

## OHS Handbook Contents

Introduction	2
Site Requirements	2
General Safety Rules	2-3
Legislative Requirements	3
Alcohol and Drugs	3
Cranes and Rigging	4
Electrical Safety	4-5
Emergency Procedures	5
Fire Prevention and Protection	6
First Aid	6
Hand Tools	7
Hazardous Work Permits	7-8
Control of Dust	9
Welding & Hot Work	9
Compressed Air	10
Housekeeping	10
Hygiene	11
Ladders	11
Manual Handling	12
Personal Protective Equipment	12-14
Reporting	14-15
Safety Inspections	15
Site Visitors and the Public	16
Vehicles and Mobile Equipment	16
Grievances	16
Induction Record	17
Important Information	17

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## Introduction

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This handbook contains the minimum Health and Safety requirements and procedures for installation and exhibition construction related activities. The procedures of this handbook apply to all staff and casual employees who work for Invisage.

Information contained in this handbook shall be used as a guideline for minimum health and safety practices and is to be used in conjunction with the Western Australian Occupational Health and Safety Act 1985, associated State and Commonwealth legislation, regulations, Codes of Practice and Australian Standards and EAAA OH&S Guidelines.

## Site Requirements

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- Every person who works for Invisage in an operational capacity must attend a Safety Induction presented by a Project/Warehouse Manager, Site Coordinator or Logistic staff member and receive a copy of this Health & Safety Handbook, which they must sign as acknowledgment of receipt.
- The Induction explains the subjects listed in the Handbook as well as other information which may be required around the warehouses and on the site.
- As personnel are to retain the Handbook on their person at all times when on site for reference and as proof they have attended and understood the Safety Induction.

## General Safety Rules

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- Follow instructions, don't take chances. If you don't know, ask;
- Know how to do your job. Assess it for all the potential hazards / risks;
- Correct and / or report unsafe acts and conditions;
- Observe and obey all warning signs;
- Unauthorised persons are not allowed in work areas;
- Report all injuries no matter how minor and get First Aid promptly;
- Obey smoking restrictions;
- Employees must not be on site or work on the site when affected by alcohol or non-prescription drugs;
- Report all fires, no matter how small;
- Use the correct tools and equipment for the job and use them safely;
- Make sure you have all required permits before commencing any "hazardous" work;
- Do not walk or work under suspended loads or hoisting operations;
- Wear and use protective equipment properly;
- Ascent or descent from structures and excavations shall be made only using ladders, stairways or other proper means provided for this purpose;

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- Wilful damage to or destruction of equipment, plant or personal protective apparel/equipment and, deliberate disregard of any safe work practice or procedure, may result in instant dismissal;
- Only drivers with the appropriate licences and/or training will operate forklifts, trucks or scissor lifts;
- Only personnel who possess the appropriate certification will carry out activities requiring certification such as Rigging, Dogging, Crane/Hoist operation, Scaffolding, etc, unless under direct supervision of holder of the relevant certification;
- Remember, our common goal, as a team, is accident prevention.

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## Legislative Requirements

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Health and Safety is the concern of both Management and Employees. Our common goal is accident prevention and everyone must work together to achieve this outcome. Legislative outlines both the responsibilities of employers and employees:-

### **An Employer:**

- Must make every practicable effort to provide and maintain a working environment that is safe and without risks to health for all their employees.

### **As an Employee your must:**

- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your actions (or inaction) at the workplace; and
- Co-operate with your employer with respect to any action taken by your employer to comply with any requirement imposed by or under safety legislation.

### **You shall not:**

- Wilfully or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any provision of the safety legislation or the regulations; or
- Wilfully place at risk the health or safety of any person at the workplace.

## Alcohol and Drugs

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It is prohibited for any employee to be under the influence of alcohol or illegal drugs while working on the site or while performing site activities, including operating vehicles or equipment.

The manufacture, distribution, possession, use or sale of an illegal drug or alcohol on site is strictly prohibited.

Persons determined to be in a state that is hazardous to themselves or others will be asked to cease work and will not be allowed to return to work until they are determined by their manager to be able to work in a safe manner.

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## Cranes and Rigging

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All crane/hoist operators and riggers shall hold current valid certificates and shall be able to produce them at all times unless in the case of learners who must be under competent supervision at all times.

- Barricade all accessible areas within the swing radius of the crane superstructure to prohibit access near or between the outriggers.
- No person is to ride on hoist hooks, slings or suspended loads at any time.
- Use guidelines to control loads whenever practicable.
- All plant, when not in use, is to be parked and stored in accordance with the manufacturer's specifications and secured from tampering.
- No one is allowed to ride as a passenger on the outside of a crane.
- Be aware of overhead power lines or cables.
- Be aware of uncovered or partially covered pit and people on their hands and knees (eg. carpet layers).

## Electrical Safety

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- All authorised personnel shall be familiar with and use the safety tagging and lockout procedures approved by Invisage. The approved procedures are the minimum requirements to be applied in all Invisage's electrical work.
- Any electrical work, including installation, inspection, maintenance and repair of electrical services and equipment will only be conducted by certified and authorised electricians or under the guidance of such.
- Portable lighting must be secured in place and in safe working condition.
- All electrical leads must be in good repair, inspected and tagged in accordance with the chief electrical inspectors regulations.
- Electric extension leads, cables and flexible cords shall, whenever possible, be secured at a minimum height of 2.4 metres where any pedestrian or vehicle traffic must pass.
- Take care of all electrical equipment to ensure its ongoing safety.

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## Remember

**No job is so urgent to warrant risking a life.**

- Where it is necessary to place electric extension leads, flexible cords or cables across roadways, work area floor or access ways, they must be suitably protected from damage, weather and creating trip hazards.
- An earth leakage circuit breaker (ELCB) or a residual current device (RCD) located at the power source will be installed and functioning on all portable electrical equipment.
- Prior to commencing any work on electrical equipment connected to a power source, proper tagging procedure must be followed and/or the equipment isolated from the power source.
- Do not operate or use defective equipment of any type. All defective equipment must be clearly tagged and removed from service. Only an authorised person may remove the defect tag and declare the item fit for use.

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## Emergency Procedures

When calling for assistance, ensure that the necessary information is both concise and comprehensive. The following are the minimum procedures for all personnel to follow in the event of an emergency.

### All Emergencies:

- Check for danger to yourself or others in area.
- Keep all non-essential persons out of the area.
- Clear a path for the ambulance, fire unit, etc.
- Stop machinery or turn off power where appropriate.
- Provide assistance when required.
- Remain at the scene to provide any necessary information.
- Immediately notify your supervisor.
- Your supervisor should nominate the closest Assembly Area.
- Complete an Accident/Incident Report when the situation has been resolved.

### Communication

When reporting an emergency on the telephone, provide the following information:-

- Your name
- The exact location of the emergency
- The type of emergency
- The number of injured people, if any
- If known, the types of injuries
- Any potential or existing hazards remaining
- Special equipment required to carry out rescue
- Request notification of emergency services required
- Have receiver repeat all information for confirmation
- Do not hang up until after the other person hangs up.

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## Evacuation

Familiarise yourself with your nearest evacuation assembly point and the system to be employed should an evacuation be necessary. Move in a calm, orderly manner to the nearest assembly point and remain until your Supervisor provides further instruction.

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## Fire Prevention and Protection

Ensure that you are familiar with the position of the nearest fire extinguishers, fire-fighting facilities.

Use the following guide to select the appropriate fire extinguisher:-

Class of Fire**		A	B	C	D	E
<b>ID Colour</b>	<b>Types of Extinguishers</b>					
<b>Red</b>	<b>Water (most suited)</b>	<b>Yes</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>
<b>Blue</b>	<b>Foam</b>	<b>Yes</b>	<b>Yes</b>	<b>No</b>	<b>No</b>	<b>Yes</b>
<b>Red/white band</b>	<b>Dry Powder [B(E)]</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Red/white band</b>	<b>Dry Powder [AB(E)]</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>No</b>
<b>Red/white band</b>	<b>CO2</b>	<b>Yes</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>
	<b>Blanket</b>	<b>Yes</b>	<b>Yes</b>	<b>No</b>	<b>No</b>	<b>Yes</b>

### \*\*Class of Fire

A	Combustable solids (wood, paper, plastics)
B	Flammable liquids (oil, paint, petrol, solvents)
C	Flammable gases (natural gas, acetylene)
D	Fire involving energised electrical equipment
E	Fire involving cooking oil and fats

## First Aid

The supervisor or closest first aid officer will provide First Aid where appropriate. The following will apply:-

- A first aid box will be kept with the site file on each site.
- Report all accidents to your supervisor.
- Minor injuries may be treated on site.
- Your Supervisor or First Aid Provider will record any treatment carried out and if additional treatment is required will make arrangements for the proper treatment to be provided.

### In the event of a minor injury

If you have not been trained in first aid remember the following instructions in the event of an injury:-

- Remain calm and send for assistance.
- Do not move the injured person unless they are in immediate danger.
- Make the injured person comfortable; keep them as warm or cool (depending on the circumstances) as possible with whatever you have available. Keeping the injured person warm reduces the shock.
- If there is bleeding, cover the wound with a clean pad and hold it firmly to the injury. If no clean pad is available, pinch the wound to stop or reduce the flow of blood.
- Do not move any limb that may be broken.
- Remain with the injured person.

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## In the event of a serious injury

Should a serious injury occur you may need to provide aid to the injured person until other help arrives.  
Follow the steps below in order:-

### Danger

Check for danger to yourself, the injured person and others;

### Response

Determine whether the injured person is conscious.

### Airway

Make sure the injured persons airway is clear, roll on side if unconscious.

### Breathing

If they aren't breathing, commence expired air resuscitation.

### Circulation

Check the pulse in the neck, if no pulse, commence CPR

Make sure help is on the way

## Hand Tools

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Always use the proper tools for the job, never use makeshift tools.  
Inspect all tools regularly to ensure they are maintained in good operational condition:-

- Take care of Invisage tools for the next user;
- Inspect wooden handles for splinters or cracks;
- Keep tools free of grease and oil;
- Keep cutting edges sharp;
- Do not leave tools lying in walkways or on stairways or elevated spaces;
- ALWAYS STORE ALL TOOLS AND EQUIPMENT PROPERLY, OUT OF THE WAY.

## Hazardous Work Permits

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A permit is required to conduct any "hazardous" activities, which involve the following:-

- Entry into a confined space
- Use of hazardous substances
- Production of heat or sparks

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## Confined Spaces

**A confined space is** “a space in any vat, tank, pit, pipe, flue, oven, chimney, silo, reaction vessel, container, receptacle, underground sewer, shaft, trench, tunnel or other similar enclosed or partially enclosed structure, if the space –

- is, or is intended to be, or is to be, entered by any person; and
- has a limited or restricted means for entry or exit that makes it physically difficult for a person to enter or exit the space; and
- is, or is intended to be, at normal atmospheric pressure while any person is in the space; and
- contains, or is intended to contain, or is likely to contain
  - a. an atmosphere that has a harmful level to any contaminant; or
  - b. an atmosphere that does not have a safe oxygen level; or
  - c. any stored substance, except liquids, that could cause “engulfment”.

## Hazardous Materials & Chemical Safety

Explosives, detonating, fulminating or inflammable compounds and all dangerous, harmful or noxious substances are banned from on-site or Invisage premises except with the express written approval of the organisers and Invisage. Prior to any approval being considered a material safety data sheet, and a justification for use, must be submitted to Invisage.

Know the materials you are to work with, as many materials can pose significant health hazards, such as:-

- Fire / explosion
- Skin rashes
- Breathing problems
- Long-term illness

Under hazardous substances’ regulations Invisage must identify chemical hazards, investigate the risk to your health and safety. Hazardous substances can include the following:-

- Paints
- Solvents
- Glues
- Particle Fibre Board
- Agents
- Insulation material
- Cement Finishes
- Disinfectants and Cleaning

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Before you use any product which may contain chemicals, you have the right to ask your employer for all relevant information. Do not simply consult the label, request a Material Safety Data Sheet (MSDS) which conforms to the WorkSafe Australia format with the headings indicated below:-

Identification	Name of Product Physical Properties Chemical Ingredients
Health Hazards	Acute Effects Chronic Effects
Precautions for use	Exposure Standards Engineering Controls Personal Protection
Safe Handling	Storage and Transport Spills and Disposal Fire/Explosion Hazard

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All MSDS should be reviewed and assessed prior to their use. Where there is any doubt as to the safety of the product, expert advice should be sought. All chemical products in use should be entered into a chemical register.

## Control of Dust

Medium Density Fibre Board (MDF)

When MDF is cut it releases toxic chemicals and wood dust, both of which may cause cancer and respiratory illness. Employees who are in the area of MDF being cut in the workshop or out on site must wear an approved respirator.

## Welding and Hot Work

Oxyacetylene Brazing and Cutting

Welding work should only be performed by qualified operators. Only gas equipment from a reputable supplier should be used. The supplier should be able to provide details of servicing and maintenance requirements of all equipment.

The contents of gas cylinders should be clearly identified:

**Oxygen** = **Black**  
**Acetylene** = **Red/Maroon**  
**LPG** = **Silver/Galvanised White**

Flash back arresters should be fitted to outlet side of both the fuel gas and oxygen regulators. Fire extinguishers should be provided with each oxyacetylene kit. Before use, all equipment should be visually checked daily.

Any equipment suspected or found to be damaged or leaking should be immediately removed from the work area to a well ventilated space. All damaged/leaking equipment must be restored to as-new condition before re-use.

Cylinders should be transported around work sites in a trolley or lifting frame and secured by chains. Cylinders storage areas should be well ventilated with "NO SMOKING" or "NO NAKED FLAME" signs displayed.

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## Compressed Air

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Compressed air can cause serious injury or even death if used incorrectly.

In the use of compressed air the following safety rules must be observed:

- Ensure that hose couplings are provided with safety clips.
- Always secure compressed air lines to avoid 'whipping'.
- Wear the proper protective clothing before using an air-tool goggles, facemasks and / or dust masks are essential.
- Always release air slowly into any system, ensure that control switches on air tools are in the 'off' position.
- Never bend the hose to stop airflow.
- When the job is complete, turn 'off' the main isolator and bleed the air from the system.
- Never use compressed air to dust off your clothes and do not point the airstream at another person or yourself.

## Housekeeping

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Cleanliness and orderliness are basic requirements of fire and accident prevent and must be maintained at all times.

A clean workplace is a happy workplace

- Special attention shall be given to maintaining clear walkways, loading areas, removal of tripping hazards and proper storing of materials.
- On-site work area is a reflection of Invisage work, please keep these areas clean and tidy.
- All tools and equipment shall be properly stored when not in use.
- Refuse bins shall be used to receive all waste material (in accordance with the Environmental Policy of Venues or Invisage) – refuse bins shall be emptied either daily or as required.
- Bins may be provided for designated material such as scrap wood or metal and only the designated materials should be placed in these bins.
- The responsibility for good housekeeping lies with each individual should encourage others to remove and dispose of food scraps correctly and keep eating areas clean and hygienic.

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## Hygiene

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Due to an ever-increasing amount of hazardous substances being used in site activities, it is essential that good hygiene standards be observed. If you are feeling sick or suffering from an illness or injury caused while off duty, you should inform your supervisor.

### You must:

- Keep all staff areas and other facilities clean and hygienic.
- Wash hands thoroughly before eating, and after use of washroom facilities.
- Keep clothing clean and in good repair.
- Keep long hair contained when working around machinery with moving parts.
- Loose clothing, jewellery or other similar items should not be worn around machinery with moving parts.

## Ladders

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Make sure any ladders you use are in good condition with the ANSI certification label in place.

### **Use only non-conductive ladders made from timber or fibreglass when conducting electrical work.**

Be aware of where you place ladders. If you are near a doorway or blind corner, either move the ladder or block off access to the area prior to erecting the ladder.

Ensure the ladder is secured when erected, with a stable base and backing (for straight ladders). A rule of thumb for straight ladders to place it at about 75 degrees to the horizontal or  $\frac{1}{4}$  of the length of the ladder from the wall.

Have someone hold the base of the ladder or tie off if there is a possibility that it could fall.

Ladders must not be used in a horizontal position as a walkway or scaffold.

Clean off dirty hands, gloves, footwear, etc, before ascending the ladder.

Use only ladders of appropriate height; do not place them on boxes or other materials for greater reach.

Do not use step ladders as straight ladders.

The top and second highest step of a ladder are not to be worked from. Stepladders are to be used in open position only.

Use both hands, and face the ladder, when ascending and descending.

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## Manual Handling

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Using incorrect methods for handling materials causes the majority of workplace injuries. The following are suggestions which will assist you in conducting such activities.

- Plan your lift; be certain it is within your capacity and will not obstruct your line of vision. Ensure your route is clear and free of hazards. Ask for help if the load is too heavy.
- Technique is important; lift efficiently and smoothly, avoid using your back, obtain a secure footing with feet shoulder width apart, back straight and lift using your legs. Avoid unnecessary bending, twisting and reaching.
- Grip the load securely; use the palms of your hands and base of your fingers.
- Centre of gravity must be maintained throughout the lift; keep the load as close to your body as possible throughout the lift.
- Gloves should be used when handling hot or cold materials or a load with ragged or sharp edges.

Further guidance on this issue can be obtained from the Manual Handling Regulations and Code of Practice.

## Personal Protective Equipment

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It is important to ensure that all site personnel are aware of the hazards prevalent on a work site and that adequate protective equipment when required.

It is a policy Invisage that appropriate care is taken in selection, use and maintenance of personal protective equipment and that adequate resources be allocated for these purposes.

The basic safety equipment required is:-

- Safe footwear
- Gloves
- Respiratory protection
- Eye protection (as required)
- Protection from the sun
- Hearing protection

### Foot Protection (Provided by Employee)

All operational staff and employees must wear boots with reinforced toes or other footwear that conforms to AS2210 – Safety Footwear. The footwear must fit properly and be worn at all times by all personnel in designated work areas. All footwear must be properly laced or fastened and be comfortable. No open shoes, sandals or defective footwear is to be used on site.

### Eye Protection (Provided by Invisage)

When it is not possible to eliminate or control eye hazard, suitable eye protectors shall be used by employees. Safety spectacles provide adequate protection from most flying particles coming from work areas in front of the operator. The attachment of side shields provides additional protection against flying particles and stray radiation from welding operations. Visitors shall wear protection in prescribed areas.

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## Hearing Protection (Provided by Invisage)

Minimise noise hazards by:

- Removal of the source; or
- Control at the source; and
- Control of transmission which involves either attenuation or reduction of noise levels.

Where noise levels appear to be high, an initial complaint should be directed to Invisage who will undertake the implementation of a noise survey. If the noise level is found to be in excess of 85dB(A) the equipment shall be marked with a sign indicating the nature of the risk and the need to wear personal hearing protection.

Signs are also erected delineating noisy areas and the need for employees to wear hearing protection before entering those areas. Appropriate hearing protection in the form of either earplugs or muffs, depending on the hazard and preference of the wearer, shall be worn. Visitors are also to wear protection in prescribed areas.

## Rule of thumb:

If noise levels in your work area are such that you can not carry on a conversation in a normal voice, at a one metre distance, hearing protection may be required.

## Hand Protection (Provided by Invisage)

Gloves shall be worn when hazards to hands are likely. The kind of gloves used shall depend upon material or equipment being handled. Use the appropriate glove which suits the work to be done. Keep your hands clear of moving, rotating or revolving machinery, slings, saws and equipment. Use extreme caution when wearing gloves and working around these hazards. Remember to isolate machinery to ensure it cannot be started, before reaching into it for repair or maintenance. Keep hands clear of potential pinch hazards, especially when lifting and setting down loads.

## Respiratory Protection (Provided by Invisage)

The following principles are to be observed in the protection of employees from respiratory hazards:

No person shall expose themselves to an atmosphere that is, or may be, hazardous to the health.

Every effort shall be made to prevent the release of harmful substances into the working environment. This is achieved by the correct design of buildings, plant and equipment; by correct working methods and conditions; and by appropriate controls at their source.

If efforts to remove, prevent or control the hazard are unsuccessful, suitable respiratory protective devices shall be provided and used.

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### Protection from the Sun (Provided by Employee)

Personnel working outdoors should be able to engage in their normal outdoor activities regardless of the amount of sunshine, provided they recognise that; excessive exposure is harmful; and the need for “covering up”; and using sun screen lotions. Everyone should be aware of the risk of becoming badly sunburned. Excessive exposure to sunlight, with or without sunburn, is the main cause of premature ageing of the skin and skin cancers in later life.

The degree of sunburn is dependent both on the length of exposure to the sun and the intensity of the sun. The average fair skinned person working in the sun for the first time; in summer months December-February normally burns in 12 minutes. The presence of clouds does not reduce exposure – you will still burn.

### Wear (Provided by Employee)

Hats – preferably with a wide brim or hard hat brim extension;  
Sunglasses for eye protection from glare;  
Loose cotton clothing – overalls, shirts and long sleeves, long pants, neck guard.

You should consider the application and reapplication of sun screen as a regular routine. It is considered appropriate that each person should carry their own screen protection and apply it regularly. Do not forget to apply these lotions to ears, the back to your neck and bald spots on your head.

## Reporting

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### Reporting of unsafe conditions or actions

If you observe what, in your opinion, is an unsafe condition or act requiring immediate attention, correct it yourself if possible and report the situation to your supervisor. If you are unable to take corrective action, make it as safe as you can and report it to your Supervisor immediately.

### Reporting Incidents and Injuries

An **incident** is an occurrence relating to safety which resulted in an accident, near miss, or has created a hazard.

An **accident** is any event which causes or may cause injury, damage to health, or property damage.

Please report all incidents and injuries to your Supervisor as soon as possible.

The Workcover Authority are required to be notified of certain incidents / accidents:-

*“Notification is required where an incident at a workplace or equipment site results in death or specified serious injury”.*

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That is, if an injured person requires:-

- Medical treatment within 48 hours of being exposed to a substance;
- Immediate hospital treatment as an in-patient; and/or;
- Immediate medical treatment for:
  - Amputation;
  - Serious head injury;
  - Serious eye injury;
- Separation of skin from underlying tissue (for example de-gloving or scalping);
- Electric shock;
- Spinal injury;
- Loss of bodily functions;
- Serious laceration.

Notification is also required of dangerous occurrences which seriously endanger the lives or the health and safety of people in the immediate vicinity.

Such dangerous occurrences include:

- Collapse, overturning, failure or malfunction of, or damage to, certain items of plant;
- Collapse of part of a building or structure;
- Implosion, explosion or fire;
- Escape, spillage or leakage of substances.

**The above extract is quoted from the Workcover Incident Notification Booklet.**

The purpose of accident investigation can be summarised in one word, **PREVENTION**. A thorough investigation and understanding of an accident can be used to ensure a similar accident doesn't occur in the future. Accident investigation minimises accident frequency and severity and is in everyone's best interests.

## Safety Inspections

A safety inspection is a routine inspection of the work area by Supervisors and work area personnel to measure or assess the area for safety hazards and to provide feedback to Supervisors and Management to prevent accidents from occurring.

Workplace inspections are conducted to identify hazards which exist in any work area due to equipment, the environment, the work processes, the work practices or other reasons.

Any person who determines an item to be defective shall ensure the item is removed from use and shall return the item to Invisage. A Non-Conforming Item must be repaired prior to future use, or permanently removed from the site in accordance with Invisage quarantine procedures.

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## Site Visitors and the Public

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Visitors to the site entering work areas must be accompanied at all times by a person who has attended the Safety Induction. The accompanying person will be responsible for the visitor's health and safety at all times while they are in the work area.

## Vehicles and Mobile Equipment

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You must not operate any vehicles or machinery unless you have the appropriate licence.

Give way to heavy vehicles and plant at all times.

It is the driver's responsibility to ensure that any passengers are properly seated and no adjacent persons are hazardous positions prior to moving the vehicle.

No person is to ride in the rear of a truck, utility or trailer.

Stay clear of moving equipment; do not get on or off moving equipment.

No passengers are allowed on any moving plant or equipment unless the manufacturer has provided suitable seats for this purpose and the manufacturer's instructions are followed.

Do not walk or work under a suspended load.

## Grievances

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The following procedure has been developed to enable the efficient handling of OH&S grievances. It is important that grievances are handled as close to the workplace as possible. The grievance procedure is as follows:-

Initial grievance	Site Supervisor
Grievance not satisfied	Project Coordinator
Grievance still not satisfied	OH&S Representative
Grievance still not satisfied	Operations Director
Grievance still not satisfied	Refer to Workcover

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## Important Information

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Mobile	0408 006 430

**Emergency**

Police, Ambulance, Fire	000
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**Safety Officer**

Lisa Edwards	0409 677 128
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