



## Company Health and Safety Procedures

Your safety is of paramount importance to ELM management and as such there are a number of responsibilities that apply whilst employed with the organisation.

The ELM (WA) Pty Ltd Safety, Policy and Procedures Manual details the complete requirements and should be used in conjunction with this induction booklet; however an abridged version is listed below.

### Duty of Care

#### **(a) Aims of Safety Legislation:**

- promote and secure workers' safety and health;
- protect workers from hazards;
- ensure safe hygienic working conditions;
- reduce, eliminate and control hazards;
- encourage cooperation and consultation between employers and employees; and
- promote education and awareness of occupational safety and health.

#### **(b) Employers must:**

- Provide and maintain workplaces, plant and systems of work that do not expose employees to hazards. (This refers to the whole working environment including methods of work.);
- provide information, instruction, training and supervision so employees can perform their duties safely;
- consult and cooperate with safety and health representatives; and
- provide adequate protective clothing and equipment where hazards cannot be avoided.

#### **(c) Employees must**

- take reasonable care to protect their own safety and the safety and health of others;
- cooperate with their employer to ensure the workplace is safe and healthy;
- report to their employer anything in the workplace they think could be hazardous, if they cannot fix it themselves; and
- follow instruction and training provided by their employer, use personal protective equipment provided and not interfere with anything set up to ensure safety and health.

### Unacceptable Behaviour

ELM has a zero tolerance approach in relation to harassment, unacceptable behavior and offensive or abusive language in or about its working areas.

Corrective action will be initiated if these issues arise.

### Hazard Identification and Reporting

Hazards, hazardous incidents or other health and safety issues identified by the workers in their work for ELM must be reported immediately to your team leader or supervisor.

If the hazard is not fixed, the safety representative and the operation's coordinator can be notified.

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A **Hazard Report** form may be completed to provide documentation and should identify suggested control measures - these forms are available from your supervisor and/or Safety and Health Representative.

If not addressed at this level, the Safety Coordinator and the service area manager can be consulted.

## **Communications**

### **Accident, Incidents and Emergencies:**

All accidents and injuries must be reported and an **Injury Report** form should be completed.

The **Worksite Emergency Information** form should be used to provide details of your work contract and work location as well as emergency services, contract and utility company contact information necessary in the event of an accident or emergency.

ELM workers should follow the direction of emergency service personnel (and contracting company directions) during an emergency situation including providing assistance to emergency services.

ELM management should be notified as soon as possible in the event of any emergency or incident.

ELM management may secure the location of the incident if appropriate.

### **Procedure for Resolution of Safety Issues:**

There are charts displayed at the office indicating the procedure to be followed for resolution of safety issues. Please familiarize yourself with these charts and their location.

Any safety issues should be resolved with your supervisor wherever possible. You may also contact your Safety and Health Representative.

## **Housekeeping**

It is important to keep work areas clean and tidy as it is an integral component of good work practices.

Ensure all work activities carried out do not endanger company employees or members of the public.

Work in progress must be left in as safe a condition as possible at the end of the working day.

## **Personal Protective Equipment / High Visibility Clothing**

An essential component of commitment to safe work practices is the provision of personal protective equipment identified as relevant to the tasks each employee is required to perform.

Personal protective equipment used by workers should include masks for dusty conditions, safety glasses, long sleeved shirts for chemical handling, sun protection, ear protection for noisy environments, gloves and boots, high visibility clothing or high visibility vests as appropriate when working around vehicles, mobile equipment or in other hazardous situations.

It is compulsory for field staff issued with safety shirts to wear one at all times during work. If other clothing is worn over the safety shirt during colder weather, a safety vest or other high visibility clothing must be worn as the outermost layer of clothing.

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## Sun Safety and Heat Stress

For protection from radiation and the risks inherent in exposure to the sun, and to protect employees from minor cuts and abrasions, all employees are encouraged to wear long sleeved shirts as supplied by the company.

A broad spectrum sun screen of SPF 30+ must be applied to all areas of exposed skin and reapplied at intervals as recommended by the Cancer Foundation.

All employees working outside are required to wear a hat with a brim of at least 8cm or a “legionnaire’s style” hat with flap to protect the ears and neck as recommended by the Cancer Foundation.

The company provides long sleeved shirts, long trousers, broad brimmed hats, tinted safety glasses and SP30+ sunscreen so employees can minimise the risks associated with exposure to the sun including heat stress.

When working outside on warmer days, fluid replacement is vital.

## Hazardous Substance Management

All substances have the potential to cause harm.

Hazardous substances include fuel, solvents, fertilisers and other chemicals and safety guidelines must be followed when in use.

### **Chemical Safety Guidelines:**

The following guidelines should be followed to ensure effective personal protection use:

- Wear appropriate personal protective equipment in accordance with the **MSDS**
- Food and drink must not be taken into or consumed in an area where chemicals are handled or stored
- Smoking is prohibited
- First Aid equipment must be provided.

### **Chemical Storage:**

Chemicals will be stored as recommended in the relevant **Material Safety Data Sheets** with particular attention paid to packaging group and chemical properties eg. volatility, flash point.

As a general rule solids will be stored above liquids.

## Back Care and Manual Handling

Manual handling presents a major risk area in workplaces in particular sprain and strain injuries.

To minimise manual handling risks workers should assess each manual handling task before handling an item.

This assessment should include assessing their capacity to handle the object and assessing the objects size, weight and other characteristics that affect its handling.

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**Common manual handling hazards that may exist in a workplace include:**

- repetitive or sustained application of force
- repetitive or sustained awkward posture
- repetitive or sustained movement
- application of high force
- exposure to sustained vibration
- handling loads that are unstable, unbalanced or difficult to hold

Workers should take care when loading, unloading and moving equipment and attachments.

Where possible, all potentially hazardous lifting should be done using mechanical aids such as trolleys or levers or seeking the assistance of other people.

**First Aid and Infection Control**

A First Aid kit compliant with the First aid Code of Practice will be available at all worksites.

First aid treatment following an accident/incident should be commensurate with training.

If emergency treatment is required, the emergency services should be contacted on phone number "000".

An **Injury Report** form must be completed for any serious injuries.

Any employee wishing to learn basic first aid should discuss this with management.

Communicable diseases are passed from person to person (for example measles) by blood contact (for example HIV and Hepatitis from used needles and syringes), diseases people get from insects (for example mosquitoes), animals (for example bats), and the environment (for example water, waste). Hygienic work habits, immunisation against common ailments, use of insect repellent, safe collection and disposal of needles and syringes are all essential ways you can reduce the risk of infection by communicable diseases.

**Smoking Policy**

The Company has a No Smoking policy.

This means that employees cannot smoke in any company building, on any worksite or whilst travelling in company vehicles.

**Alcohol and Drug Restrictions**

Workers are responsible to not be affected by drugs or alcohol that in any way will adversely affect their work performance.

The use of alcohol and/or illicit drugs during working hours, or reporting to work in an unfit condition due to alcohol or drugs is strictly prohibited.

Workers are responsible to follow State Laws governing the use of drugs, alcohol and illicit substances in relation to driving a vehicle or operating equipment.

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## **Mobile Phones**

Mobile phones are not to be used while driving vehicles (unless using a hands free kit) or operating plant. If necessary, let phone ring, stop driving or operating plant and then answer or return call.

## **Plant and Equipment Safety and Maintenance**

It is important to ensure the “right equipment to perform the task” and correct usage of machinery and hand tools.

Frayed cords, overloading power outlets, use of circuit breakers and RCDs and the danger of electricity and water all come under electrical safety.

Any portable electric equipment must be protected by residual current devices, either: circuit breaker in main power board, power point circuit protection or a portable device between the power point and electrical equipment.

### **Equipment faults:**

Each time equipment and plant is used, operators should be aware of any unusual movements, unusual sounds or other changes in the operation.

Note should also be taken of correct operation of any safety devices fitted.

Any faults should be assessed and use of the equipment must not continue if the hazard is likely to cause a risk to health or safety.

Plant and equipment must be maintained in safe working order with all maintenance carried out in accordance with manufacturer’s recommendations.

Details of servicing and maintenance of plant and equipment will be recorded on the **Plant/Equipment Maintenance Record**.

The **Plant/Equipment Pre-Use Safety Checklist** will be completed to identify any faults with plant and equipment and to ensure the safe operation of plant and equipment.

## **Locking Out and Tagging of Faulty Equipment**

It is extremely important to identify faulty equipment and to be familiar with locking out and tagging procedures.

### **Tag out Procedure:**

Tag out tags will be carried on board all plant and equipment.

Plant and equipment that is found to be faulty during pre-use safety check or during regular operation, will have a Tag out tag prominently secured to the door handle or steering mechanism.

This will alert drivers/operators to fault to prevent inadvertent operation.

The fitting and removal of Tag out tags will be recorded on **the Plant/Equipment Pre-Use Safety Checklist**.

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When a tag is attached to faulty plant or equipment, it is not to be removed until the plant or equipment has been repaired and passed as safe to return to operation.

### **Noise Exposure and Hearing Protection**

Excessive noise can permanently damage hearing.

It is important to protect your hearing and it is a requirement that hearing protection be used when performing certain tasks.

### **Fire Fighting Equipment**

Audited and up to date fire extinguishers and information on how to use them are provided in every company vehicle and in two accessible locations at the ELM depot.

You will receive training on how to use these extinguishers and what to do in the event of a fire.

### **Evacuation Plan**

On the activation or notification of an emergency, the building evacuation protocol is to be initiated, including notifying the appropriate emergency services.

Extinguishers and evacuation routes are identified on the building evacuation plans located throughout the depot.

On the notification of evacuation, a staff member will escort all persons from the building via the most appropriate exit to the designated assembly point.

### **Traffic Control / Road Signage**

Workers are required to manage the safety of the worksite or road reserve by implementing traffic management plans.

They must ensure all required traffic controls and road signage are in place and operational prior to commencing work.

Workers should be aware of and protect themselves from traffic hazards during set up and removal of traffic controls.

### **Vehicle and Driver Safety**

All staff are required to hold a current unrestricted driver's license.

Vehicle safety checks are to be carried out and recorded every morning before commencement of work and at the end of each day for all ELM vehicles, mowers, trailers etc. All company vehicles are to be maintained in a clean condition at all times. Smoking is not permitted in any ELM vehicle.

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