



OCCUPATIONAL HEALTH AND SAFETY HANDBOOK

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1. OCCUPATIONAL HEALTH AND SAFETY POLICY

Note: Unless otherwise stated the term “employee/s” relates to direct and on-hired employees.

Obligations

Global Tradesearch Recruitment recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, clients and visitors. This commitment extends to ensuring that the organisation’s operations do not place the local community at risk of injury, illness or property damage.

Objectives

GTS Recruitment will:

- ✗ Ensure employees are provided with a working environment that is safe and without risk to health;
- ✗ Implement and maintain safe systems of work;
- ✗ Consult with all employees on OHS matters;
- ✗ Take reasonable steps to ensure risk are controlled at the client’s workplace;
- ✗ Monitor and review the effectiveness of measures to protect employees.
- ✗ Ensure compliance with legislative requirements and current industry standards;
- ✗ Provide employees with necessary information, instruction, training and supervision.

Responsibilities

Managers and Consultants are accountable for implementing this policy in their area of responsibility. This will be measured via their annual performance reviews. Managers and Consultants are responsible for:

- ✗ Gathering information to determine:
 - the safety at each client site;
 - the tasks to be undertaken by the employee at the client’s workplace;
 - the qualifications and experience required by the employee to perform the work adequately and safety at the client’s workplace;
- ✗ Evaluate, monitor and review the client’s OHS systems and workplace to ensure the client is providing and maintaining to the employee a work environment that is safe and without risk to health;
- ✗ **Determine adequacy of risk control measures and if required negotiate change.**
- ✗ Consult with employees in the development, promotion and implementation of health and safety policies and procedures.
- ✗ Ensuring that on-hired employees receive training in the safe performance of their assigned tasks by the client.
- ✗ The provision of resources to meet the health and safety commitment.

Employees are to:

- ✗ Report all identified hazards, near misses and injuries to your Consultant or to the appropriate client’s representative when at a client’s site;
- ✗ Participate in skills development and training to actively improve competencies;
- ✗ Follow all health and safety policies and procedures.
- ✗ Follow safe work procedures as set down by GTS or the client.

- ✘ To report to the client or to your Consultant any workplace hazards or any incidents or injuries that happen to you.
- ✘ To use protective equipment issued to you and to maintain it in good order.
- ✘ The consumption of alcohol or the use of illegal drugs whilst working is a dangerous practise and is not permitted.

5. ACCIDENT AND INJURY REPORTING

All accidents, incidents including “near misses” must be reported immediately, even if they do not result in injury or damage. In the event of an injury, you must obtain first aid treatment to ensure the injury does not worsen.

All accidents and incidents are to be investigated by both the client and GTS Recruitment. The aim is to find the reasons for the accident so that it does not happen again. You must co-operate with this investigation.

It is important that you report an incident immediately as some incidents require notification to the Authority.

6. HAZARD REPORTING

If you identify a hazard report it to the client. If it is within your authority to do so; implement a control to eliminate the risk of the hazard. It is the responsibility of the client to take necessary action to control the risk of the hazard.

7. REHABILITATION

If you suffer an injury while at work which will stop you from working and you wish to submit a claim for compensation, you must forward the appropriate claim form to your Consultant along with any authorised medical certificates and medical accounts. Your Consultant will forward the claim to the insurance company who will approve or reject the claim. Please remember that the insurance company has 28 days to make a decision, so you may not be advised as to whether your claim has been accepted for up to a month.

It is Company policy to take all reasonable steps to help with your rehabilitation if you suffer an injury at work. The primary focus of rehabilitation is to enable you to return to a normal life as soon as possible after your injury.

It is your responsibility to co-operate in a rehabilitation program when this is part of the recovery process. This program may involve alternate or modified duties with another client and will depend on your degree of injury. Your co-operation may also be required to assist in a rehabilitation program for a fellow employee who is recovering from an injury.

8. EMERGENCY PROCEDURES

Many clients will have emergency plans in place to ensure that potential life threatening events are handled with maximum efficiency in order to protect people's lives. It is important that you are aware of your responsibilities in the event of an emergency.

The client should discuss their emergency procedures with you and involve you in emergency evacuation drills when they are scheduled to occur. Some general guidelines are:

KEEP CALM, THINK CLEARLY AND ACT QUICKLY

- ✘ Protection of life is the first consideration in an emergency. Property protection is secondary.
- ✘ Learn the emergency telephone number if the client has one.
- ✘ Find out where you have to go in an evacuation of the premises.
- ✘ Find out who your Fire Warden is.
- ✘ Find out who you have to notify if an emergency occurs.

Eye protection may be required for certain jobs or work areas. It is important that you wear this protection to prevent serious eye injuries. You will be told where eye protection is required and the type of protection to be worn. The client must display signage in areas where eye protection is to be worn.



11.3 FOOT PROTECTION

Safety boots or shoes must be worn in designated areas to protect your feet from falling objects. If you are unable to wear your safety footwear for any reason, you must notify your Consultant. You are to provide a medical certificate specifying that you are unable to wear safety footwear.



11.4 OTHER SPECIFIC PROTECTION







Other types of protective equipment may be required, depending on the work you are doing. These may include spats, aprons, gloves (not to be worn near moving machinery), helmets, etc. You will be advised of any other protective equipment required and whether specific training is required in the use of this equipment.

For your added protection, gloves, loose clothing, neck ties, bulky rings, and dangling jewellery must not be worn when working with or near moving machinery. Long hair should be tied back or enclosed in a hair net.






12. MANUAL HANDLING

Manual handling is any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move, hold or restrain any object.

Hazardous manual handling refers to those activities that have:

-  Repetitive or sustained application of force;
-  Repetitive or sustained awkward posture;
-  Repetitive or sustained movement;
-  Application of high force;
-  Exposure to sustained vibration;
-  Handling live persons or animals.

While not all manual handling tasks will cause injury, hazardous manual handling can lead to many serious musculo-skeletal disorders (MSDs), including;

-  Muscle sprains and strains;
-  Back injuries;
-  Soft-tissue injuries to the wrists, arms, shoulders, neck or legs;
-  Abdominal hernias;
-  Chronic pain

12.4 SIMPLE EXERCISES TO RELIEVE WORK STRAIN

Neck Stretch

Drop your head to one side and hold for 10 seconds. Repeat to the other side. Drop your head to your chest and hold 10 seconds. Turn head slowly from side to side.

Chin tucks

Raise the head to straighten the neck. Tuck the chin in and upwards creating a double chin. This also results in a forward tilt of the head. Repeat several times.

Upper and lower back stretch

Interlace fingers and turn palms upwards above head; straighten arms then slowly lean slightly from side to side. Repeat movement several times.

Back arching

Stand up. Support your lower back with hands and gently arch back and hold for 5 to 10 seconds. Repeat as often as is needed.

Pectoral stretch

Raise both arms to shoulder height and bend elbows. Pull both elbows back slowly to bring shoulder blades towards each other.

Shoulder Shrug and Roll

Raise your shoulders toward your ears. Hold and release. Roll shoulders forward and repeat in the opposite direction.

Finger Fan

Spread your fingers wide with palms down and hold 6 seconds. Make a tight fist and release.

Wrist and elbow stretch

Interlace fingers, palms outward, and straighten arms in front. Hold for 10 seconds and repeat several times.

Wrist stretch

Straighten your arm in front and bend your wrist forward, gently assist the stretch with your other hand. Hold for 10 seconds then stretch your wrist back and hold for 10 seconds. Repeat with other arm.

13. SAFE WORK PRACTICES

13.1 LICENSING & REGISTRATIONS

There are certain activities, equipment or substances in the workplace that can pose a risk to employees or the public. Employees and employers engaged in this work, or who use particular equipment or materials, are required to hold a licence. Having a licence demonstrates a capacity to work safely.








A licence is required if you will be performing high risk work (e.g. scaffolding and rigging, operating cranes and forklifts, and using boilers and other pressure equipment).

If you already hold a **certificate of competency** or **'ticket'** you will need to transfer to the new **licence for high risk work**.

Before applying for a licence, you should contact the WorkSafe Advisory Service in consultation with your GTS Recruitment Consultant to find out which licence(s) you need to perform your work and what requirements you must meet to be eligible for a licence.





13.5 MACHINERY & POWER TOOLS

The range of machinery you may come across on the job is extensive and may include augers, conveyors, spraying equipment, mixing equipment, balers, packing machines and an extensive array of tractor attachments. Each has its own inherent hazards. Some safety aspects are:









-  Do not use this equipment unless you have been trained and are aware of the hazards.
-  Keep away from mobile machinery – if you have to work near this machinery, make sure the operator knows where you are.
-  Do not remove any guards – they are there to protect you.
-  Wear close fitting clothing when working near rotating equipment.
-  If you have long hair, wear a hair net when working near rotating equipment.
-  Do not try to repair broken equipment.
-  Do not clean the moving parts of a machine whilst the machine is operating.

13.6 HAND TOOLS

Hand tools present a range of hazards in the workplace. Injuries that can be sustained as a result of hand tool use include:

-  Cuts and abrasions
-  Eye injuries
-  Punctures and bruises
-  Broken bones

To minimise your risk of injury with hand tools:

-  Choose the right tool for the job (avoid using homemade tools);
-  Wear appropriate PPE;
-  Inspect tool for any hazards prior to use;
-  Report any problems or hazards with the tool to your supervisor;
-  Follow any safe operating procedures that may have been provided to you by the client;
-  Use lighter tools that can be held comfortably for longer periods;
-  Remove any jewellery and avoid loose fitting clothes if they present a risk;
-  Store tools properly so that they do not present a hazard.





13.7 WORK PERMITS

There are some tasks that when undertaken in certain environments can be very hazardous. As the legislation requires the employer to provide and maintain a system of work, the client should have in place a work permit system for any task that requires hot work or confined space entry.

A work permit indicates that a competent and experienced person has identified the hazards, assessed the task, inspected the work area and implemented adequate controls to eliminate and/or minimise potential risks to health and safety. The permit also needs to be authorised by a management representative prior to any work commencing. Once the work is completed, sign off is required by the person who has performed the task and the management representative.

13.8 MACHINERY GUARDING

Machine guards are required to protect you from the hazards of the machine. Some important points to note are:

-  A machine must only be operated with the guards in place and operating correctly.
-  Guards must only be removed by authorised people after the machine has been “locked out”.
-  Guards must be refitted prior to starting the machine.
-  Report any faulty guards to your Supervisor.

Only qualified electricians can work on electrical equipment and installations. If you find an electrical fault, you must report it to the client.

Only non-conductive fire extinguishers (e.g. dry chemicals, carbon dioxide) should be used around electrical fires.

13.12 HOUSEKEEPING

Good housekeeping is fundamental to good safety. Trips, slips and falls can result from poor housekeeping. It is **everybody's** responsibility to ensure that their work areas are kept clean and tidy.






All materials, equipment and tools not in use must be safely stored. All rubbish and waste must be placed in the bins provided. All aisles and access to fire extinguishers must be kept clear.

Liquid spills must be cleaned up immediately with absorbent material. DO NOT wash the spill into a drain.

Remember that cleaning up after a job is part of doing that job the right way.

13.13 WASTE MANAGEMENT

Clients will inform you of the requirements of waste management during the induction. Some guidelines are:









-  Check signage to see if the item can be recycled and if it has a particular waste container.
-  Segregate all waste into correct containers:
 - General
 - Recyclables
-  Flatten cardboard and place paper in the area provided.
-  Recycle drink cans, glass, plastic bottles and milk cartons.
-  Refer to MSDS for guidelines on disposal of chemicals, also seek advice from your Supervisor.

13.14 PERSONAL HYGIENE

Personal cleanliness is important in helping to prevent illness and the spread of infection. Wash your hands before eating, immediately after using any chemicals and before and after going to the toilet.


13.15 INDUSTRIAL GASES

Cylinders of compressed gas are often used at workplaces. These may include oxygen, acetylene, LP gas and pesticides. If you are required to use cylinders, it is essential that you know the safe handling procedures. Some general guidelines are:







-  Check that you are using the correct gas.
-  Check hoses and couplings are suitable and in good order.
-  Work with gases only in well ventilated areas.
-  Always keep cylinders upright.
-  Secure cylinders in racks or with chains.
-  Always wear the correct protective clothing for the job.
-  Treat oxygen with care - DO NOT USE AS A SUBSTITUTE FOR COMPRESSED AIR.
-  Store empty cylinders separate from full cylinders

14. OFFICE SAFETY

It is just as important to observe good safety and housekeeping in offices as it is in other workplaces. Some general guidelines for office safety are:

-  Keep walkways and aisles clear.

Stretching exercises help to relax muscles which have been working and move those which have been in a fixed position. If possible, stand up to do your stretches.

-  Do a few of these exercises a few times every day
-  Make sure you relax and perform them gently
-  Hold the stretch or repeat as indicated
-  Do not over-stretch
-  Stop if you feel discomfort when performing an action
-  Remember to do each side

14.2 VISUAL (COMPUTER SCREENS)

Avoid visual fatigue, e.g. sore eyes, blurred vision and headaches by checking your computer screen. A good starting point is to have the screen on a slightly downward gaze, i.e. 10-15 degrees below the horizontal. The screen should be about 600 mm from the eyes (a comfortable distance), then the top of the screen would be just below eye level. A simple way to set it would be to get the top of the monitor at eye level. Have the screen reasonably high as this gives the most scope for tilting it down in order to minimise any reflections on the screen, usually from bright light through windows or overhead lights. To avoid window reflections, the windows need to be screened or the computer repositioned. "Anti-glare" screens can also be used.

The best position for a monitor in an office or workstation is adjacent to windows. If the window is behind the screen the eyes adjust to the bright light from the window making it harder to read the less bright display on the screen.












In order to minimise the effects of both reflections and glare, it is useful have a display of high brightness. A positive image, with black letters on a white background, is best. The positive display is also well matched to hard copy of black print on white paper, minimising the needs for the eyes to adjust when shifting attention one to the other.

Easy Office Stretches Take a few minutes to relieve eye strain

1. *Blink your eyes often and take a break by alternating tasks when necessary.*
2. *Now and then, focus on an object at least 6 metres away.*
3. *Close your eyes and breathe deeply for 30-60 seconds.*

15. UNACCEPTABLE BEHAVIOUR

The following behaviour is unacceptable and in the interests of you, your fellow employees and GTS Recruitment will not be tolerated:

-  Horseplay and practical jokes.
-  Bullying.
-  Fighting or instigating a fight.
-  Assaulting, threatening or interfering with other employees.
-  Abuse, damage or destruction of property.
-  Interfering with, or removing without permission, the property of the Company, the client or any person.
-  Interfering with, bypassing or rendering inoperative, controls designed to provide protection or safety of yourself or another person.
-  Failing to adhere to safe operating procedures.
-  Being under the influence of drugs or alcohol while on Company or client property, or bringing or consuming drugs or alcohol on Company or client property.
-  Driving a Company vehicle while under the influence of drugs or alcohol.
-  Smoking in a non-smoking area.

18.2 SEXUAL HARASSMENT

Sexual harassment is one of the most common types of harassment. Sexual harassment occurs when a person makes an unwelcome sexual advance, an unwelcome request for sexual favours or engages in unwelcome conduct of a sexual nature in circumstances which causes another person to feel offended, humiliated or intimidated by that conduct.

Sexual harassment can include a wide variety of behaviour of a sexual nature. Unwelcome physical contact, "dirty" jokes, persistent requests for dates, comments about a person's sexual behaviour and the display of sexually explicit material pin-ups, calendars, etc., are examples of conduct that may constitute sexual harassment.

If you believe that you have been subjected to harassment of any kind, you should notify your Consultant who will ensure the situation is confidentially investigated and any necessary action is taken. The normal disciplinary procedures will apply if harassment is found to occur.

It is everyone's responsibility to maintain a workplace that is free of harassment of any kind.

18.3 DISCRIMINATION

GTS Recruitment is committed to the principles of equal opportunity and non-discrimination in all areas of employment. If you feel that you have been discriminated against, you should notify your Consultant who will ensure the situation is confidentially investigated and any necessary action is taken.





19. RISK MANAGEMENT AND OCCUPATIONAL REHABILITATION PROGRAM

POLICY

GTS Recruitment is committed to providing a safe and healthy workplace for all workers. In the event of a work related injury we will take all necessary steps to ensure the injury does not happen again. Should one of our workers incur a work related injury that means they are unable to continue their normal work we will provide the necessary assistance for them to remain at work, or return to work as soon as possible. We will do this through risk management and occupational rehabilitation and our commitments are as follows:


19.1 RISK MANAGEMENT

GTS Recruitment will:

-  Take all practicable steps to identify, assess and control any known or potential risks to their workers;
-  Encourage the early reporting of any symptoms of an injury or disease related to the work our workers undertake;
-  Investigate all incidents, accidents, injuries or near misses to identify their cause(s) and prevent them happening again;
-  Comply with our legal obligations, including notification of incidents to Safework SA when required.

19.2 OCCUPATIONAL REHABILITATION PROGRAM

GTS Recruitment will:

-  Assist our workers to remain at work or return to work at the earliest opportunity.

Specifically our RETURN TO WORK POLICY is that: