height of workbench, the shape of a vehicle seat and the length of a controller lever.
- > Radiation hazards, for example from x-ray machines, high-powered lasers, radioactive materials.
- > Psychological hazards such as stress from using equipment without proper training or instructions, overwork, or being coerced into using faulty equipment which carries a risk of injury.
- > Biological hazards such as syringes containing potentially infected blood, specimen containers carrying potentially infected materials and Legionella bacteria and viruses from air conditioning systems.

Risk Assessment

Risk assessment is the process of assessing all of the risks associated with each of the hazards identified during the hazard identification process.

In assessing the risks, three essential steps are taken:

1. The probability or likelihood of an incident occurring is evaluated
2. The severity of the potential consequences is calculated or estimated
3. Based on these two factors, the risks are assigned priority for risk control through the use of a risk rating.

Risk assessment involves examining and evaluating the likelihood and severity (or consequence) of the potential outcomes in order to prioritise risks for control.

Step one - Likelihood

What might be the consequence of a hazardous event or situation?

DESCRIPTOR	DESCRIPTION
Fatality	Death
Major injury	Extensive injury, lost time injury (5 days) permanent disability (eg: broken bones, major strains)
Minor injuries	Medical treatment required, lost time injury from 1-5 days (eg: minor strains)
First aid	First aid treatment where medical treatment not required (eg: minor cuts and burns)
Negligible	Incident does not require medical treatment, property damage may have occurred

Step two - Consequence

How likely is it that a hazardous event or situation will occur?

DESCRIPTOR	DESCRIPTION
Very Likely	It is expected to occur at some time in the near future (daily)
Likely	Will probably occur in most circumstances (weekly)
Possible	Might occur at some time (monthly)
Unlikely	Could occur at some time (six months to a year)
Highly unlikely	May occur in exceptional circumstances (five years plus)

Step three - Risk Table

Calculate the degree of risk from the risk table.

LIKELIHOOD	CONSEQUENCES				
	Negligible Injury	First Aid Injury	Minor Injury	Major Injury	Fatality
Very Likely	H	H	E	E	E
Likely	M	H	H	E	E
Possible	L	M	H	E	E
Unlikely	L	L	M	H	E
Highly Likely	L	L	M	H	H

Step four - Risk Assessment Outcome

The result of the risk matrix is compared with the criteria defined below and the required control strategies are implemented as outlined in the risk control section below.

E: Extreme Risk: immediate action required, notify supervisor and company manager. If possible the activity should be ceased immediately.

H: High Risk: notify supervisor and company manager and implement immediate action to minimise injury.

M: Moderate Risk: implement immediate action to minimise injury eg: signs; supervisor remedial action required within 5 working days

L: Low Risk: remedial action within one month (if possible), supervisors attention required.

RISK CONTROL

Risk control provides a means by which risks can be systematically evaluated against a set of control options (the hierarchy of controls) to determine the most effective control method(s) for the risk(s) associated with each hazard. This process involves analysing the data collected during the hazard identification and risk assessment processes, and developing a strategic plan to control the risks identified.

The risk control process starts by considering the highest ranked risks, working down to the least significant. Each risk should be examined having regard to the 'hierarchy of controls'. This provides a method of systematically evaluating of each risk to determine, firstly, if the casual hazard can be eliminated, and otherwise, to find the most effective control method for each risk.

The 'hierarchy of controls' should be used at all times when implementing controls to eliminate the hazard or reduce the risk of a hazard causing loss at Phoenix Projects.

Hierarchy of controls

The hierarchy of controls is as follows:

1. Eliminate the hazard
2. Substitute with a lesser hazard
3. Use engineering controls to reduce hazard
4. Administrative controls such as workplace procedures
5. Personal protective equipment.

In many cases, it will be necessary to use more than one control method. Back-up controls (such as personal protective equipment and administrative controls) should only be used as a last resort or as a support to other control methods.

Ongoing Evaluation

Monitoring and review is the final stage in the process. It is a means by which risk management is kept current and effective, as new hazards and those overlooked in the original process are identified and controlled.

Monitoring and review involves:

- > The systematic re-implementation of the original OHS program steps of:
 - Hazard identification
 - Risk assessment
 - Risk control

This is to ensure that the process was undertaken properly and that, in hindsight, the conclusions were correct.

- > Ongoing monitoring of existing risk control measures to assess their effectiveness in light of changes and fluctuations in the workplace.
- > Collection of data on any new hazards which may have arisen and the formulation of new control measures.
- > Reviewing the risk management process to ensure that all new hazards identified are controlled.

PERSONAL PROTECTIVE EQUIPMENT GUIDELINES

Hazard Management: Physical

INTRODUCTION

Personal protective equipment (PPE) comprises a range of clothing and equipment which is worn by management, employees, contractors or visitors as appropriate to protect or shield their bodies from workplace hazards.

Section 19 of the Act states (in part):

An employer shall, so far as is practicable, provide and maintain a working environment in which his employees are not exposed to hazards and in particular, but without limiting the generality of the foregoing, an employer shall where it is not practicable to avoid the presence of hazards at the workplace, provide his employees with, or otherwise provide for his employees to have, such adequate personal protective clothing and equipment as is practicable to protect them against those hazards, without any cost to the employees.

The Code of Practice for First Aid, Workplace Amenities and PPE Part provides guidance on the selection, provision and use of PPE. In addition it provides PPE requirements for specific hazards. The Occupational Safety and Health Regulations 1996 should also be used to provide guidance on PPE requirements.

In the Hierarchy of Controls (Elimination, Substitution, Engineering, Administration and PPE), personal protective equipment is considered the least satisfactory method in the prevention of work-related injury or illness and is only to be used when other measures are not feasible or cannot be implemented immediately. PPE should also be used however, to supplement or augment other means of hazard control, to further minimise the risk of injury.

Issues affecting use of PPE include discomfort and inconvenience, and inappropriate or poorly maintained equipment. It is therefore vital that problems caused by inadequate selection, fit and maintenance do not determine the effectiveness of the PPE.

TYPES OF PPE

PPE can be considered in the following categories, based on the type of protection afforded by the equipment.

Respiratory Protection - eg: disposable, cartridge, air line, half or full face

Eye Protection - eg: spectacles/goggles, shields, visors

Hearing Protection - eg: ear muffs and plugs

Hand Protection - eg: gloves and barrier creams

Foot Protection - eg: shoes/boots

Head Protection - eg: helmets, caps, hood, hats

Protection from Falls - eg: harness and fall arrest devices

Skin Protection - eg: hat, sunburn cream, long sleeved clothes

Other personal protective equipment - eg: protective clothing for cryogenic work or environments with high temperatures.

RESPONSIBILITIES FOR PPE

Management must ensure that:

- > The needs for PPE are assessed by a person who is competent to judge whether other methods of risk control can offer better protection of safety and health than the provision of PPE.
- > Professional advice is obtained, where necessary to identify the most suitable types of PPE for the tasks to be carried out.
- > Training is provided to supervisors and employees to enable them to ensure the proper selection, for, use, cleaning and maintenance of the PPE.
- > Supervision and enforcement of the PPE policy is undertaken.
- > Evaluation of the effectiveness of the PPE program is carried out on a regular basis.
- > Suitable PPE is provided for visitors who may be exposed to hazards in the workplace. Equipment shall be properly cleaned before re-issue.
- > All equipment shall comply with current relevant Australian Standards and should be stamped or labelled with an AS compliance marking. Existing PPE shall be re-assessed regularly to ensure compliance.

According to Regulation 3.35, employees:

- > Must use the protective clothing or equipment in a manner in which he or she has been properly instructed to use it
- > Must not misuse or damage the clothing or equipment and
- > Must, as soon as practicable after becoming aware of any
 - Damage to
 - Malfunction of or
 - Need to clean or sterilise the clothing or equipment, notify the person providing the clothing or equipment of the damage malfunctions or need to clean or sterilise the clothing or equipment.

SOURCES OF MORE DETAILED INFORMATION

- > AS 1067.1 Sunglasses and fashion spectacles: Part 1- Safety Requirements
- > AS 1067.2 Sunglasses and fashion spectacles: Part 2- Performance Requirements
- > AS/NZS 1269:1998 Occupational Noise Management
- > AS/NZS 1270:1999 Acoustics - hearing protection
- > AS 1319: 1994 Safety signs for the occupational environment

- > AS/NZS 1336: 1997 Recommended practices for occupational eye protection
- > AS/NZS 1337: 1992 Eye protectors for industrial applications
- > AS/NZS 1338: 1992 Filters for eye protectors
- > AS/NZS 1338.1: 1992 Filters for protection against radiation generated in welding and allied operations
- > AS/NZS 1338.2: 1992 Filters for protection against ultraviolet radiation
- > AS/NZS 1338.3: 1992 Filters for protection against infra-red radiation
- > AS 1558 Protective clothing or welders (inc Amendment 1)
- > AS/NZS 1715: 1994 Selection, use and maintenance of respiratory protective devices
- > AS/NZS 1716: 1994 Respiratory protective devices
- > AS/NZS 1801: 1998 Occupational protective helmets (inc Amendment 1)
- > AS/NZS 1891.1: 1995 Industrial fall arrest systems and devices- Part 1 Safety belts and harnesses
- > AS/NZS 1891.3: 1997 Industrial fall arrest systems and devices- Part 3 Fall arrest devices
- > AS/NZS 1891.4: 2000 Industrial fall arrest systems and devices- Part 4 Selection, use and maintenance
- > AS/NZS 2161.1: 2000 Occupational protective gloves- Part 1 Selection, use and maintenance
- > AS/NZS 2161.2: 1998 Occupational protective gloves- Part 2 General requirements
- > AS/NZS 2161.3: 1998 Occupational protective gloves- Part 3 Protection against mechanical risks
- > AS/NZS 2161.4: 1999 Occupational protective gloves- Part 4 Protection against thermal risks (heat and fire)
- > AS/NZS 2161.5: 1998 Occupational protective gloves- Part 5 Protection against cold
- > AS/NZS 2161.7.1 1998 Occupational protective gloves- Part 7.1 Protection against cuts and stabs by hand knives
- > AS/NZS 2210.1: 1994 Occupational protective footwear- Part 1 Guide to selection, care and use
- > AS 2225 Insulating gloves for electrical use
- > AS 2375 Guide to the selection, care and use of clothing for protection against heat and fire
- > AS/NZS 2604: 1998 Sun-screen products- Evaluation and classification
- > AS 2865: 1995 Safe working in a confined space
- > AS/NZS 4399: 1996 Sun protective clothing- Evaluation and classification
- > AS/NZS 4602: 1999 Highly visible safety garments

APPENDIX 1- PPE DETAILS

Personal Protection Equipment and Clothing- The Selection and Use

1. Head Protection

Guidance is available in AS/NZS 1800: 1998 Occupational protective helmets- Selection, care and use and - AS/NZS 1801: 1997 Occupational protective helmets (incorporating Amendment 1)

Application

In general, a safety helmet must be worn where:

- > There is a possibility that a person may be struck on the head by a falling object
- > A person may strike his/her head against a fixed object
- > Inadvertent head contact may be made with electrical hazards.

It should be noted that 'bump caps', commonly worn to protect against minimum sideways impact, do not provide protection against any of the hazards mentioned above.

Accessories

A wide range of accessories can be fitted to helmets to make them more suitable for variable working condition. Examples are as follows.

- > A retaining strap worn either under the chin or at the nape of the neck
- > A bracket and cable clip for the attachment of a lamp
- > An eye shield, face shield or welding shield
- > A wide brim for additional shade in hot climates
- > Neck flaps for protection against weather, molten metal splash, hot substances etc.
- > A lining for cold conditions
- > Ear muffs

Care should be taken to ensure that accessories and their attachment systems do not reduce the safety characteristics of the helmet nor adversely affect the balance or comfort of the helmet. Particular care should be taken to the electrical resistance.

Selection

The following should be considered.

- > Nature and the location of the work
- > Extent of adjustments for comfort
- > Accessories must be compatible
- > Sweat bands
- > For general purpose use, selection of white helmets will provide better heat reflection and are easily seen in poor lighting conditions.

Unsafe Practices

The following practices are considered detrimental to the safe working life and performance of the helmet and shall be avoided.

- > Storage and placement of helmet near any window, particularly the rear window of motor vehicles, through which excessive heat can be generated.

Note: Helmets placed on rear window ledge of motor vehicles may also become dangerous missiles in the event of an accident or when sudden braking occurs.

- > Follow manufacturers cleaning instructions; the helmet may be damaged and rendered ineffective if petroleum and petroleum products, cleaning agents, paints, adhesives etc. without damage being visible to the user.
- > Alteration, distortion, or damage to the shell, eg: splits and cracks, or to the harness.
- > The use of safety helmets for any other purpose than that for which they are designed, eg: as seats, liquid receptacles, wheel chocks.

Cleaning

It is recommended that safety helmets be cleaned regularly. In general, normal washing methods using warm water and soap are adequate. The use of solvents, very hot water or harsh abrasives is not advisable.

Inspection and Maintenance

All safety helmet components and accessories should be visually inspected prior to use by the wearer, for signs of dents, cracks, penetration or other damage due to impact, rough treatment or unauthorised alterations which may reduce the degree of safety originally provided.

Helmets showing damage or deterioration to the shell should be immediately withdrawn from service and discarded (completely destroyed). Helmets with sound shells but damaged or defective harness components should be withdrawn from service and the complete harness and cradle replaced.

Reissue of Safety Helmets

No safety helmet should be reissued unless the helmet has been thoroughly cleaned and inspected. In general, when a helmet is being re-issued to a different person at least a new sweatband should be fitted.

Working Life

Excessive discolouration of the shell colour or weathering of the surface may indicate a loss of strength. Helmets which have been in service for longer than 3 years should be thoroughly inspected and replaced as necessary.

Plastic components of harnesses may deteriorate more rapidly under aggressive service conditions and in these cases harnesses should be replaced at intervals not longer than 2 years.

Sun Hats

People who are required to work outdoors shall be provided with a hat, which affords maximum protection from the sun. The hat chosen for this purpose will reflect the nature of the work, duration of exposure, and other PPE required

eg: goggles, earmuffs etc. Sun hats shall provide a suitable brim, peak or neck flap as appropriate.

Wet Weather Hats

People who are required to work outdoors in periods of rainfall, shall be provided with a water proof hat or hood which offers the maximum amount of protection practicable having regard to the nature of the work, duration of exposure and other PPE required eg: goggles, earmuffs etc.

2. Eye Protection

Guidance is available in:

- > AS/NZS 1336: 1997 Recommended practices for occupational eye protection
- > AS/NZS 2211.1: 1997 Laser Safety: Part 1 Equipment, classification, requirements and uses guides.
- > AS/NZS 4173: 1994 Guide for the safe use of lasers in health care
- > AS/NZS 1337 : 1992 Eye protectors for industrial applications
- > AS/NZS 1338: 1992 Filters for eye protectors
- > AS/NZS 1338.1: 1992 Filters for protection against radiation generated in welding and allied operations
- > AS/NZS 1338.2: 1992 Filters for protection against ultraviolet rays
- > AS/NZS 1338.3: 1993 Filters for protection against infra-red radiation
- > AS 1067.1 Sunglasses and fashion spectacles: Part 1- Safety requirements
- > AS 1067.2 Sunglasses and fashion spectacles: Part 2- performance requirements

Application

Appropriate hazards specific eye protection shall be provided for all people where all risk of eye injury exists. Typical hazards might include: Flying particles, dust, splashing substances, harmful gases, vapours, aerosols, and high intensity radiation from welding operations, laser, transilluminators and strong heat sources.

Consideration must be given to the need for protecting persons who are working nearby or passing close to hazardous areas. It is essential that the maximum degree of eye protection is provided. Tables 4.1 and 4.2 of AS/NZS 1336: 1997 provide guidance on selection of eye protection.

Selection

The following should be considered:

- > Nature of risk to the eyes eg: radiation, impact, dust/abrasive particles, liquid/chemical splash etc.
- > Conditions under which the person is working
- > Visual requirements for the task
- > Personal preference/comfort of wearer. This may include appearance, weight, ventilation and unrestricted vision

- > Condition of persons eye sight

The following general eye protectors are available.

- > Goggles- An eye protector fitting the contour of the face and held in position by an adjustable headband
- > Wide vision goggles- An eye protector in which the lens or lenses extend over the full width of the face affording a large field of vision
- > Welding helmet- A rigid eye protector that is worn by the operator to protect the eyes, face, forehead and front of the neck.
- > Welding handshield- A rigid eye protector which is held in the hand to shield the eyes, face, forehead and front of the neck.
- > Face shield- A device which includes a transparent visor, supported in front of the face to shield the eyes.
- > Safety spectacles- An eye protector with protective lenses mounted in spectacle type frames, or integrally moulded into the frames with or without side shields, and held in position with the side arms.
- > Tinted safety spectacles/goggles- These may be provided to employees who require eye protection and who are generally required to work outside.

Eye Protection Against Ultraviolet and Infrared Radiation

Processes requiring moderate reduction of visible radiation and protection from ultraviolet and infrared radiation:

- > For gas welding and cutting, and resistance welding to and brazing, suitable eye protection must be provided to guard against possible invisible radiation. Sufficient protection will usually be given by goggles fitted with filters of shades number 7 to 7 inclusive.
(See AS/NZS 1338.1: 1992)

Processes requiring considerable reduction of visible radiation and protection from ultraviolet and infrared radiation:

- > In processes producing ultraviolet light but where infrared radiation is not a hazard, eg: photographic reproduction work or use of transillumination, eye protectors with ultraviolet filters should be used in accordance with AS/NZS 1338.3: 1992 should be used.
- > For arc welding and cutting operations, protection must be provided against invisible radiation. Adequate face and eye protection in these cases can be obtained by the use of a helmet or hand shield fitted with filters having shade numbers 8 to 15 inclusive, as appropriate.

Eye Protection for Welders

Where a welder is likely to be exposed to stray radiation from similar nearby processes, it is essential that the person be protected while the helmet or handshield is not in use. This can be achieved by wearing either goggles or safety glasses assembled with glass or plastic lenses of appropriate thickness and incorporating opaque side shields. These eye protectors will also offer protection during the removal of slag after welding.

Any person who is required to remain in the vicinity of welding operations shall be protected against the possible harmful effects of ultraviolet and infrared radiation and, in addition, should be protected against excessive visible radiation. See AS/NZS 1338.1: 1992 Table A2.

Eye Protection for Persons Not Engaged in Welding Operations

Persons (other than welders and welders assistants) who's duties require them to remain in the vicinity of arc welding operations or to pass through areas in which such operations are carried out should be protected against the possible dangerous effect of erythematul ultraviolet radiation. (See AS/NZS 1338).

Eye Protection Against Stray Radiation

Arc welding and similar operations should be carried out in screened enclosures. Where this is not possible, the use of mobile screens is recommended to shield other persons from stray radiation.

Issue and Fitting of Eye Protection

Arrangements should be made for the issuing of personal eye protectors to ensure:

- > Use of correct type of eye protector and
- > That, wherever practicable, eye protectors are fitted to the wearer by a person who is competent to select the correct size and type.

Eye protectors may be issued in any of the following ways:

- > For exclusive use by one employee
- > For temporary use by an employee for a particular operation
- > For temporary use by a visitor.

The choice between issue for exclusive use by one employee and temporary issue to different employees will depend of the frequency and duration of exposure to hazards and the type of eye protector provided.

Fogging and Perspiration

When necessary, suitable anti-fogging compound should be made available for use with eye protectors. Sweatbands may be used for extreme conditions. Anti-fog type goggles are readily available.

Maintenance and Re-issue

Measures should be taken to ensure proper maintenance of eye protectors. These measures include the following:

- > The provision of proper facilities for storage, cleaning, servicing, and replacement of eye protectors and lenses.
- > A system to ensure that all personnel are familiar with the arrangements for cleaning, repairing and replacing damaged or faulty equipment, and for correcting or adjusting uncomfortable eye protectors.
- > Inspection and cleaning of all eye protectors at

regular intervals. The manufacturers instructions for the cleaning of eye protectors should be adhered to, and in the absence of such instructions the following affords guidance: eg: wash the eye protector thoroughly with non abrasive soap or detergent or warm water using a soft cloth, then rinse and dry. Avoid the use of any substances likely to scratch the surface of the lenses. Suitable tissues in wall mounted dispensers for the workstation should be available for lens cleaning.

- > It is the responsibility of the employee to maintain the issued eye wear in good condition. The company will re-issue eye wear where it is obvious that damage is caused through use rather than neglect. New eyewear will be re-issued on an annual basis or wherever use dictates.

Replacement

Eye protectors and lenses should be replaced when usage, accidental damage or age has resulted in deterioration of the properties of the eye protector to a stage where continued use could itself be hazardous, or where the eye protectors no longer comply with the relevant standard. In particular, lenses, which have been scratched, abraded, pitted or otherwise damaged, should be replaces because the protection afforded by them may be reduced and vision impaired.

3. Hearing Protection

Guidance is available in AS/NZS 1269: 1998 Occupational noise management and AS/NZS 1270: 1990 Acoustics-hearing protectors.

Application

It is a statutory obligation for an employer to provide personal hearing protection as necessary for any person working in or near a noisy environment. The need for hearing protection shall be assessed by implementing noise surveys in potential noise hazard areas.

Types of Hearing Protection

The following hearing protection devices are commonly available:

- > Disposable hearing protection devices- A hearing protection formed by packing a suitable material into or around the ear canal. Disposable hearing protection devices are discarded after a single use.
- > Earplug- A hearing protection device, other than disposable hearing protection devices, that is inserted into the ear canal.
- > Ear canal cap- A hearing protection device that covers the ear canal entrance and is held in place by a headband.
- > Earmuff- A hearing protection device that covers the entire ear and is held in place by a suspension system.
- > Helmet- A hearing protection device that covers the ears and an appreciable part of the head.

- > Suspension system- A device that holds the hearing protection device in proper position on the wearers head. A suspension system may be a headband, a neckband or a safety helmet.

Selection

The following factors must be considered:

- > The device must attenuate noise to a level not greater than 85 dB(A)
- > Weight
- > For ear muffs and ear canal caps, the clamping force
- > Suitability for use with other personal protection equipment such as helmets, goggles etc.
- > Acceptability to the wearer.

Marking

The following information shall be marked on every hearing protection device, except earplugs for which the information shall be on the storage container or on a nameplate securely attached thereto:

- > The name or registered trade name or mark of the manufacturer
- > Product identification or catalogue number
- > Direction to indicate how the hearing protection device is to be worn if it cannot be worn symmetrically, eg, 'top', 'front'

No hearing protection device shall be used unless it complies with the current relevant Australian standards and carries the AS compliance mark.

4. Respiratory Protection

Guidance is available in AS/NZS 1715: 1994 Selection, use and maintenance of respiratory protective devices and AS/NZS 1716: 1994 Respiratory protective devices.

Application

- > Phoenix Projects shall take all practicable measure to ensure that no employee is exposed to an atmosphere that is or may be injurious to health
- > Phoenix Projects shall also ensure that no person at the workplace is exposed to an atmospheric contaminant at concentrations in excess of exposure standards or an un-breathable atmosphere as outlined in Division 3 or the Occupation Safety and Health Regulations 1996.
- > In compliance with this requirement, Phoenix Projects shall, as far as practicable, avoid the presence of contaminant concerned or control the level or of the contaminant using:
 - A ventilation or exhaust system that effectively extracts the contaminant or, if practicable;
 - Other suitable means.

Where it is not possible to remove the contaminant Phoenix Projects shall provide suitable respiratory protective equipment in accordance with Section 6 of AS.NZS 1715: 1994.

Classification of Hazards

- > Deficiency of oxygen
- > Particulate contaminants
- > Gaseous or vapour contaminants

Types of Protective Devices

There are two main types:

- > Air purifying devices
- > Devices which supply air.

Air Purifying Devices

Note: These cannot be used in oxygen depleted atmospheres.

- > Dust masks- Used for protection against nuisance dust such as sawdust, chalk, plant related and sanding dust. These are generally not suitable for toxic substances.
- > Gas filters- Filters fitted into a half facemask or hood, suitable for removing low concentrates of certain gases and vapours. Filters have limited use and storage lives and are specific to certain gases and vapours. Filters are also mask specific (ie filters are matched to a particular make of mask)
- > Particulate filters- These are used to remove finely divided solid or liquid particles from the inhaled air. Particulate filters have a prefix 'P' and a number indicating a class corresponding to filtration efficiency against a laboratory challenge aerosol of sodium chloride. P1, P2 and P3 filters roughly correspond to the former L, M and H cartridges.

There are three types of particulate filters suitable for filtering finely divided solid or liquid particles, or both, from the inhaled air. These are classified, in accordance with tests in AS 1716: 1994, as follows:

- > CLASS (P1) Intended for the use against mechanically generated particles, (eg: silica, asbestos)
- > CLASS (P2) Intended for the use against both mechanically and thermally generated particulates, (eg: metal fumes)
- > CLASS (P3) Intended for use against all particulates including highly toxic materials, (eg: beryllium) Class 3 requires a full-face mask.

Note: Cotton fibre or plastic foam pads are not permitted

- > Combined gas and particulate filters- Filter combinations are used where both hazard types may exist.

Devices which Supply Air

These include airline respirators and self-contained breathing apparatus. Use of this equipment requires detailed training. Examples of use areas may be spray booths, sandblasting. It is not anticipated that the requirement for the use of these apparatus within Phoenix Projects.



5. Skin Protection

Employees who are required to work outdoors and are exposed to the sun's rays should:

- > Attempt not to schedule work in full sun, outside the hours of 10am - 3pm.
- > Use shade wherever possible.
- > Wear dark, loose and closely woven clothing (long sleeved, button up, collared shirt).
- > Wear a 10cm wide brimmed hat or a hat with a neck flap.
- > Wear gloves.
- > Put on broad-spectrum water-resistant SPF30+ sunscreen at least 10-15 minutes before going out in the sun.
- > Reapply every 2 hours while outdoors.
- > Drink plenty of water.
- > Wear close fitting EPF10 rated sunglasses that meet AS 1067 (1990).
- > Check your skin regularly for changes.

Guidance is available in:

- > Sunscreen- AS/NZS 26014 (1998) and AS 1067 (1990)
- > Clothing- AS/NZS 4399 (1996)
- > Eye Protection- AS/NZS 1337 and AS/NZS 1338
- > Guidance not for the protection of workers from UV radiation in sunlight (1991) WorkSafe Australia
- > Safety Essentials: Heat Stress. WorkSafe WA.

Insect Repellents

Employees who are required to work outdoors in areas where insect borne disease may be contracted (eg: Ross River Virus) shall be provided with an adequate supply of insect repellent. Selection of insect repellents must take account of:

- > Form of the product suitable for environmental conditions
- > User acceptance of product (odour, consistency, colour)
- > Existence of product literature on health effects (eg: allergic reactions, dermatitis, long term effects)
- > Suitability and durability of packaging
- > Adequacy and permanency of labelling.

For regions where Ross River Virus is present, the Environmental Health Service of the Health Department of WA recommends covering up with loose clothing (mosquitoes bite through tight clothes) and the use of repellents containing between 5-20% of N, N-diethyltoluamide (DEET).

6. Hand Protection

Guidance is available in:

- > AS/NZS 2161.1: 2000 Occupational protective gloves- Part 1 Selection, use and maintenance
- > AS/NZS 2161.2: 1998 Occupational protective gloves-

Part 2 General requirements

- > AS/NZS 2161.3: 1998 Occupational protective gloves- Part 3 Protection against mechanical risks
- > AS/NZS 2161.4: 1999 Occupational protective gloves- Part 4 Protection against thermal risks (heat and fire)
- > AS/NZS 2161.5: 1998 Occupational protective gloves- Part 5 Protection against cold
- > AS/NZS 2161.7.1 1998 Occupational protective gloves- Part 7.1 Protection against cuts and stabs by hand knives

Application

The number of applications for which hand protection must be provided is too extensive to list. In general, protection is to be provided wherever there is a hazard.

Selection

There is a vast range of hand protection. It is essential that the correct type is used for a specific task. Refer to the supplier's catalogue and if in doubt seek advice from manufacturer or supplier. Sufficient stocks should be held to ensure there is an adequate supply, particularly in the event that gloves become damaged. Consideration should be given to the need for a glove lining or an inner glove or moisturiser/barrier cream where prolonged use of waterproof gloves is envisaged. A range of sizes should be available to accommodate individual requirements. It is important to note that for protection from chemical hazards, a range of glove types may be required. One type of glove will not provide protection against all chemical hazards, and compatibility charts need to be referred to, when identifying suitable gloves for a particular application. Gloves should be checked routinely for leaks and rejected gloves destroyed immediately.

Note that some people may develop an allergic reaction to latex gloves. Recommendations to avoid reactions include: provision of reduced protein and powder free gloves, ensure good housekeeping to reduce latex build up and advise workers to wash hands thoroughly after removing latex gloves.

7. Foot Protection

Application

Safety footwear provision falls under the guidelines provided by the AS/NZ Standard 2210: 1994 Occupational protective footwear- Guide to selection, care and use.

Selection of Footwear

It is important that footwear provide adequate protection from injury and comfortable support for the feet.

Occupational protective footwear is classified into types depending on the type of duties performed. The parameters include: grade of protective toecap, thickness and type of upper materials, and thickness and type of sole. Special features such as chemical resistant sole,

penetration resistant mid soles and electrical conductive/antistatic properties are also available. All risks associated with the job should be assessed to determine the specific requirements of the footwear. Footwear types should be especially considered by the following people:

- > Factory and site orientated employees and contractors should wear suitable boots with steel caps.
- > People standing or walking for long periods should wear supportive enclosed footwear.

Fitting and Care of Footwear

When purchasing new footwear ensure the following:

- > Feet are measured for the correct size.
- > Properly fitted footwear shouldn't need to be 'broken in'

Shoes should have:

- > A firm heel counter and deep heel seat that holds the heel well and doesn't slip when walking
- > Sufficient depth and width at the toes to prevent pressure on toes and nails
- > The sole should only bend at the ball of the foot. The shoe should not bend in the middle of the shoe under the arch.
- > Firm, well-padded synthetic or rubber sole with non-slip tread
- > Soft upper with minimal stitching
- > Should be secure with laces
- > Heel of shoe should be less than 2.5 cm
- > There should be little distortion of attempting to twist the shoe
- > The shape of the shoe should match your feet
- > Socks manufactured from natural fibres, preferably free of seams, should be worn with footwear at all times.

Footwear should be kept clean and stored in a cool, dry place away from sunlight. No unauthorised alterations should be made to the footwear.

Safety in Workshops

Introduction

In general, personnel employed in the company workshop know by long training how to use workshop tools, machine tools and equipment. Only trained and competent persons should be admitted to the workshop and permitted to operate equipment. Untrained personnel are discouraged from using the workshop unless they have acquired some degree of proficiency as determined by the workshop supervisor.

This policy has been written, not only to provide novices with appropriate safety procedures, but also to assist trained workshop personnel with the provision of a reference document outlining the general principles of safe working practices relevant to the workshop environment. It relates to

specific areas where definite safety measures are required for workshop operations. This policy is written as an addition to, and not as a substitute for, general safety principles applicable to all types of workplace via: fire precautions, correct use of personal protective equipment, hygiene standards, toxic processes, workplace noise and correct manual handling techniques. Information on these areas of safety is given in other appropriate sections of the policy.

General Requirements of Safety in Workshops Policy.

The following rules apply to all workshop personnel, whether they are permanently employed in the workshop or just occasional users:

- > Keep the workshop clean and tidy at all times
- > Always seek instruction before using an unfamiliar piece of equipment
- > Only use tools and machines for their intended purpose
- > Report all damaged equipment and do not use it until it has been repaired by a qualified person
- > Where machine guards are provided they must be kept in place
- > Never distract the attention of another staff member when that person is operating equipment and never indulge in horseplay
- > Always use the appropriate personal protective devices and check that they are clean and in good repair before use and after
- > Long hair needs to be restrained by either a tie or hat
- > Never used compressed air for cleaning clothing
- > Report all hazards and unsafe conditions and work practises.

It is the responsibility of all personnel in the workshop to ensure that staff who use the workshop only occasionally adopt the same safety precautions and procedures as full-time workshop personnel.

Equipment and Services

Machinery Installation

Manufacturers of machine tools incorporate various safety features, many of which concern the safety of the machine itself. Machinery, plant and equipment should be inspected on delivery to ensure its safety features comply with the requirements of the Department of Occupational Health Safety and Welfare and that any other safety features requested on purchase are correctly fitted. Section 23 of the Occupational Health Safety and Welfare Act indicates the statutory duties of designers, manufacturers and suppliers of machinery in respect of its safe installation and use at the workplace.

Each machine should be inspected prior to commencement of work to ensure that all guards are correctly fitted.

Machinery, plant and equipment should be installed so as to ensure that sufficient space and safe footholds are provided around an individual machine to allow for normal operation, group instruction, adjustment and ordinary repairs.

Machine Controls

Machine controls should be in accordance with the following requirements:

- > Start-stop controls of the push button type easily visible, readily accessible and incorporating both no-volt and overload release
- > Start buttons should be shrouded or recessed, coloured green and the word START shall be on or near the button. Starting levers and handles should have a provision for automatic retention in the 'off' position
- > Stop buttons shall be long, easy to locate, coloured red and clearly marked with an identifying symbol or the word STOP. Each machine shall have a stop control for disconnecting power and the control should be readily and safely accessible to the normal operating position
- > Emergency stop buttons of the mushroom head type, prominently and suitably labelled, should be installed on machines at selected positions so that pressing the button will immediately operate the circuit breaker and disconnect the supply from the machine.

Machine Guards

Use of any power machinery introduces the danger of personal injury due to pinching, cutting, tearing or crushing. This danger can be minimised by the wearing of suitable clothing and fitting suitable guards to protect both operator and passing traffic.

Guards should be made of unperforated material but designed so as to allow access for inspection and maintenance and should not make the operation of the machine more difficult.

An obvious function of machine guards is to keep the operators body, fingers, clothing and arms away from the danger point without impeding the operation or obstructing vision.

Another function, which is less obvious, is to prevent a hazardous piece of material from striking the operator eg: a grinding wheel guard. A suitable guard should not only be shaped to contain the hazard but must also be of sufficient strength to prevent the hazard from being flung out at the operator.

A guard may serve a further function in preventing the fitting of unsafe attachments eg: an oversized wheel to a grinder. This aspect of the guard function also applies to interlocks where the machine cannot be started unless the guard is in position.

Service Installations

Electrical equipment and apparatus should be designed

and constructed so as to prevent danger from shock and fire and should always be maintained in a safe and good condition. The equipment must comply with the relevant requirements of Australian Standard AS3000 and requirements of the State Energy Commission.

Any electrical equipment should be regularly checked by a qualified electrician and a log kept recording the inspection date and comments as regarding the equipment. Unqualified persons must not interfere with or alter any electrical installation. All electrical power distribution circuitry should be protected by core-balance earth-leakage protection of 30mA sensitivity.

Maintenance

A program of regular inspection and maintenance should be in place and carried out on all machines in addition to routine daily surveillance. Cleaning of machines must not be carried out while they are in motion. Lubrication and adjustment must be carried out only by the person authorised to do the work.

Equipment in General Use

The following sections provide general information on the various classes of workshop equipment in general use. Detailed information on individual types of tools and machines in each class can be found in Australian Standard AS 1485-1983.

Hand Tools

Workshops contain an assortment of hand tools and it is essential that only the correct tools be used for a particular job. Improvisation is not allowed if the correct tool is not immediately available. Defective tools must not be used.

A hand tool should be fitted with a securely fixed handle designed to suit the tool to which it is fitted and the purpose for which the tool is to be used. A place should be provided for each tool eg: toolbox, rack or shadow board, and the tool should be returned to such a place when not in use.

An edged tool should be kept sharp and ground to the correct cutting angle. Any such tool such as a knife or chisel should not be carried in the pocket but should be placed in a scabbard and carried in a toolbox.

Portable Power Tools

A powered hand tool should be of the single purpose type, of robust construction and used only for the purpose for which it was designed. Portable electric power tools should be provided with a nondetachable flexible cable or flexible cord which should be kept as short as practicable to avoid a possible trip hazard and to obviate damage to the cable or cord caused by objects being dropped on it. A suitable plug, preferably an unbreakable type, should be connected to the cable. In addition, portable electric power tools and extension leads should be checked periodically by a qualified electrician and the check should include an earth continuity test by a high current testing device.

Where possible, the cable or cord should be run at a high level, dropping down at the working position and not run across the floor. It is recommended that where a 240V portable tool is to be used on a supply system not protected by a core-balanced earth-leakage protection device, each tool should be so protected or double-insulated.

Portable hand held electrical power tools must have Residual Current Devices (RCD) located in the power supply either at the wall socket or in the buildings fuses. OS&H Regulations (1996) section 3.60.

Drilling Machines

A properly designed drift should be used to remove tapered drills or chucks from the spindle. Fixtures, machine vices or work pieces should be clamped to the table or set against stop bars. Strip material or nonferrous material should not be drilled unless it is securely clamped or held against a stop.

When the flutes of a drill become choked with swarf, the machine must be stopped before the swarf is removed. Hinged guards should be provided to completely enclose the upper part of the drill spindle, pulleys and belt drives.

Operators need to be aware of the danger of leaving chuck keys in the chuck after removing or replacing a drill.

Grinding and Polishing Machines

A grinding or polishing machine is any power driven machine used for grinding, polishing and buffing of metals by means of an abrasive wheel, scratch brush wheel or grinding and finishing belt or other similar equipment.

All personnel engaged in grinding or polishing operations must wear suitable eye protection.

Grinding wheels should be properly mounted and, where necessary, fitted with a bush of suitable material between the wheel and the spindle. So far as practicable and consistent with the nature of the work, a guard of sufficient mechanical strength should enclose the grinding wheel.

It is necessary to prevent vibration, which may be dangerous, can cause uneven wear and mark the work piece. Vibration can be caused by incorrect wheel balance, lack of rigidity in the machine, loose bearings or incorrect use of the work rest. Where the wheel is belt driven, incorrect fitting of the belt fasteners may be a cause of vibration.

In pedestal or bench-type grinding machines, an eye shield should be provided for hand-held work and the area of the screen should be large enough to discourage the operator from looking around it. The screen should always be in place and maintained at an adequate transparency.

Every grinding wheel should be positioned so that when in use the plane of rotation is not in line with any door, passageway, entrance or a place where a person regularly works.

Finishing machines should be guarded with only the working face of the belt exposed and the belt should be mounted such that it rotates away from the operator

wherever practicable. Before use, the condition of the abrasive belt should be examined and replaced if worn and the correctness of tracking of the belt should be checked by rotating the belt by hand. If necessary, the belt should be adjusted and finally checked with a trial run. Where possible, suitable jigs or fixtures should be used to hold or locate the work piece; the work piece should never be held in a cloth or any form of pliers and gloves must not be worn when using a finishing machine.

Woodworking Machinery

Woodworking machinery includes circular bench saws, band saws, thicknessers, spindle moulders and planing machines.

The requirements for woodworking machinery are extensive and are given in Section 9 of Australian Standards AS 1485-1983 and Australian Standard AS 1473- Code of Practice for the Guarding and Safe Use of Woodworking Machinery.

Harmful Substances and Processes

General Considerations

There are several points in relation to chemical safety, which are particularly relevant to workshop. These include:

- > Harmful, or potentially harmful processes should be carried out using properly designed and well maintained equipment and, where practicable, in separate areas restricted to a minimum amount of persons
- > If harmful concentrations of fumes or gases develop in certain processes, specific provision should be made for their extraction using local exhaust ventilation in addition to the general ventilation of the workshop
- > Provision should be made to afford protection against chemical agencies such as harmful dusts, mists and vapours
- > Chemical bearing trade names should not be used unless the supplier or manufacturer provides the material safety data sheet giving full information on the precautions which need to be taken when handling the chemical
- > The possibility of toxic or flammable gases existing or being generated should be indicated by prominently displayed notices.

Requirements and precautions to be followed for specific workshop processes are detailed in Australian Standard 1485-1983. Regulations 735 to 755 of the Occupation Health Safety and Welfare Regulations apply to welding and cutting processes and spray painting operations.

Spray Painting and Coating

All spray painting should be done in a properly constructed and mechanically ventilated booth or in the open air with a 5-metre isolation radius.

Anyone engaged in or exposed to spray painting of lead paint, silica paint and epoxy resin must wear suitable clothing and head covering.

The following substances are prohibited for use in spray painting operations:

- > Carbon bisulphide and tetrachloride
- > Tetrachloroethane
- > Arsenic or any of its compounds

The following substances may be used:

- > Amyl, methyl amyl and n-butyl acetates

For further information please refer to Regulations 745 to 755 of the OS&H Regulations (1996) section 3.99 to 3.101.

Welding and Cutting

Many materials and coating give off toxic fumes during welding. These include galvanised iron and compounds of cadmium, lead, zinc and many similar metals.

Inhalation of fumes can be avoided if the following precautions are observed:

- > Use the least toxic material or process practicable
- > Ensure there is adequate ventilation in the form of a moveable exhaust hood or if not available then an appropriate respiratory protective device should be used.

Smoking Policy

Management

The company supports the provision of a smoke free environment.

All employees and visitors to the company are required to comply with Regulation 3.44 of the Occupational Safety and Health Act 1996 and the Health (Smoking in Enclosed Public Places) Regulations 1999.

All workplaces are nonsmoking areas, including:

- > All enclosed areas in general use by any number of people
- > Offices and workshops
- > Common areas of sites
- > All company owned vehicles.

In addition, smoking is banned within the company car park. Smoking is only allowed outside of any premises where any employees of Phoenix Commercial Projects are working. This policy is applicable regardless of any policy that may be implemented by Head Contractor or Principle, unless their policy bans smoking completely.

Smokers will ensure that their butts are completely extinguished before disposal in an appropriate manner.

Disposal in the company bin, which may contain flammable items, such as sawdust or rags, is not acceptable.

It is responsibility of any employee who does smoke to dispose of their cigarette butts appropriately.

Working in Isolation

Management

16. Policy Statement

The company is committed to ensuring the safety, health and security of staff, contractors and others who are on company premises or work sites and are isolated from other persons because of time, location or nature of their work. Under these circumstances there are special risks due to the lack of immediate assistance in the event of an accident or sudden illness.

This policy particularly applies to employees whilst performing after hours work (between 6pm and 8am on weekdays, all weekends and public holidays) on Phoenix Projects premises.

17. Legislation

Regulation 3.3 of the Occupational Safety and Health Regulations 1996 requires that if an employee is isolated from other persons because of time, location or nature of the nature of the work then the employer must ensure that there is:

- a) A means of communication available which will enable the employee to call for help in the event of an emergency, and
- b) A procedure for regular contact with the employee and the employee is trained in the procedure.

The maximum penalty for breaching regulations is \$25,000.00.

18. Responsibilities

The responsibility for implementation of the following general procedures rests with the relevant Managers and Supervisors. Staff and contractors are required to comply with the workplace procedures and to report any accidents or incidents and also any safety, health or security concerns. Each individual is responsible for taking reasonably practicable steps to ensure their own safety and personal security when working in isolation.

19. Procedures

4.1 Means of Communication in the case of an emergency.

In the case of an emergency the normal emergency response procedures should be understood carried out. The emergency number is 0419 944 993 or 0417 400 083. If a phone is not readily accessible, employees and contractors are not permitted to work alone.

4.2 Risk assessment of amount of contact required during after hour's work.

The amount of contact required whilst working alone depends on the hazard potential of the work and the experience of the individual undertaking the work. A risk assessment should be carried out on the work involved, to



determine the appropriate course of action. It may be seen that some staff may be excluded from certain types of work after hours due to the hazardous nature of the work. Some guidelines for the risk assessment for working in isolation is as follows:

4.3.1 Working alone

Where employees are undertaking office/computer type work, the following must be undertaken:

- > Notifying someone of expected work commencement and completion.
- > Undertake all personal security measures eg: lock doors, walk in well lit areas.

4.3.2 Where presence of other is recommended.

Some work may require another person to be present in the building. Examples of such activities in this category may include use of:

- > Fixed machines such as saws, thicknessers, presses or gluing machines
- > Hand tools such as electrical saws.

4.3.3 Work too hazardous to be undertaken after hours.

Some work is required to be undertaken during normal working hours when qualified assistance and supervision is available. Examples of work in this category may include use of:

- > Disposal of hazardous substances
- > Naked flames associated with flammable solvents
- > High powered, fast moving machinery or equipment
- > Heights or confined spaces.

Safety and Health Representatives and Committees

Management

It is a requirement of legislation and good management practice that members are fully consulted about health and safety issues. This section is not intended as a substitute for the Act and Regulations, but provides a brief guide to the major statutory requirements.

Appointment of Safety and Health Representatives

Statutory Requirement

“An employee who works at a workplace may give notice to the employer requiring the election of a health and safety representative for that workplace”- S29 OHSW Act 1984.

Obligation Towards Safety and Health Representatives.

Policy

In addition to obligations to all staff members, the company shall carry out the following for all safety and health representatives:

1. Ensure that all safety and health representatives are enrolled on the earliest available training course after appointment
2. Permit safety and health representatives to take appropriate time off with pay to carry out their functions in accordance with the act.
3. Provide facilities and assistance necessary to enable them to carry out their functions in accordance with the act.
4. Provide (subject to restrictions on personal medical information) information which is or should reasonably be available concerning hazards that arise or may arise at the workplace including matters relating to plant, substances and systems of work
5. Hazards that arise or may arise at the workplace including matters relating to plant, substances and systems of work. Allow presence at any interview concerning health, safety or welfare between the employer and any staff member at the request of the staff member.
6. Consult on matters concerning changes to the workplace, plant, substances used or any other associated matter which might affect the health, safety or welfare of staff members.
7. Notify the representative of any accident or dangerous occurrence and permit investigation of such events.
8. Allow for a routine formal inspection of the workplace (or relevant part) at agreed intervals but generally at no greater frequency than once per month.

Obligations of Occupational Health and Safety Representatives

Safety and Health representatives shall be required to carry out their duties fully in accordance with current legislation.

Inspecting the Workplace

Management

9. Statutory Requirements

Legislation requires that such inspections are carried out, Section 19 (1) of the Occupational Safety and Health Act (1986) places a general duty of care on the employer which necessitates hazard inspections or ‘Audits’ and section 33 (1) (a) specifically authorises Safety and Health Representatives to inspect the workplace.

10. Policy

The manager shall ensure that every workplace is regularly inspected by supervisors or the Safety Officer.

11. Procedure

The aim of inspection is to identify hazards and implement measures to eradicate problems or protect staff members where eradication is not possible. Accordingly, the company has included hazard inspections as part of the regular maintenance of workplace standards.

General Guidance about Hazard Inspections

Hazards

A hazard is anything, which might cause personal harm or injury, or damage to plant or equipment.

Risk is related to the extent of exposure to a hazard. Therefore an unguarded machine presents a greater risk than one which is guarded.

Employees are required to take all practicable measures to prevent staff members and visitors being exposed to hazards at the workplace.

Risks

The concept of hazard and risk must be considered together. In general, low risks are often over estimated and high risks are under-estimated. Where a person conducts a process (eg: operating a machine, lifting a load) they often believe they have more control over the process than is actually the case and therefore do not regard the risk of injury as being high.

System Safety

Identifying physical hazards alone is only part of the inspection process. Inspections should identify the way in which a job is done so that the interaction between environment, equipment, materials, process and operator can clearly be established.

This process is generally known as job safety analysis and involves identification of the hazards and precautions necessary to perform a job or task without loss or injury.

It is important that this process is implemented sensitively in consultation with staff. There is no intention to excessively regulate the work process, merely a desire to ensure that the job is safely completed.

The following may be considered when deciding whether job safety analysis is appropriate for a task:

1. Observe the job and determine the potential for injury or loss
2. Determine the number of accidents or near misses which have occurred with this or similar tasks

3. Establish how much is known about the task and whether staff are experienced in this work
4. Consult with those involved in these tasks and pay particular attention to any hazard reports received.

Where a process is selected for a job safety analysis, the following is appropriate:

5. Break the task into individually identifiable components. This is best done by observing the task being carried out by the staff member concerned. New tasks should be carefully planned in preparation for the exercise.
6. List the hazards associated with each step of the task and develop a series of precautions to deal with these hazards. Such precautions may include special warnings, personal protective equipment, specialised equipment or procedures necessary to prevent injury.
7. The list of hazards and precautions can then be used to develop a safe working procedure. This process must always incorporate consultation with staff carrying out the task.
8. When completed, the safe working procedure must be incorporated into an effective training program and properly communicated to the staff members.
9. Job safety analysis must be reviewed annually and whenever there is a change to the process or method which might alter the hazards associated with the task.

Systems safety recognises that an accident can occur to human error, failure of equipment, dangerous equipment, harmful materials, inadequate procedures or adverse environmental conditions.

Best results are achieved where hazards are 'engineered' or 'designed' out of a work process rather than placing responsibility on the operator to manage the hazard (eg: through training or use of personal protective equipment).

The company requires the removal of hazards wherever possible.

Conducting Hazard Inspections

Obtaining relevant information about the workplace, materials used processes carried out and potential hazards. This information is available from a checklist designed by the relevant staff in that area. Checklists should be used as it is memory aid whilst carrying out inspection and ensure that all relevant details are recorded. For example:

- > The workplace
- > Those conducting the inspection
- > Those who were interviewed or observed
- > Processes checklist
- > Hazards identified

Ensure that the inspection is methodical and involves discussions with staff concerning their work.

Those conducting inspections may find the following approach of assistance when assessing a hazard and determining a suitable remedy:

1. Can the hazard be eliminated or reduced?
eg: change the machine, substance or process for a less hazardous type, reduce noise or dust emission, reduce the size and weight of containers.
2. Can the hazard be isolated?
eg: can a guard be fitted, safety interlocks applied, lockout devices installed, suitable safety containers used.
3. Can the staff member be protected?
eg: insulated booths, personal protective equipment and clothing
4. What training is appropriate?
eg: hazard awareness, safety precautions, skills, systems of work, use of safety equipment.
5. What treatment or action is available is the hazard results in an accident?
eg: fire fighting, first aid, provision of vaccines.

Inspection reports should be submitted to management. All matters must be followed up, action recorded and feedback provided to staff at the workplace.

Staff members must be comprehensively involved in decisions relating to improving safety and changes should be agreed before implementation.

Incident/Injury (Accident) and Hazard Notification and Investigation Procedures

Incidents and Emergencies

The company requires that all injuries; incidents and hazards are properly reported, investigated and recorded in accordance with the procedures detailed below.

Incident, Injury and Hazard Investigation

The main aim of investigating incidents is to:

- > Prevent similar incidents recurring in the future
- > Identify any new hazards
- > Identify and choose suitable controls.

We want to reduce the cost in pain, suffering and loss of earnings to injured workers. We also wish to reduce productivity losses. Therefore, we need to investigate the circumstances and causes of any incident which results in injury or has the potential to do so.

It is important that any investigation occurs as soon as possible. The less time between an accident and the

investigation, the more accurate the information obtained. While concern for an injured worker should take precedence over anything else, when accidents involving injury or illness occur, early investigation is essential.

Information required when investigating an incident, injury or hazard include:

- > WHAT happened?
- > HOW it happened?
- > WHY it happened?

Investigations of incidents, injuries or hazards are not to be used as vehicles to allocate BLAME.

Successful incident investigation requires everyone's cooperation to prevent possible recurrence in the future. Any suggestion that blame allocation or 'scapegoating' is intended would jeopardise the investigators credibility and reduce the quality and accuracy of information supplied.

Injury Reporting

In the event of an injury the person involved should:

- > Seek first aid or medical attention as required
- > Inform your supervisor as soon as possible
- > Complete the Confidential Incident/Injury Report Form
- > Assist your supervisor in the investigation and reporting on the incident or accident

The supervisor of the person(s) involved in the incident is required to:

- > Ensure that any injury is promptly attended to
- > Conduct an initial investigation into the cause of the event
- > Complete the reverse side of the Confidential Incident/Injury Report Form. A list of serious injuries as defined by WorkSafe WA is at the end of these procedures.

A Confidential Incident/Injury Report Form should be completed for every accident.

Hazard Reporting

On identifying a hazard, staff must act as quickly as possible to eliminate it. This may mean a simple alteration, substitution or removal of the hazard or even talking to the people involved to enlighten them of their hazardous practices.

If staff are unable to make a hazardous situation safe they are required to notify the manager or the safety/first aid officer.

Statutory Requirement

If at a workplace, an employee incurs an injury, or is affected by a disease, that-

- a) Results in death of the employee or
- b) Is of a kind of prescribed in the regulations for the purpose of this subsection,

The employer of that employee shall forthwith notify the

commissioner in the prescribed form giving such particulars as may be prescribed.

Notification and Reporting of Serious Injury

It is a requirement of WorkSafe WA that all serious injuries are reported to their department as soon as possible. Serious injuries include the following:

1. Death
2. Fracture of the skull, spine or pelvis
3. Fracture of a bone in:
 - a) The arm (other than in the wrist or hand)
 - b) The leg: (other than a bone in the ankle or foot)
4. Amputation of an arm, hand, finger, finger joint, leg, foot, toe or toe joint
5. Loss of sight of an eye
6. Any other injury that results in, or on the basis of medical advice, appears likely to result in the staff member being unable to work for 10 or more days from the day of the injury.

Definitions

An **ACCIDENT** is commonly used to describe an incident which has resulted in an injury

An **INCIDENT** is any unplanned event resulting in or having the potential for injury, ill health, damage or loss.

A **HAZARD** is a source or a situation with the potential for harm in terms of human injury or ill health.

Emergency - Fire & Evacuation Incidents and Emergencies

AIM To ensure, as far as practicable, that no person suffers injury or illness as a result of fire within the factory environment or on a site where employees or contractors or Phoenix Projects may be employed.

Emergency Evacuation Priorities

- a) **First Priority- Protection of life**
The first priority is to ensure that all people who may be in danger are warned, and that action is taken to guarantee their safety, before any steps are taken to prevent the spread of the hazard, to secure assets, or to eliminate the hazard.
- b) **Second Priority- Prevent Spread of hazard**
The second priority aims at controlling the extent of the hazard within the building and minimising its release into the environment.
- c) **Third Priority- Save assets in the affected area**
The third priority is to prevent personal and company assets from being damaged in the event of a fire
- d) **Fourth Priority- Eliminate the hazard**
The final priority is to eliminate the fire by extinguishment

Emergency Evacuation Procedures in the case of Fire

You discover a fire:

- > Help people in immediate danger
- > Warn others by shouting "fire, fire, fire", raise the alarm
- > Decide if you can put the fire out. If you are not sure, do not attempt to.
- > Don't attempt to use a fire extinguisher if you have never been instructed on how to use one
- > If you can put out the fire then do so, if not, proceed to evacuate the building

You notice someone on the verge of panic:

- > Give them a task or responsibility
- > The person will still require constant monitoring
- > Do not hit them
- > Take hold of one of their hands and guide them out of the building
- > If they do not cooperate or start to grab hold of things, leave them where they are
- > Evacuate yourself and inform a supervisor, management or the police or Fire and Rescue services immediately.

Do not procrastinate:

REMEMBER:

- > Fire spreads rapidly
- > Fire produces thick black smoke that is difficult to see through
- > The freshest air will always be near the door
- > Move quickly, do not run
- > Be decisive
- > Think for 10 - 30 seconds
- > Make a decision and follow that decision.

First Aid Policy

Incidents and Emergencies

Policy Statement

Phoenix Commercial Projects acknowledges its responsibilities and is committed to providing first aid facilities and services for staff, contractors and visitors as required by Regulation 3.12 of the Occupational Safety and Health Regulations 1996.

Management and the First Aid/Safety Officer are responsible for ensuring that the worksite is provided with sufficient first aid facilities.

First Aid Officer Duties

Duties of elected/nominated First Aid Officers include:

- > The performance of first aid when a situation arises when first aid is necessary



- > Ensuring that the work place has been provided with adequate first aid resources and to ensure that first aid can be provided for the hazards that are apparent within the workplace and
- > Maintaining first aid equipment in a satisfactory and usable condition.

First Aid Procedure

The first aid procedure is as follows:

- > Ensure your own safety in the situation.
- > Tend to the injured person(s) as required by the first aid procedure
- > If required contact the emergency services on 000
- > Assist the injured person(s) to a medical centre/ hospital for treatment by a doctor
- > Contact management
- > Remain with the injured person(s) until medical aid arrives or you have reached a medical centre/hospital.

Training

A Senior First Aid Certificate is the minimum level of training required by a person to become a nominated first aid officer. St John's Ambulance and the Red Cross provide suitable courses in Senior First Aid.

First Aid Box Requirements

The following is a list to assist in determining the requirements and quantities for a basic first aid box as specified by WorkSafe WA. Individual items and quantities may vary according to identified hazards. Further information and types of first aid kits for different locations can be obtained from St John's Ambulance and Red Cross.

It is company policy not to provide analgesics (eg: paracetamol, aspirin) in First Aid Kits. Should work areas choose to keep these substances then the following conditions must be observed:

- > First aid officers are not trained to diagnose and administer these
- > They may only be supplied on a specific request for such
- > Persons requesting these are advised to read the label
- > They must only be provided within the recommended dosage limit
- > Supplies must not be used beyond their expiry date
- > If symptoms persist then medical attention must be obtained

Housekeeping and Workplace Behaviour

Housekeeping

Good housekeeping is essential for a safe working place and this is only achieved by a continuous effort.

A large number of accidents/incidents and fires in the Cabinet Making industry have been known to result from

bad housekeeping. The guidelines listed below should be followed.

Storing and stacking of materials must conform with recognised safe practices. All items stored or stacked must be neat, orderly and maintained in that manner for easy access.

All work areas, platforms and access ways must be kept tidy and clear. IF IT CANNOT BE MADE SAFE, GUARD OR BARRICADE THE AREA.

Tools and other equipment shall not be left in a position where they may fall to a lower surface or cause obstruction to other persons.

Workplace Behaviour

Behaviour which may be accepted outside the workplace can be extremely dangerous and unacceptable in work areas (eg: on concrete floors, near sharp edges and around moving machinery). Therefore:

- > Do not trip or wrestle another person
- > Walk, do not run along walk ways and staircases
- > Do not play with fire, electricity, compressed air or water hoses
- > Never throw any item around the work area
- > Do not distract any person who is concentrating on their job
- > Do not indulge in horseplay, skylarking or practical jokes. This behaviour cannot be allowed and could lead to dismissal.