



Candidate WHS Induction Manual

Work Health and Safety Introduction

At **IE PROJECT** we are committed to the health, safety and welfare of people we employ and to the people affected by our undertakings, including our on-hire workers who work at Host organisations.

We endeavour to work closely with you and our clients to ensure that you are working in a safe environment. This commitment is reinforced by our WHS Policy.

The objectives of our WHS policy are to ensure, as far as reasonably practicable:

- risks to work health and safety are controlled through the engagement of all stakeholders in a culture of safety;
- safe documented systems of work are provided and maintained at all times in all workplaces;
- workers are provided with information, training, instruction and supervision needed for them to work safely and without risks to their health;
- the health of operational and on-hire workers and the conditions of the workplaces where they work are monitored;
- adequate facilities are provided for the welfare of our workers;
- health and safety policies and procedures comply with legislative requirements; and
- safety performance is continually reviewed and improved.

Expectations

Our company policies expect that you work in a manner that does not give rise to:

- workplace bullying and violence;
- working whilst under the influence of drugs and/or alcohol; or
- sexual harassment and discrimination against another worker.

On-hire workers are responsible for reporting to work in a presentable manner and fit for duty. In addition, you are responsible for reporting immediately to your Host employer/**IE PROJECT** if any incidents involving bullying, violence, sexual harassment or discrimination occur. Immediate reporting is required for all incidents the on-hire worker is involved in and/or exposed to.

Contracting

As employers of on-hire workers; **IE PROJECT**/Host employers have non-delegable duties. This means that we are unable to transfer workplace health and safety responsibilities to other parties.

Work health and safety systems should be developed, implemented and adhered to by both parties. In the contracting industry, work health and safety processes should be established to cover the client/host and on-hire worker processes from start to finish.



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To ensure that our on-hire workers are provided with the highest level of protection, **IE PROJECT** have established, implemented and monitor work health and safety systems that are based on the following requirements:

- gathering work, worker and work environment health and safety information;
- visiting the worksite to identify, assess and review risks and risk control measures;
- monitoring the worksite;
- reporting systems; and
- consultation and issue resolution.

Please speak with your **IE PROJECT** contact regarding any concerns/matters regarding your health and safety.

WHS Responsibilities

IE PROJECT & Host Employer

WHS law places a duty of care on **IE IEPROJECT/Host employer** to provide a healthy and safe working environment. The Host employer/**IE PROJECT** must ensure and do whatever they can (in other words, whatever is 'reasonably practicable') to ensure that workers and other persons are not put at risk from work carried out as part of the business.

Moreover, the Host employer/**IE PROJECT** must ensure that the following are without risks to health and safety:

- the workplace, including entry and exit and anything arising from the workplace;
- the fixtures, fittings or plant; and
- the plant, substance or structure.

Workers

IE PROJECT staff also have a duty of care; this duty is to take reasonable care for their own health and safety, as well as others. Workers must also cooperate with the Host employer in compliance with the WHS legislation, this includes following any policy or procedure that has been notified to workers and implemented by the Host employer to ensure health and safety at the workplace.

NB: "Workers" is a broad term; it includes employees, contractors and sub-contractors and their employees, on-hire workers, volunteers and any other people who are working for your company.

On-Hire Worker Responsibilities

All persons have WHS responsibilities. As 'workers' your responsibilities include:



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- participating in safe working procedures;
- following safe working procedures at our Client/your Host workplaces;
- working in a safe manner without risk to yourself and others; and
- reporting injuries and hazards to your onsite Supervisor/**IE PROJECT** immediately.

Risk Management

How do we ensure a healthy and safe workplace?

To ensure that the work activities at your workplace are not likely to harm anyone, there needs to be awareness of what could possibly go wrong – this is the likelihood of an incident occurring, and what the consequences could be – this is what harm could be caused if there is an incident.

Your Host employer/**IE PROJECT** must make sure that there is a process in place to identify and manage the risks so as to ensure that the workers and other persons are not harmed.

This process is known as risk management and involves the following four steps:

1. identify hazards – find out what could cause harm;
2. assess risks – understand the likelihood of a hazard causing harm and how serious it could be;
3. control risks – implement the most effective control measure that is reasonably practicable in the circumstances; and
4. review control measures to ensure they are working as planned.

Many hazards and their associated risks are well known and have well established and accepted control measures. In these situations, the second step to formally assess the risk is unnecessary.

If, after identifying a hazard, you already know the risk and how to control it effectively, you can just move forward and focus on implementing the controls.

Risk management is a proactive process that helps a company respond to change and facilitate continuous improvement in the business. It should be planned, systematic and needs to cover all hazards and associated risks.

Hazards, Risks, Controls... What are they?

Hazard means a situation or thing that has the potential to harm a person. Hazards at work may include: electricity, a repetitive job, bullying and violence, chemicals, a badly designed workplace and inadequate management systems (for example, no procedures for performing tasks safely).

There could be many hazards within your work environment... Take a look around!

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Risk is the likelihood that a harmful consequence (death, injury or illness) might result when exposed to a hazard.

Risk control means taking action to first eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable.

Eliminating a hazard will also eliminate any risks associated with that hazard.

Consultation

What is consultation?

Consultation is a 3 step process, it involves:

1. sharing of information;
2. giving workers a reasonable opportunity to express views; and
3. taking those views into account before making decisions on health and safety matters.

When is consultation required?

Consultation with workers and their health and safety representatives is required at each step of the risk management process. By drawing on the experience, knowledge and ideas of workers a company is more likely to identify all hazards and choose effective risk controls.

Consultation is also required when the following take place and can directly affect the health and safety of workers:

- deciding on welfare facilities;
- making changes; and
- developing procedures.

Who must be consulted?

The WHS Act requires a Host employer/**IE PROJECT** to consult with workers who work for the employer's business or undertaking on matters relating to work health and safety.

The broad definition of a 'worker' under the WHS Act means that your Host employer/**IE PROJECT** must consult with their employees plus anyone else they engage to carry out work for their business or undertaking. This means your Host employer/**IE PROJECT** must consult, so far as is reasonably practicable, with contractors and sub-contractors and their employees, on-hire workers, volunteers and any other people who are working for your company and who are directly affected by the health and safety matter.



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How to consult?

There are various methods for consultation. It can be formal or informal! This means that it can be as simple as talking to workers regularly and considering their views when making decisions on health and safety.

Issue Resolution

If a health and safety matter arises at your workplace you should report it to your Host employer /**IE PROJECT**.

If the discussions on the reported health and safety issue do not lead to resolution; you and the Host employer/**IE PROJECT** must make reasonable efforts to achieve a timely, final and effective resolution of the issue in accordance with the **IE PROJECT** issue resolution procedure.

The Host employer/**IE PROJECT** or the worker may request the Work Health Authority to send an inspector to the workplace to assist in resolving the health and safety issue; however this request should only be made after reasonable efforts have been made to achieve an effective resolution of the issue.

Alcohol & Other Drugs

Workers are not to consume drugs (whether prescription/illegal) or alcohol whilst at the workplace and before or during work hours, as the consumption of alcohol or drugs could affect your safety and the safety of others.

Please note, your Host employer/**IE PROJECT** expects a responsible attitude towards the consumption of alcohol (during social work place events eg.. Christmas parties) and prescription medications in the workplace.

Please be aware, some of your Host employers may carry out random drug and alcohol testing.

Smoking

You are not permitted to smoke on site.

Each Host employer will have a smoking policy which you should familiarise yourself with.

During smoko and lunch breaks only, there may be allocated "smoking areas" you can access.

Please ask your Host employer.

Social Media

Social Media etiquette is imperative. Please ensure NO photographs/images from your Host employer/**IE PROJECT** are uploaded/shared without demonstrated approval. If approval is received, please speak to your Host employer/**IE PROJECT** regarding their specific policies

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regarding identification etc., this is to ensure no disrepute to the Host employer/IE PROJECT occurs.

Mobile Phone

Your mobile phone is to be on “silent mode” at all times whilst on site. You are not permitted to use your phone during working hours (except smoko and lunch breaks), unless it is an emergency.

Text messaging, where it is considered excessive by your Host supervisor and is affecting work performance will be actioned upon, at the Host employer’s/IE PROJECT discretion.

Taking personal calls, where it is considered excessive by your Host employer/IE PROJECT and is affecting work performance will be actioned upon, at the Host employer/IE PROJECT discretion.

Hazardous Manual Tasks – Blue Collar



A hazardous manual task, as defined in the WHS Regulations, means a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving one or more of the following:

- repetitive or sustained force;
- high or sudden force repetitive movement;
- sustained or awkward posture exposure; and
- vibration.

These factors (known as characteristics of a hazardous manual task) directly stress the body and can lead to injury.

What harm can manual tasks result in?

Manual tasks at work can result in injuries termed MSD (Musculoskeletal Disorder). The varying conditions are characterised by discomfort or pain in muscles, tendons and other soft tissues, with or without visible symptoms.

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Worker should consider:

Changing the nature, size, weight or number of items handled.

Tools and equipment – always use the correct tool for the job. Tools and equipment should be well maintained by carrying out regular inspections/service in accordance with the manufacturer's specifications.

Mechanical aids – mechanical aids may eliminate or reduce the need for workers to lift, carry or support items, animals or people. A wide range of mechanical aids is available for various industries.

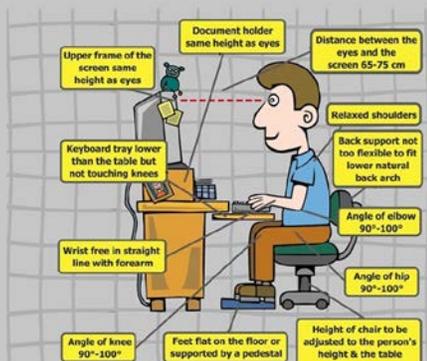
Pushing and pulling loads – pushing loads is preferably because it involves less work by the muscles of the lower back, allows maximum use of body weight, less awkward postures and generally allows workers to adopt a forward facing posture, providing better vision in the direction of travel.

Workload and pace of work – the workload and pace should accommodate the physical demands of the manual task. Where possible, work should be organised to minimise multiple handling and improve the flow of work.

Design tasks for the working population – Task design should take into account the range of human dimensions and capabilities such as height, reach and weight. Adapt work systems to accommodate the health/fitness status of a worker. If this is not reasonably practical, allocate the worker to other tasks.

Muscle strains can occur suddenly, and may result from forceful exertion in a bent or twisted posture. However, many MSD occur due to daily work involving static postures, which result in muscle fatigue.

Hazardous Manual Tasks – White Collar



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A very common office hazard is Manual Tasks which refers to any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move or restrain something. Examples of manual tasks commonly performed in the office include lifting and carrying boxes of photocopying paper, moving office furniture and equipment such as computers and printers; handling large files, books and documents; prolonged data entry; and opening and closing filing cabinet drawers.

What harm can manual tasks result in?

Manual tasks in office work can result in injuries termed MSD (Musculoskeletal Disorder). The varying conditions are characterised by discomfort or pain in muscles, tendons and other soft tissues, with or without visible symptoms.

Muscle strains can occur suddenly, and may result from forceful exertion in a bent or twisted posture – for example, lifting a box of photocopying paper from the floor. However, many MSD occur due to daily work involving static postures, which result in muscle fatigue, for example, holding the telephone for long periods, keyboard and mouse tasks that are repetitive.

Workstation Ergonomics

Chair Height

Firstly adjust your chair height so your feet are comfortably flat on the floor, your thighs are horizontal and your lower legs vertical. Just think of a ninety degree angle at your knees. Remember that low heeled shoes will improve comfort of the legs with the chair at this height. If your seat is tilt adjustable, set it to horizontal initially, although you may wish to adjust the tilt slightly forward to suit your comfort.

Chair Backrest

For those chairs that have an adjustable backrest:

- start by raising the backrest to its maximum height. Then sit in the chair and check the fit of the back rest to the curve of the lower back. If not comfortable, lower the height accordingly;
- adjust the position of the back rest forward or back until a comfortable pressure is exerted on the low back area while seated in the usual working posture at the desk. The back rest position should not feel as though it pushes you out of the seat or that you have to lean too far back to reach it. There should be a two-finger clearance between the front of the chair and the back of the knee.

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Chair Arm Rests

Arm rests on a chair are not a great idea so if you have them you should ask about removing them. This is because they can prevent you getting close enough to the desk and can make you bend forward to reach things.

Desk Height

How about your desk?

- if you have a height-adjustable desk, adjust its height so that the top of the surface is just below elbow height;
- if you don't have a height-adjustable desk there are other things you can do;
- if your desk is too high raise your chair by the required distance and use a foot rest. Set the foot rest platform so that it is the same as the measured distance so that your body and posture is not compromised.

Or

- request to have the desk lowered. By reducing the leg length by the measured difference;

If the desk is too low:

- raise the height of the desk by extending the leg length or sitting it on wooden blocks or something similar. Remember to ensure that any such changes are secure and stable.

Under Desks

It's important not to clutter underneath your desk because this will limit your ability to work naturally and avoid adopting a twisted or awkward posture of the spine.

General items, such as computer hard disk drives, boxes of documents or files, rubbish bins and mobile drawers should not be stored under desks where they will decrease or interfere with the space required for the legs.

Storage on Top of Desks

Just remember that you're at work to work, and whilst you may want to have a range of items on your desk such items should not compromise your safety.

Generally speaking, try not to place anything you regularly need in comfortable reach.

Large or heavy references should either be stored within close reach or in a nearby position where you stand up rather than reach awkwardly to access them.



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Keyboard and Mouse

In relation to your keyboard, try tilting it using the feet at the back, to suit your level of comfort. A keyboard gel pad should only be used for rest breaks of the mouse and keyboard!

Place the keyboard and mouse as close to the front edge of the desk as is comfortable.

Make sure that it is directly in front of you so you don't have to twist towards it.

Try not to place documents between the keyboard and the front edge of the desk while using the keyboard, as this increases the reach distance to the keyboard and may result in excessive bending of the neck to look at the documents. It's best to place documents on a document holder beside your computer screen or for those big and bulky documents, place them on a document holder between your screen and the keyboard. Just make sure that it is at a comfortable height so you're not looking down.

Another good tip when using your mouse is to make sure you don't keep your hand on your mouse when you aren't using it. This tires out your hand and arm muscles. Give your hand a break and relax it when you can.

Computer Screen

Your computer screen should be positioned so that the top of the screen is level with or slightly lower than your eyes when you're sitting upright and it should be placed approximately at arm's length away from the usual seated position and placed in front of you to avoid glare or reflections from windows.

Notebook and Laptop Computers

If you use a notebook or laptop computer, you should use an external keyboard and mouse where possible and place the screen on a stand so that you use it like a normal computer screen.

Whilst it may take a couple of minutes to set this up it's certainly going to improve your posture and make things safer in the long run.

Stress

What does stress mean?

The World Health Organisation defines stress as "the reaction people may have when presented with demands and pressures that are not matched to their knowledge and abilities and which challenge their ability to cope".

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Stress can occur in a wide range of situations, but is often made worse when workers feel they have little support from supervisors and colleagues or little control over their work.

Many jobs involve negative factors that put unwanted pressure (stress) on the worker, leading to adverse consequences. Stress is not a disease or injury in itself, but can lead to mental and physical ill health, and can also be a factor in workplace incidents.

Many work factors can be identified as potential causes of stress, or stressors and most can be divided into three areas:

1. working conditions;
2. doing the job; and
3. work relationships.

Some examples of where stress can result from content of work are:

- work which is monotonous or lacks variety, or too much or too little work to do;
- work that involves workers having to hide their feelings when dealing with customers, or performing work that goes against personal or social standards;
- unpredictable, long or unsocial working hours, poorly designed shift systems;
- workers being unable to participate in decisions about their work or control how they do it; and
- environmental conditions such as poor lighting, excessive noise, heat and complex or inadequate equipment or technology.

Other examples that can lead to stress include:

- poor relationships between supervisors, peers and others at work, not acknowledged or rectified;
- conflicting demands of home, family and work;
- job change;
- uncertainty on job expectations.

What can we do to manage stress in the workplace?

- treat stress as any other WHS matter – risk management process;
- establish reasonable working hours and overtime;
- consideration of stress factors when scheduling rosters and breaks;
- increased job control and autonomy;
- develop and implement systems to prevent of bullying and harassment;
- improve job design; and
- provide suitable and adequate job training.

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Bullying

Bullying is repeated unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety. In most cases, this behaviour is persistent and happens over a period of time.

Forms of Bullying can include:

- publicly humiliating someone;
- verbal abuse; or
- spreading malicious rumours or gossip.

It can be verbal or in writing, including online. It can be carried out by more than one person and be experienced by individuals as well as groups of people.

Bullying can be directed downwards (from supervisors/managers to workers), sideways (between workers) or upwards (workers to supervisors/managers).

What actions should be taken if a worker is bullied?

- request the behaviour to stop;
- speak to someone trustworthy;
- raise it with the health and safety representative;
- check the workplace Bullying policy and procedure for reporting processes; and
- make a formal report to the HSR or Management Representative and record it.

IE PROJECT have established systems in place to prevent and respond to workplace bullying. **IE PROJECT** encourages staff to report any allegations of bullying to your Host employer/**IE PROJECT**.

Managing Risks of Slips, Trips & Falls at the Workplace

Slips, trips and fall hazards are a major source of incidents and injuries!

Slippery floor surfaces are a hazard and often cause a slip when someone walks on it. This can be easily avoided by the prompt clean-up of spilled materials. Inappropriate footwear is also a contributing factor to incidents involving a slip.

Obstructions and uneven surfaces are primary trip hazards and these can be avoided by ensuring that floor surfaces are clear and even.

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How do we fall at work?

This is usually a result of standing on chairs or shelves to reach upper storage levels. Falls can also occur on poorly designed or badly lit stairwells or worn stair edges.

What type of injuries can be sustained from slips, trips and falls?

Slips, trips and falls result in thousands of injuries every year. Most common are musculoskeletal injuries, as well as cuts, bruises, fractures and dislocations.

What are some of the ways we can manage the risk of slips, trips & falls?

- prompt cleaning of spilled materials;
- use of 'slippery when wet' signage;
- appropriate footwear;
- regular housekeeping inspections and reporting;
- regular cleaning and maintenance program;
- provide and use handrails or guardrails on all platforms, steps or stairs;
- secure carpets and rugs, and remove any flooring that "lifts"; and
- secure slip-resistant doormats, at entrances or ensure they are large enough to remain in place.

Workplace Amenities

IE PROJECT, as part of our duty of care are required to provide adequate facilities to workers. Amenities and facilities are integral to the health, safety and welfare of workers.

Workplace amenities and facilities... what are they?

They are things provided for the health, safety, welfare and personal hygiene needs of workers, including:

- toilets;
- shelter;
- seating;
- dining rooms;
- change rooms;
- washing facilities; and
- first aid facilities.

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What complies?

The law requires the Host employer provides adequate facilities, however before adequate facilities can be provided in the workplace, workers needs and requirements should be identified and assessed. When determining the adequacy of facilities the following should be considered:

- consultation with workers on their needs and requirements;
- the type of work performed;
- place of work (will workers always be in the office or do they need to be mobile as well);
- composition of the workforce (number, gender, special needs); and
- access to amenities and facilities.

Work Environment

Workspace

How much space do you need?

Sufficient clear space needs to be allocated to ensure workers have the full range of movement required to the job and can move without strain or injury.

The space needs to be appropriate to the work performed.

Temperature

Too hot, too cold... what is an optimum temperature?

Working outdoors (especially in the Northern Territory) can be difficult. You MUST ensure you stay well hydrated (drinking plenty of water), try and work in the shade if at all possible and take regular allocated breaks. A wide brimmed hat is also advisable. Always remember to Slip, Slop, Slap!!

The best temperature is the temperature that most people find comfortable!

Optimum comfort for office work is between 20°C and 26°C. This depends on the time of year and the clothing worn.

Ventilation, air quality and air-conditioning

Air movement within the working environment is necessary for the health and comfort of workers. Your environment should have natural ventilation or mechanical ventilation or air-conditioning.



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Electrical Safety

Electrical extension cords on the ground can be a trip hazards. They are also easily damaged by moving machinery, trolleys, chair castors etc., which can present an electrical hazard.

Other electrical hazards can result from overloading power boards and using unauthorised or modified plugs. These can lead to electrocution or fire. Damaged and frayed power cords also increase the risk of these hazards.

Who do we call? A qualified Electrician!

A qualified Electrician should be engaged to provide additional outlets if many power boards are used and to test and tag electrical equipment at appropriate intervals.

Any electric shock is reportable to Host employer/**IE PROJECT** and no matter how minor – are notifiable incidents to NT Worksafe.

Hazardous Chemicals

There may be many items that you use in the workplace that you may not realise are hazardous.

So... what is a hazardous chemical?

Hazardous chemicals are chemicals that can harm the health of people using them or anyone who may be exposed to them.

Some of the chemicals a worker may be exposed to may be classified as hazardous; however, these generally pose little risk under normal circumstances and conditions of use within the environment. Examples of such chemicals include liquid paper, glues, inks, solvents and cleaning agents.

How do you know if you are using a hazardous chemical?

Check the label on the container in which the substance is supplied and the manufacturer's or importer's Safety Data Sheet (SDS). The label gives you some basic information about the hazards of the substance and precautions for use. The label should display the word 'hazardous' or other warnings.

A SDS gives more detailed information on the chemical, how it can affect the health of anyone using it, precautions to be taken when using it and contact numbers for further information. The SDS must also state that the chemical is hazardous.

What should my workplace have in place to manage hazardous chemicals?

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- host employers must make sure that all containers of hazardous chemicals are properly labelled;
- a copy of the SDS must be obtained from the manufacturer, importer or supplier of the chemical and all workers who may be exposed to the chemical must have access to the SDS. For example, SDS's could be kept readably available on request;
- a hazardous chemical register must also be provided, maintained and easily accessible to workers exposed to the hazardous chemical(s); and
- workers should read the label and SDS very carefully.

Hazardous Materials

In the event of hazardous material spill or leak:

You should:

If the spill may give off toxic or noxious fumes:

- evacuate the immediate area;
- call the Fire Brigade on "000" ;
- provide as much information about the hazardous material as possible;
- if indoors ventilate to the open air if possible; and
- notify all persons in the area to evacuate to the Emergency Assembly Area or Evacuation Point (only if it is upwind).

- and –

If the spill is a suspected flammable material:

- remove any ignition sources;
- evacuate all persons in immediate danger, (ensure Emergency Assembly Area or evacuation Point is 200 metres clear of building and is upwind);
- do not attempt to re-enter the affected area; and
- control the movement of occupants to the Emergency Assembly Area or Evacuation Point (if required).
- Remain at the Emergency Assembly Area or Evacuation Point until advised by emergency services.

Gas Leak - In the event of a gas leak:

You should:

- evacuate the immediate area;

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- remove any ignition sources (if safe to do so);
- notify the Fire Brigade by dialling "000" ;
- if indoors, ventilate to the open air if possible ;
- report to the Fire Brigade on arrival regarding any actions taken ;
- control the movement of occupants to the Emergency Assembly Area or Evacuation Point (if required); and
- remain at the Emergency Assembly Area or Evacuation Point until further advised by emergency services.

Emergency Procedures

Should an emergency situation arise at your place of work, which requires evacuation of the site, evacuation alarms may sound. Should this happen, please remain calm and follow the instructions of your Host employer supervisor/fire wardens.

Building Fire or Smoke - In the event of a building fire/smoke:

- alert all persons nearby and request assistance;
- assist any person in immediate danger (only if safe to do so);
- call the Fire Brigade on "000";
- close the door on the fire to contain the spread;
- if threat to life exists, evacuate immediately, closing all doors;
- extinguish the fire (only if safe to do so);
- check that all areas have been cleared;
- control the movement of occupants to the Emergency Assembly Area or Evacuation Point; and
- maintain control of persons at the Emergency Assembly Area or Evacuation Point.

Personal Threat/Civil Disturbance - You should: (IF SAFE TO DO SO)

- notify the Police by dialling "000" and requesting assistance;
- do not do or say anything that may encourage irrational behaviour;
- alert any other persons in your vicinity;
- initiate action to:
- restrict entry to the building or area if possible;
- confine or isolate the presence from other occupants;
- monitor the status of any other occupant's safety; and
- evacuation should be considered (only if safe to do so).

Severe Storm - In the event of a severe storm:

- remain in the building until storm passes, keeping the occupants away from windows;

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- after the storm, evaluate the need to evacuate;
- if any person injured contact the Ambulance Service on 000; and
- if assistance required call NT Emergency Services on 131 444 or Fire Brigade on 000.

MONITOR LOCAL ABC RADIO as they are the approved NTG official emergency broadcaster.

High Risk Work

Working at Heights

Fall means a fall by a person from one level to another.

Risk of a fall means a circumstance that exposes a worker while at work, or other person while at or in the vicinity of a workplace, to a risk of a fall that is reasonably likely to cause injury to the worker or other person. This includes circumstances in which the worker or other person is:

- in or on plant or a structure that is at an elevated level;
- in or on plant that is being used to gain access to an elevated level;
- in the vicinity of an opening through which a person could fall;
- in the vicinity of an edge over which a person could fall; and
- on or in the vicinity of a surface through which a person could fall.

Source: Model Code of Practice: Managing the Risk of Falls at Workplaces, Safe Work Australia
Any work that is conducted at a height that presents a risk of fall must be in accordance with Northern Territory Work Health and Safety Regulations. It is an expectation that the hierarchy of control is strictly adhered to, that is firm consideration must be given to if the work can be done:

The following hierarchy must be applied when identifying the control measures:

- can the need to work at height be avoided to eliminate the risk of a fall;
- carry out any work that involves the risk of a fall on the ground;
- can the fall be prevented by working on solid construction;
- can the risk of a fall be minimised by providing and maintaining a safe system of work, including:
- providing a fall prevention device (for example, installing guard rails) if it is reasonably practicable to do so;
- providing a work positioning system (for example, an industrial rope access system) if it is not reasonably practicable to provide a fall prevention device; and
- providing a fall-arrest system, so far as is reasonably practicable, if it is not reasonably practicable to provide a fall prevention device or a work positioning system.

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In some cases a combination of control measures may be necessary, for example using a safety harness while working from an elevated work platform.

Ladders

The primary meaning of a ladder is for access and egress, working from ladders presents a higher risk of falling. Ladders should only be used as a platform for light work of short duration where it is deemed safe to do so.

Portable ladders should only be used where the use of safer systems is not reasonably practicable.

Working in a harness or fall arrest system requires the worker to receive specific instruction, training and supervision by a competent person.

Selecting & positioning ladders

- the ladder must be manufactured for industrial use;
- load rating should be at least 120kg;
- before using a ladder, inspect the condition of it;
- ladders must be suitable to the task;
- weather conditions should be considered;
- position the ladder so that it is set up on a solid and stable surface to ensure it does not slip;
- step ladders should be set up so that they are in a fully opened position;
- when determining proper working height/angle, non-self supporting ladders should be set at a 4:1 ratio from the foot to the top support;
- secure ladders at the top or bottom, or if necessary at both ends;
- do not use ladders with damaged side rails or missing rungs; and
- if appropriate, attach an Out of Service tag to the ladder.

Plant, Equipment & Tools

Plant includes:

- any machinery, equipment, appliance, container, implement and tool; and
- any component of any of those items; and
- anything fitted or connected to any of those items.

Prior to operating plant at your workplace the first step in the risk management of plant safety is to conduct a visual inspection of the item with consideration of the following potential hazards; can the plant:



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- cause injury due to entanglement, falling, crushing, trapping, cutting, puncturing, shearing, abrasion or tearing;
- create hazardous conditions due to harmful emissions, fluids or gas under pressure, electricity, noise, radiation, friction, vibration, fire, explosion, moisture, dust, ice, hot or cold parts; and
- cause injury due to poor ergonomic design, for example if operator controls are difficult to reach or require high force to operate.

When inspecting the plant prior to operation, the other factors to consider are:

- the condition of the plant;
- suitability to the task.

You must report any identified plant/equipment/tool hazards to **IE PROJECT** prior to operation. Do not operate Plant until you have received sufficient instruction, training and supervision provided by your Host employer.

Plant can only be used for the purposes for which it was designed. For example, a forklift is designed to lift things. Do not use it as a tow truck.

Information, Instruction, Training & Supervision

Prior to working with plant, equipment or tools at your workplace you must ensure that you have received adequate information, instruction or training. You must follow any of your Host employer's safe work procedures that have been implemented to manage the risk of plant, equipment tools that you will be operating.

Guarding

Plant guarding provides a physical barrier between the plant/machine and the operator/workers exposed to the plant/machine.

Guards must not be removed from any plant or equipment without authorisation from the Host employer management via a JSA/SWMS.

General guard rules:

- all equipment and plant must be isolated before removing machine guards;
- guards must be in place and secured before any machinery is started;
- a person removing any guard is responsible for reinstalling the guard; and
- a guard must never be modified unless it meets the Australian Standard requirements.

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Plant Maintenance

For any plant maintenance work at the Host employer, the following must occur:

- maintenance and repairs are conducted in accordance to the manufacturer's specifications or, in the absence of such specifications, in accordance with a competent person's recommendations;
- plant is isolated before maintenance or cleaning commences;
- effective consultation with affected workers takes place prior to restarting plant that has been shut-down due to inspection, maintenance or cleaning; and
- work is conducted under controlled safe work procedures.

Isolation of Plant

Host employer isolation procedures must be followed when isolating plant.

The most effective method of isolating plant is to use locks in combination with danger tags; the locks are used to lock out all isolation points of the plant. The lock should allow one or more padlocks to be fitted. Each worker is required to add their own padlock to the isolation point(s).

Note: A tag should not be used on its own to isolate the plant.



Isolated or disengaged plant should:

- not hinder or interfere with the operation of any other plant;
- have guards in place where a risk of injury is identified; and
- not obstruct access.

High risk work licenses

Certain types of plant, such as forklifts and other industrial lift trucks and some types of cranes, require the operator to have a high risk work license before they can operate the plant. The health and safety regulations sets out the classes of high risk work licenses and the types of plant involved.

As per the health and safety regulations, **IE PROJECT** only authorises workers who hold high risk work licenses to operate plant that requires a high risk work license.

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Confined spaces

Work Health and Safety (National Uniform Legislation) Regulations defines a confined space as enclosed or partially enclosed space that:

- is not designed or intended primarily to be occupied by a person;
- is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and
- or is likely to be a risk to health and safety from:
 - a) an atmosphere that does not have a safe oxygen level, or
 - b) contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or
 - c) harmful concentrations of any airborne contaminants, or
 - d) engulfment.

But does not include a mine shaft or the workings of a mine.

Only trained, qualified persons are allowed in confined spaces.

Prior to any person entering a confined space, a confined space permit must be authorised and issued by an authorised person at your place of work.

Silos, elevator pits, storage bins, road and rail hoppers, etc. may be classified as confined spaces and workers may not enter unless the correct entry procedure has been carried out. This will include completing a confined space entry permit authorised by a qualified person.

Due to design features of the building or container and/or properties of the items stored, the air may be contaminated, toxic, oxygen deficient, or explosive.

Conditions which may lead to the presence of a hazardous environment in confined spaces include:

- the presence of water and grain or grain dust;
- high moisture grain;
- some maintenance operations (electric welding, oxy cutting);
- fumigation operation; and
- gases.

Safe work practices for confined space work include:

- identify and place signs on confined spaces;

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- only work in confined spaces if you have had the proper training and certification, for example a confined space ticket;
- you must have confined space permit and have completed a JSA/SWMS to work in a confined space;
- do not enter a confined space until the atmosphere has been checked by a gas test and is safe. The gas test must be done by a calibrated metre, used by a trained and competent person; and
- sign and restrict access areas to confined spaces.

Personal Protective Equipment (PPE)

Most protective equipment is issued on a personal basis. It is a workers responsibility to clean and store this equipment hygienically.

Equipment must be regularly inspected prior to use to ensure that it is still in good condition and good working order.

PPE must be worn in accordance with the host organisations safe work procedures.

Dispose or isolate any PPE that has deteriorated or is not in good working order.

PPE must be disposed of appropriately and not just discarded or left lying around.

PPE is mandatory in areas where blue warning signs are displayed.

Non-compliance may result in disciplinary action and/or termination.

Hazard and Incident Reporting

You have a responsibility to immediately report injuries and hazards to your on Host employer and also to your IE PROJECT contact – Karen King on 0456 423 020 or IE PROJECT office 8947 3761.