

Occupational Health, Safety and Welfare Induction Plan



Health, Safety & Welfare Induction

At the end of this induction, you will know:

- ✓ The importance of health, safety, environment & quality at Urbane
 - ✓ Site rules & environmental aspects
 - ✓ Safety Requirements
 - ✓ Procedures
 - ✓ Emergency procedures

Ohs Policy

Urbane

Is committed to the elimination of workrelated injury and illness and providing a safe workplace for everyone

Workplace Rules

- 1 Conduct
 - Do not offend client, public or other workers
- 2 Drugs & Alcohol
 - Not allowed on site
- 3 No Smoking
 - Smoke Free Zones includes Lunch rooms & Inside Building
- 4 Mandatory PPE
 -



Eye protection must
be worn



Hearing protection
must be worn in this
area



Safety helmet must
be worn in this area



Foot protection must
be worn

*Follow other mandatory signs displayed at site e.g. No Access

Workplace Rules (continued)

- 5 Hazards or Injuries - Report immediately any hazard, injury or near miss to Urbane Director or delegated representative.
- 6 Plant & Equipment - Only persons with an appropriate licence and evidence may operate plant & equipment.
- 7 Housekeeping - Clean-up after finishing work. All exits, walkways and stairwells must be kept clear of hazards.
- 8 No Horse Play - Urbane will not allow individual 'at-risk' behaviour at this Workplace which could lead to personal injury, damage or loss.

Hazard

OHS Regulations 1996, Part 1 Preliminary

- “hazard” in relation to a person - means anything that may result in injury to the person
- or
- harm the health of a person.

Hazard

A Hazard is a source which is defined as:-
“anything that is very likely to cause injury to a person or harm to the health of a person or may cause serious property damage”.

There are three main types of hazards



Visible Hazards are the obvious defects that can be readily seen and identified by inspection.

Hidden Hazards are not readily seen without your attention being prompted. For example, inspecting a crane requires specialist knowledge to detect these hazards.

Potential Hazards are the type of hazard which, if not fixed, could become worse. They may also represent a hidden hazard.

Workplace Hazards

An employer must inform the responsible person of any situation they consider to be a hazard at the workplace - [OSH Act section 23L].

Risk

OHS Regulations 1996, Part 1 Preliminary

“RISK”

in relation to any injury or harm, means the probability of that injury or harm occurring

Hazard & Risk Management

- + Appropriate management of hazards and risks will ensure you are safe, the environment is protected and that damage is minimised
- + URBANE has procedures in place to identify hazards and risks and control them as far as is reasonably practicable
- + Subcontractors are to be proactive in the identification and management of hazards and risk
- + The hierarchy of controls processes is to assist identify and control hazards and risks

Hierarchy of Control

If it is not practicable to eliminate a hazard, then the risks must be reduced as far as practicable by applying (in decreasing order of priority) one or a combination of the following control measures -

- + Elimination
- + Substitution
- + Isolation
- + Engineering controls
- + Administration
- + PPE

Hierarchy of Control

Elimination

Redesigning the job to design out risks altogether is the most effective method of risk control.

Hierarchy of Control

Substitution

Materials, chemicals, equipment or processes can be replaced with less hazardous ones.

Hierarchy of Control

Isolation

Enclosing or isolating the hazard from employees can eliminate or reduce the risk of injury or disease.

Hierarchy of Control

Engineering Control

If a hazard cannot be eliminated, substituted or isolated, an engineering control is the next preferred measure.

Engineering controls may involve the provision of mechanical aids, barriers, guarding, ventilation or insulation to prevent employees being exposed to a hazard.

Hierarchy of Control

Administrative Control

This may involve establishing policies, procedures and work practices designed to reduce an employee's exposure to a risk.

It may also relate to the provision of specific training and supervisory practices.

Hierarchy of Control

Personal Protective Equipment

This may involve using appropriate protective clothing, e.g. masks, respirators, fall arrest equipment.

This control should be considered only when other control measures are not practicable, or to increase protection from risk of injury or disease.

Poor Housekeeping

CAUSES.....

- + People tripping/slipping
- + People to bumps into objects
- + Objects to fall on people
- + Fires
- + Electric Shock
- + Use of wrong tools
- + Sloppy work practices
- + Accident & Injury

Safety Signs

+ MANDATORY (Blue & White)



+ PROHIBITORY (Black & Red) - Do Not



+ CAUTION (Black & White) – Be careful



+ SAFE (Green & White)



Manual Handling

Almost a quarter of all injuries at work are caused by accidents during manual handling.

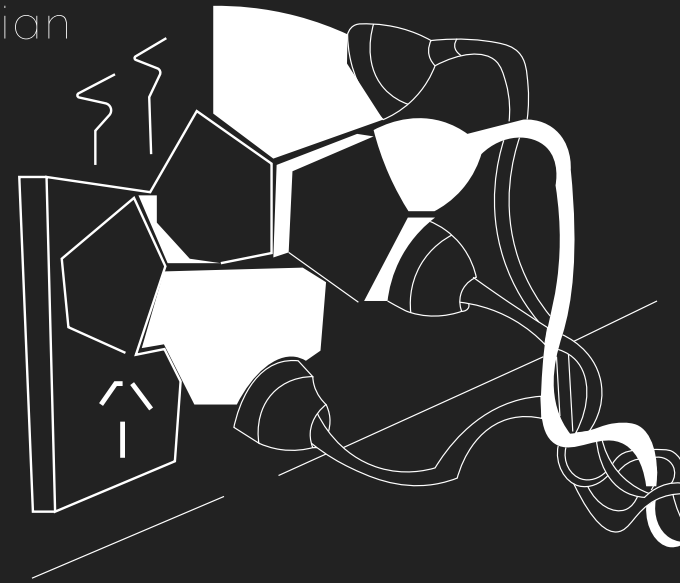
Most of the injuries are to hands, feet, legs and back. Some of the back injuries result in permanent disability.

Although the Manual Handling Operations Regulations do not specify what weight a person can lift, it is now recognised that one person should not lift any load exceeding 20kg (44 lb).

Electrical Safety

Observe these basic rules –

- + Electrical work requires a licensed electrician
- + Connect to power supply boxes safely
- + Lead through aperture, not door
- + Enough outlets
- + Supply box not used for storage
- + Portable Electrical Equipment
- + Beware when working with portable electrical equipment in high humidity, rain, water puddles etc.
- + Before use check the condition; no cracks, splits in equipment casing or cords/plugs

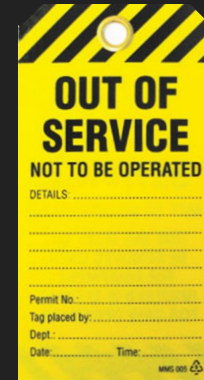


Isolation and Lockouts

Out Of Service Tag - are placed on faulty or unserviceable equipment

Only to be removed by a competent person

Danger Tags can ONLY be removed by the person who installed them



Mobile Plant & Equipment

- + Only operate plant or equipment if competent & authorised to operate
- + Pre-start checks on mobile plant and equipment to be done daily
- + Be aware of any Traffic Management Plan & follow as instructed
- + Be aware of other vehicles and equipment
- + Be aware of workers on the ground and their proximity to moving traffic
- + Be aware of weather, ground and workplace conditions and drive accordingly

Hazardous Substances

Can cause...

Damage to lungs and respiratory system, Skin irritation, Eye damage, Nervous system damage, Cancer

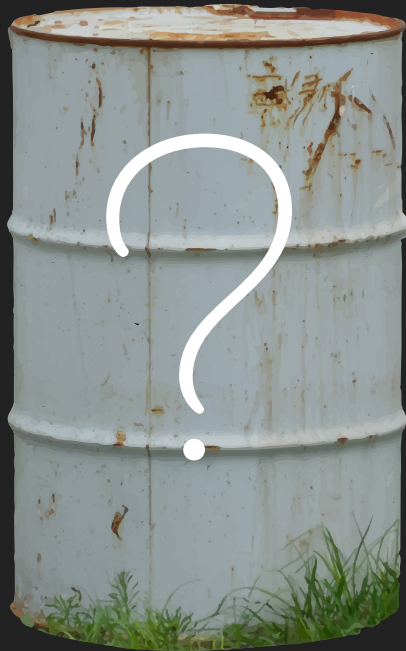
Protect yourself by...

- + Asking your supervisor for an MSDS
- + Wearing the correct PPE
- + Observing all safety procedures
- + Keeping yourself and your work area clean
- + Observing smoking and other restrictions
- + Material Safety Data Sheets (MSDS) shall be obtained for all chemicals before bringing them to site.



Hazardous Substances

Read the Material Safety Data Sheet before you use or handle any hazardous substance- understand:-



- + How it can enter your body
- + Health hazards
- + Environmental hazards.
- + Personal Protective equipment
- + Safe Storage
- + First Aid Equipment
- + Correct method of cleaning & disposing of spillage
- + What to do in case of fire

Problems? See the Supervisor

Personel Protective Equipment

Examples of Personal Protective Equipment use

- + Head - helmets, sun hat, hair net etc.
- + Ears - ear muffs & plugs.
- + Eyes - safety glasses, face shields, welding masks etc.
- + Respiratory system - masks & respirators.
- + Body - overalls, jackets, wet weather gear etc.
- + Hands - gloves and gauntlets.
- + Legs - leggings, spats, overalls.
- + Feet - safety boots & shoes.
- + Safety Harnesses
- + High Visibility Safety Garments
- + Protective Clothing

Skin Protection

Common causes of work-related skin disease –

- + Chemical agents - solvents, carcinogens
- + Physical Agents - heat, cold, wind radiation
- + Mechanical Agents - blows cuts, friction, pressure
- + Biological Agents - bacteria, fungi

Use Protective Equipment –

- + Gloves, Footwear, Clothing, Hand Creams
- + Sun Screen Lotions, Helemet

Save your own skin – Be Safety Aware!!!

Working at Heights

Specific Obligations - Risk Assessment And Control

A person having control of access to the workplace and a person having control of a workplace, including an employer, main contractor and self employed person must identify fall hazards at the workplace and implement control measures.

Working at Heights

Height Safety

Every Year in Australia, an average of 29 people die from work related falls.

Safe access at height is mandatory and quality fall protection is essential to any work at height task.



Working at Heights - Cont

Using ladders safely

When using a ladder you should:

- + Inspect the ladder for defects or faults
- + Correct angle
- + Tie off the ladder where applicable – i.e. secured at top
- + Keep clear of doorways and access
- + Don't carry tools or gear when climbing ladders
- + Always face towards the ladder while climbing up or down it;
- + Only move up or down the ladder one rung at a time;
- + Keep three points of contact at all times;
- + Climb off the ladder if you need to reposition it.
- + Keep your body centred within the ladder stiles;
- + Grasp the stiles – not the rungs
- + Don't climb with mud on boots
- + Only one person at a time on ladder

Portable ladders should be set up using an inclination ratio of 1 : 4 ratio i.e., 1 metre out for every 4 metres up.

Consultation with Workers

The following consultation arrangements exist at site:

- ✓ Everyone has a voice to raise safety concerns or report hazards that you cannot fix, speak-up!
- ✓ Talk to Urbane site Supervisors

Construction Site Typical Information



+ Toilet



+ Lunchroom



+ First Aid Station - Contact Information



+ Emergency Assembly Point



+ Fire Fighting Equipment



+ Clean Drinking Water

Environmental responsibility

Steps to manage Urbane's environment impact at site:

- ✓ Use the waste bins provided
- ✓ Turn off power when not in use and before going home
- ✓ Prevent pollution by ensuring no waste material is allowed to enter stormwater drains or other water catchments
- ✓ Report any chemicals spills or any environment issues to Urbane Site Supervisor