



Workplace Health and Safety Plan

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Introductions

Our company

We will strive to create sustainable and profitable growth by providing excellence in service and equipment in the air conditioning, ventilation and electrical industry. Our commitment is to provide engineered solutions to meet customers value expectations. In order to achieve our mission we will promote and entrench our core values in order of priority of Safety, Quality and Productivity throughout our team, as well as with our stakeholders , suppliers and customers.

Objective and purpose

The purpose of this Workplace Health and Safety Plan is to outline policies and procedures in respect of Workplace Health and Safety in the Air Conditioning, Refrigeration, Ventilation and Electrical Industry. This Plan is designed to enable CRAMER & NEILL to manage their business and Workplace Health and Safety systematically.

By implementing this Safety Management Plan and embedding its content into its work practices, CRAMER & NEILL shall meet their minimum obligations under the Occupational Health and Safety Legislation and standards. This Plan and associated forms establish a minimum standard for the management of Workplace Health and Safety.

The contents of the Plan will be adjusted to meet the expanding requirements in CRAMER & NEILL business to continually ensure appropriate management of Workplace Safety and Health.

Emphasis is placed on the fact that CRAMER & NEILL is fully aware of its obligations to provide safe working environments for its workers, contractors, sub-contractors, and the public to guide them in safe working practices and to comply with the current workplace Legislation.

Scope

The field of application for this document extends to all CRAMER & NEILL Air Conditioning, Refrigeration, Ventilation and Electrical Industry work in the state of Western Australia.

The Safety Management Plan's objectives are to prevent workplace injuries and work related illnesses of both its workers, and persons affected by work done by CRAMER & NEILL.

Safety promotion

Safety Promotion is an important tool in creating and maintaining safety awareness. Management accepts its responsibility in:

- Taking an active part in all safety activities
- Being available to discuss safety matters with individuals and promote safety ideas
- Attending to public safety as required

Process control

CRAMER & NEILL Workplace Health and Safety Management System is designed to give effect to its policies and procedures therein, as they apply to their business, namely all elements of Electrical and Communications contracting work.

The wide variety of work undertaken by CRAMER & NEILL may make it necessary to change particular policies, processes and procedures for particular projects.

Should particular policies, processes and procedures be required, they will be provided as a Site Safety Plan and recorded as a review and given a new version number.

If no changes are required as the operational profile of the business has not changed then the Safety Plan and all associated documents will be reviewed annually.

Definitions

For the purposes of this manual, and when referring to instructions relating to Workplace Health and Safety, the following key definitions will apply where the terms are used:

Accident - means an unplanned and unexpected occurrence, which has caused an injury to a person or damage to property.

Australian Standard (AS) - standards which are approved by the Council of Standards Australia Committee and form a national benchmark for products and services.

Workplace - means a place whether or not in an aircraft, ship, vehicle, building, or other structure, where workers or self-employed persons work or are likely to be in the course of their work.

Competent person - in relation to the doing of anything, means a person who has acquired through training, qualification or experience, or a combination of those things, the knowledge and skills required to do that thing competently.

Construction Site - means a workplace at which construction work is done and includes any adjoining area where plant or other materials used or to be used in connection with that work are located or kept and over which the main contractor has control for the purpose of doing the construction work.

Construction Work - means:

- the construction, erection, installation, alteration, repair, maintenance, cleaning, painting, renewal, removal, excavation, dismantling or demolition of, or addition to, any building or structure, or any work in connection with any of those things, that is done at or adjacent to the place where the building or structure is located
- work on which a hoisting appliance or any scaffold or shoring is used or intended to be used
- work in driving or extracting piles, sheet piles or trench sheet
- work done laying any pipe or work in lining pipe that is done at or adjacent to the place where the pipe is laid or to be laid
- work in sinking or lining or altering, repairing, maintaining, renewing, removing or dismantling a well or borehole
- road works, earth works or reclamation; or
- work in laying an underground cable or work related to laying an underground cable that is done at or adjacent to the place where the cable is being laid

Employer - means:

- a person by whom an worker is employed under a contract of employment; and
- in relation to an apprentice or trainee, the person that employs the apprentice or trainee under an apprenticeship or traineeship scheme under the current, relevant Legislation

Worker - means:

- a person by whom work is done under a contract of employment; and
- an apprentice or trainee

Hazard - in relation to a person, means anything that may result in:

- injury to the person; or
- harm to the health of the person

Incident - means any occurrence, including near misses, which may have caused personal injury or could have caused damage to property.

Hazardous substances - a hazardous substance is a substance that is toxic, corrosive, carcinogenic, irritant, mutagenic, or teratogenic, sensitiser, or asphyxiant.

Manual handling - means any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or move, hold or restrain a person, animal or thing.

Organisation - Organisation means CRAMER & NEILL

Personal protective equipment (PPE) - refers to clothing and equipment that complies with relevant Australian Standards, which is issued to an individual by the company to protect from injury or harm.

Practicable - means reasonably practicable having regard where the context permits, to:

- the severity of any potential injury or harm to health that may be involved, and the degree of risk of it occurring
- the state of knowledge about –
- the injury or harm to health referred to in the Act
- the risk of that injury or harm to health occurring; and
- means of removing or mitigating the risk or mitigating the potential injury or harm to health; and
- the availability, suitability, and cost of the means referred to in the Act

Regulations - means the current, applicable Occupational Health and Safety Legislation as amended.

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

Material Safety Data Sheet (SDS) - is a document that describes the properties and use of a substance, health hazard information, precautions for use, and safe handling information.

Self-employed Person - means an individual who works for gain or reward otherwise than:

- under a direct contract of employment; or
- as an apprentice or trainee,
- whether or not the individual is an employer

The Act - means the current, applicable Occupational Health and Safety Legislation as amended.

Worker - means:

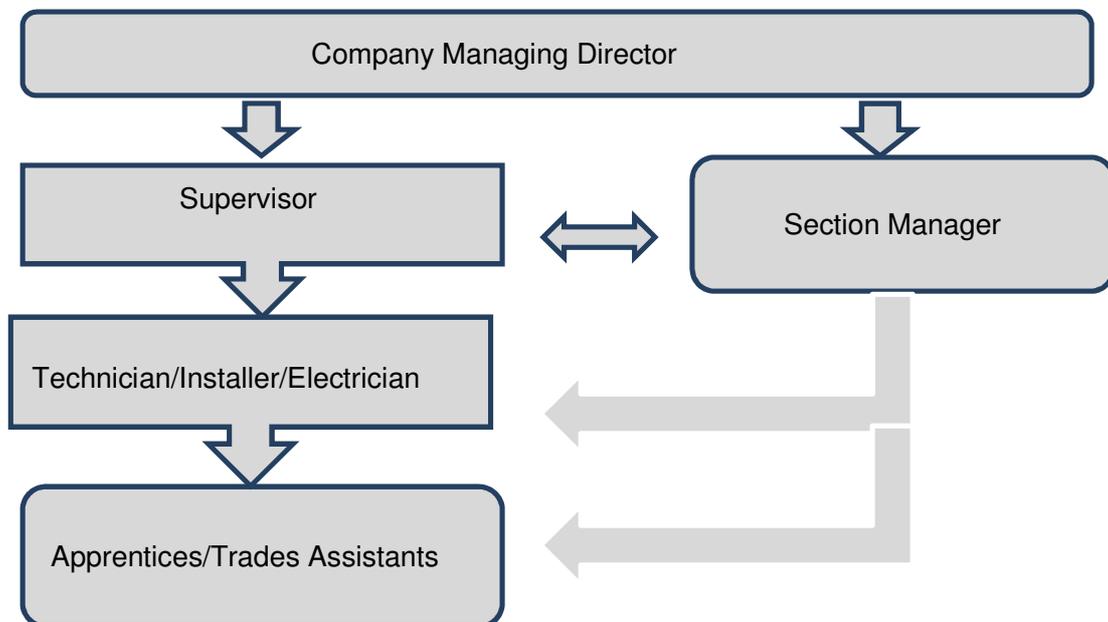
- full-time workers on a wage or salary

- part-time, casual and seasonal workers
- workers on commission
- piece workers
- working directors (companies now have an option as to whether working directors who have some ownership of the company and are 'workers' under the Workers' Compensation and Injury Management Act 1981 are to be insured under the workers' compensation system); and
- Contractors and sub-contractors may also be defined as 'workers', depending on the circumstances of their working arrangement

Further definitions, as they relate to the state Legislation can be found in the relevant act or regulations.

Roles and responsibilities

To assist with the implementation of this policy the following responsibilities are delegated accordingly as shown by CRAMER & NEILL line management flow chart.



Roles and responsibilities defined

Implementing a Workplace Health and Safety system requires the clearly defined assignment of responsibilities, accountabilities and authorities.

The ultimate responsibility for, and commitment to, the Workplace Health and Safety system rests with the highest level of management within the business and Senior Management must demonstrate commitment to systematically managing health and safety.

A dynamic health and safety culture requires an explicit organisation-wide commitment. The commitment sends a signal to all workers, suppliers, contractors and customers that the organisation actively manages its health and safety responsibilities.

CRAMER & NEILL Roles and Responsibilities are as follows:

Manager

The section Manager is responsible for safety and duties include but are not limited to:

- implementing the company Workplace Health and Safety system and procedures
- using the principles of the hierarchy of controls in all design, fabrication and construct activities to minimise the risk to all personnel in the workplace
- participating in the planning and design stages of trade activities
- stimulating a high level of safety awareness at all times
- identifying safety training needs
- leading by example
- ensuring safe equipment and plant is provided and maintained
- insisting on correct and safe work practices at all times
- assisting in the identification and preparation of safe work procedures
- reviewing safety reports and inspections and initiating rectification where necessary
- participating in accident/incident investigations
- participating in safety meetings and programs
- monitoring compliance with safe work methods (controls)
- monitor compliance
- review policies and procedures
- carry out inductions

Site Supervisor

The Site Supervisor is responsible for safety on the project and duties include but are not limited to:

- implementing the company Workplace Health, Safety procedures
- observing all Workplace Health and Safety requirements and statutory rules and regulations
- ensuring that all works are conducted in a manner safe and without undue risk to the health and safety of all involved
- planning to do all work safely
- providing advice and assistance on Workplace Health and Safety to all workers
- ensuring current Workplace Health and Safety and other relevant legislative requirements are met in the workplace
- identifying Workplace Health and Safety training programs in advance and allow for worker/s identified as requiring training to attend the training
- actioning safety reports and carrying out workplace inspections
- preparing and participating in safety meetings and safety programs
- facilitating the preparation of Safe Work Method Statements and Job Safety Analysis (JSA) for the tasks being undertaken
- leading by example - insisting and ensuring on safe work practices at all times
- investigating hazard reports and ensuring that corrective actions are effective undertaken
- conducting inductions, toolbox talks and daily team briefings
- participating in accident/incident investigations
- supervising and ensuring compliance with safe work procedures
- providing suitable employment to assist rehabilitation initiatives
- stimulating a high level of safety awareness at all times

Site Safety Officer / OHS Representative

The Site Safety Officer is responsible for safety on the project and duties include but are not limited to:

- assisting the Site Supervisor to develop and implement the Workplace Health, Safety procedures
- communicating safety performance to Management
- providing advice and assistance on Workplace Health and Safety to all workers;
- participating in the planning and design stages of a job
- monitoring Occupational Health and Safety legislative requirements and ensuring they are communicated and incorporated in tasks
- monitoring compliance with safe work procedures
- co-ordinating rehabilitation for injured workers
- reviewing safety reports and inspections
- preparing and participating in safety meetings and programs
- facilitating Tool Box Talks
- insisting on correct and safe practices at all times
- conducting project safety inductions
- investigating and developing new Workplace Health and Safety initiatives
- conducting accident/incident investigations
- leading by example and promoting Workplace Health and Safety at every opportunity
- stimulating a high level of safety awareness at all times
- communicating with the Workplace Health and Safety Site Manager on matters relating to health and safety
- facilitating the maintenance of all records as required under this Management Plan
- participating in regular workplace inspections and ensure that any improvements resulting from such an inspection are actioned in the required time frame

Refrigeration Technician/Electrician/Installer

Electrical Worker/Tradesperson responsibilities for safety include:

- ensuring they are aware of their obligations under the Occupational Health and Safety Legislation
- keeping informed of CRAMER & NEILL requirements in respect of safety, particularly working safely by example and encouraging others to work safely and to take pride in their safety achievements
- making sure that at all times they follow both CRAMER & NEILL and site-specific policies and procedures
- recommending to the Safety Representatives any action which they consider would make for safer working practices
- reporting any accidental injuries and any breaches of safe working practices to management
- workers are responsible for ensuring their safety and the safety of others affected by their actions at work
- workers should participating in making their work places safe by:-
- complying with all rules, instructions and prescribed procedures
- using or wearing all appropriate safety devices and equipment as supplied
- reporting of all accidents, incidents, near misses and hazards

- communicating with the Site Supervisor on matters relating to health and safety
- using and maintaining all safety equipment and plant in the method for which it is meant to be used
- refraining from the use or consumption of drugs or alcohol or working whilst under the influence of drugs or alcohol whilst at the workplace
- assisting with the investigation of workplace accidents and incidents as appropriate
- following safe work methods, procedures and practices at all times
- not endangering the health and safety of themselves or others in the workplace
- actively participating in safety meetings, inductions, toolbox talks, training and safety awareness sessions
- adopting and actively participating in any rehabilitation and return to work programs following injury to personnel
- abiding by all Legislative Acts and Regulations as required to perform the work safely

Apprentice

Apprentices are required to work with the level of supervision as required for their individual year of training and their trade discipline. The following supervision guidelines table for apprentices and trainees is a guide only:

Type of work	Apprentice/Trainee (Year)	Supervision required
New installations (not connected to electricity supply)	1st 2nd 3rd 4th or final	Direct Direct/general General General
Alterations and additions (existing installations)	1st 2nd 3rd 4th or final	Direct Direct Direct General
Maintenance of installations and equipment	1st 2nd 3rd 4th or final	Direct Direct General (under isolation permit system) General
Workshop tasks	1st 2nd 3rd 4th or final	Direct General General General
Live work	1st 2nd 3rd 4th or final	Not permitted Not permitted Not permitted Direct*
Isolation of installations and equipment	1st 2nd 3rd 4th or final	Not permitted Not permitted Direct General

*If live work must be carried out, it is a requirement that it is completed in accordance with the Western Australian Code of Practice for safe low voltage work practices by electricians. In the case of an Electrical Group Training (EGT) apprentice and in accordance with EGT's Policies, under no circumstance shall an EGT apprentice carry out any live work.

Safety management policies

WORKPLACE HEALTH AND SAFETY POLICY (CN-PM06)

At CRAMER & NEILL our Workplace Health and Safety is based on a belief that the well-being of people employed at work, or people affected by our work, is a major priority and must be considered during all work performed on our behalf.

People are our most important asset and their health and safety is our greatest responsibility. The public shall be given equal priority to that of our workers.

Objectives

The objectives of our Safety Policy are:

- To aim to achieve an accident free workplace
- To make health and safety an integral part of every position
- To ensure health and safety is considered in all planning and work activities
- To involve our workers in the decision making processes through regular communication, consultation and training
- To provide a continuous program of education and learning to ensure that our workers work in the safest possible manner
- To identify and control potential hazards in the workplace through hazard identification and risk analysis
- To ensure potential accident/incidents are controlled and prevented
- To provide effective injury management and rehabilitation for all workers
- To ensure CRAMER & NEILL compliant with relevant Western Australian Occupational Health and Safety Legislation

The success of our health and safety management is dependent on:

- Pro-active planning of all work activities with due consideration given to implementing Workplace Health and Safety controls that are suitable to each given situation
- Understanding the total work process and associated Workplace Health and Safety risks
- Ensuring the work team is totally committed to achieving our objectives
- Ensuring that open and honest communication exists between management and all workers

MANAGING DIRECTOR

SIGNATURE

DATE

MONITORING AND REPORTING POLICY

The purpose of this policy is to demonstrate CRAMER & NEILL will undertake various initiatives for workers to participate in Workplace Health and Safety as follows:

- Hazard assessments before commencing all tasks, the degree of assessment will be determined by the complexity and risk factor of the job.
- Monthly Toolbox meetings to discuss safety performance, industry related safety concerns regarding the Workplace, Health, Safety or Environment. Safety alerts etc.
-

All sub-contractors are required to undertake the above mentioned safety initiatives while working for CRAMER & NEILL.

Refer to the Monitoring and Reporting Safety Management Procedure.

MANAGING DIRECTOR

SIGNATURE

DATE

/ /

DIGITAL COMMUNICATION - SOCIAL MEDIA, INTERNET & EMAIL POLICY (CN-PM12)

The intent of CRAMER & NEILL Social Media Policy is to clarify our expectations and limitations in the use of electronic communication devices and the applications they enable.

How they are used and the information that passes through them has the direct ability to impact CRAMER & NEILL worker safety reputation and public image both in a negative and positive way.

Any computers, laptops, tablet or mobile phones supplied by CRAMER & NEILL are done so to enhance the business operations and to assist in the effective flow of information throughout the organisation.

Use of mobile phones

- All company issued mobile phones are to be used for work purposes only. Only agreed applications can be downloaded and used and must be work-related. If the phone rings whilst you are in the process of your work – Do not answer. Allow it to divert to message bank and retrieve as soon as the tasks are completed. Downloads of music or other personal use applications are not permitted and if this protocol is breached all costs incurred will be fully refundable to CRAMER & NEILL by the worker responsible and the breach may result in disciplinary action and/or dismissal.

Use of computers/tablets

Any CRAMER & NEILL documentation or information will always remain the express property of CRAMER & NEILL. This includes pictures taken of our workplaces, equipment and activities. At no time are pictures or information with either text or graphics to be placed on the internet through any social media forum.

This is important to protect CRAMER & NEILL public image as well as the privacy of its workers. The access or download of any:

- Racially sensitive information
- Sexually explicit information or
- Illegal activity information

Is prohibited and will result in instant dismissal if proven to be intentional.

If any such information is inadvertently accessed then the site and incident must be logged with CRAMER & NEILL management.

Social media sites and forums

CRAMER & NEILL will determine what, if any social media functions will be enabled and this information will clearly be communicated to the workforce. Guidelines will be developed regarding how these are to be used to enhance the business and all workers are required to operate within these guidelines.

The use of personal access to social media sites on personal phones, tablets and computers is strictly limited to designated breaks and the use of any company specific images or detail is strictly prohibited.

The reference to any CRAMER & NEILL worker without their express knowledge AND permission will be viewed as bullying or harassment and is strictly prohibited.

Procedure

Management reserve the right to audit all phone records and emails stored within company owned devices.

Disciplinary measures will be taken for breaches to this work procedure. See WHS Disciplinary Safety Management Procedure.

MANAGING DIRECTOR

SIGNATURE

_____/_____/_____
DATE

HAZARD REPORTING AND RISK MANAGEMENT POLICY

This policy is written to demonstrate CRAMER & NEILL's commitment to working with employees to identify workplace hazards and minimise risks of injury and illness from those hazards. Management will proactively encourage workers to identify, solve and report hazards. Management will act upon any hazard report in a planned and prioritised way.

Implementation

CRAMER & NEILL will identify hazards by a variety of means, including:

- Acting on hazard reports submitted by workers
- Consulting with workers on a day-to-day basis
- Observing and monitoring the workplace through programmed walk-through inspections
- Analysing incident and injury records
- Investigating incidents and accidents where there is a risk of lost time injury
- Monitoring workers health
- Keeping up to date on changes to Occupational Health and Safety legislation, regulations and codes
- Monitoring published information and research, including industry guidelines
- Ensure all employees undergo risk assessment training

Roles and responsibilities

Managers and supervisors are responsible to:

- Develop and maintain the policy, procedures and tools
- Consult with workers on hazard reporting
- Implement immediate controls while planning for medium and longer term solutions
- Maintain a register of hazards
- Report dangerous occurrences to Workplace Services
- Provide feedback to the person or workgroup reporting a hazard
- Train workers and supervisors in hazard reporting and hazard management

Employees are responsible to:

- Report, to their supervisor, any hazards of which they become aware, using the Hazard Reporting Procedure
- Fix hazards immediately, if they are able to
- Participate in the consultative processes
- Participate in walk-through inspections, when requested

MANAGING DIRECTOR

SIGNATURE

DATE

DUTY OF CARE POLICY

This policy is written to demonstrate both the employers and employee's duty of care within CRAMER & NEILL.

Employer's general duty of care

The Occupational Health and Safety Legislation states that employers must, so far as is practicable, provide and maintain a working environment where workers are not exposed to hazards. In summary they must ensure:

- The provision and maintenance of safe systems of work
- The provision of adequate information, instruction, training and supervision
- Mechanisms for consultation and co-operation between workers
- The provision of adequate personal protective clothing and equipment
- Safe and well maintained machinery
- The correct handling of chemicals
- All reportable accidents are reported and investigated
-

In line with this legal requirement, CRAMER & NEILL Workplace, Health and Safety Policy states that it is committed to establishing and maintaining, so far as is practical, the highest standards of Workplace Health and Safety for all workers.

Employee's general duty of care

The Occupational Health and Safety Legislation states that worker's must, so far as is practicable, ensure that they operate in such a way as to ensure their own safety and the safety of others in the workplace and the public. In summary they must ensure:

- They must adhere to safe systems of work
- Attend relevant training as provided by their employer
- Follow all reasonable instruction and information provided by their training and supervision
- Report all hazards, near misses and incidents to their employer
- Utilise the personal protective clothing and equipment provided to them
- Use tools and machinery safely
- All near misses
-

In line with this legal requirement, CRAMER & NEILL Health and Safety Policy states that it is committed to establishing and maintaining, so far as is practical, the highest standards of Workplace Health and Safety for all workers.

CRAMER & NEILL believes that if its management and the workers embrace their duties of care a safe working environment can be achieved.

MANAGING DIRECTOR

SIGNATURE

DATE

INDUCTION POLICY

This policy is written to ensure that all tasks in the workplace are performed safely by adequately trained competent and licensed workers. CRAMER & NEILL use induction as a strategy to help a worker fit into his/her job, work team and the organisation.

Company induction training for new or transferred workers should include:

- General background of the organisation
- CRAMER & NEILL policies and procedures
- Workplace layout and environment
- Job description, appraisal systems and performance monitoring
- Tools, equipment, supplies ordering and maintenance
- Potentially hazardous operations or conditions
- Reporting procedures, e.g. of hazards, injuries or near misses
- Location of first aid facilities, first aid officers or medical centre
- Responses in the event of fire or other emergencies
- Location of facilities such as washrooms, lockers, canteen and car park
- Co-workers including supervisors, leading hands, health and safety representatives etc.

New employees, employees performing new work, or even employees returning from annual leave, is subject to a higher rates of injuries that are often serious.

Site specific induction

CRAMER & NEILL recognises the importance of Induction, and in particular, site specific induction that highlights the possible hazards of unfamiliar sites. Therefore, the following WHS matters shall be dealt with during such inductions:

- Explanation of the CRAMER & NEILL's Safety Management System including CRAMER & NEILL policies and work procedures
- The importance of appropriate attire, such as containing long hair when working near machinery, the use of safety equipment, not wearing conductive jewellery
- Advising on availability of Personal Protective Equipment availability and where to obtain it
- Reporting of all accidents, "near-misses", and hazards to Supervisors
- Emergency telephone numbers, first aid equipment / personnel and their locations and services available
- Emergency procedures
- Safety rules which must be observed; safe methods of carrying out jobs and dangers of particular work areas
- Location of exits and telephones
- The Safety Officer to whom accidents and hazards are to be reported
-

MANAGING DIRECTOR

SIGNATURE

DATE

FITNESS FOR WORK POLICY (CN-PM13)

CRAMER & NEILL is committed to providing a safe and healthy workplace. It is from this commitment that the need for a Fitness for Work Policy has been recognised.

The CRAMER & NEILL Fitness for Work Policy has been formulated to ensure that all employees are aware that drug use or possession and the consumption of alcohol or intoxication at the workplace will not be tolerated.

CRAMER & NEILL has a duty of care to ensure that the workplace is free from hazard and unnecessary risk. Employees of CRAMER & NEILL have a responsibility to ensure their own safety and that of their fellow employees, clients and visitors to the workplace.

The policy will apply to everyone who comes into the workplace. This includes employers, managers, supervisors, directors, consultants, employees, as well as visitors, clients, customers and contractors. All new employees will be provided with a copy of the policy upon the commencement of their employment.

Employee Duty of Responsibility

As Employers have a responsibility to provide a safe workplace, employees have a responsibility to work safely and within certain safety guidelines set out by their Employer and Worksafe. Employees must ensure that they do not jeopardise their own safety, the safety of their colleagues or any visitors to the workplace.

The use of Drugs and/or alcohol by an employee impacts on their ability to fulfil their Occupational Health and Safety obligations. An employee under the influence will jeopardise not only their own safety, but the safety of all others in that workplace.

Failure to encompass the duty of Responsibility by the employee can impact on their worker's compensation entitlements, fines from Worksafe, or internal disciplinary procedures.

Employee's Responsibilities

- Immediately and honestly report any accident and/or injury on the prescribed forms
- Visit a medical practitioner if required to have accident symptoms recorded and treated
- Continue to visit medical practitioner when and as required until a full or partial clearance has been given to return to work
- Compensation will not be paid if the employee –
- was under the influence of alcohol or a drug of addiction
- was not using protective clothing or equipment as required by the employer
- committed an act of serious or wilful misconduct

Any false claims will be refused and the employee may be liable for prosecution for fraud.

OBLIGATIONS OF EMPLOYEES (SECTION 20 OF THE *OCCUPATIONAL SAFETY AND HEALTH ACT*)

Employees also have a general duty in relation to safety at the workplace as outlined in Section 20 of the Act. Employees have an obligation to take reasonable care to:

- ensure their own safety and health at work;

Employees should ensure their activities away from work do not impact on their ability to perform their duties safely when at their workplace. An employee should inform him/herself about the effect of alcohol and other drugs on their ability to work safely. An employee should present and remain, while at work, fit for work;

- avoid adversely affecting the safety and health of other persons at the workplace;

An employee affected by alcohol and other drugs presents a danger to co-workers and other persons at the workplace.

- report to their employer any situation that they have reason to believe could constitute a hazard and he/she cannot reasonably correct themselves;

A person who cannot work safely due to impairment by alcohol or other drugs may constitute such a hazard and this situation should be reported to the employer or other appropriate person in control; and

- report to their employer any injury or harm to health of which he/she is aware that arises in the course of, or in connection with, his/her work.

Employee Assistance Program

Employee Assistance Program

Cramer & Neill Refrigeration will endeavour to offer assistance to any employee who is experiencing performance related problems at work. Where appropriate, a manager or supervisor will be available to discuss any difficulties an employee is experiencing which directly impacts on their ability to work efficiently and safely. Where required a supervisor or manager may refer the employee to the appropriate medical services or counselling services. In particular, performance issues that relate to drug and alcohol use will be referred to the Victoria District medical centre for professional assistance.

Confidentiality

All procedures regarding drug and or alcohol counselling shall remain confidential between the employee and the management of Cramer & Neill Refrigeration unless information is needed for the purposes of workers compensation. Should the evidence of drug use by an employee be brought to the attention of Cramer & Neill Refrigeration by another employee, the evidence will be investigated further. This may require further questioning of employees, however no personal information shall be revealed to co-workers unnecessarily.

Rehabilitation and counselling

The management at Cramer & Neill Refrigeration have a variety of sources which an employee may be referred to for counselling or medical advice. An employee may request these services to be provided voluntarily if they believe they have a drug and or alcohol problem which is impacting upon their work performance. An employee who is experiencing difficulties at work is encouraged to seek assistance from their manager or supervisor, and wherever possible, Cramer & Neill Refrigeration will provide information or contacts to ensure that the employee received professional help.

If a serious performance issue is raised regarding Cramer & Neill Refrigeration employee, the employee will be referred to the Victoria District Medical centre. An employee will be medically assessed and suspended on full pay until the results of the medical become available. Should the employee test positive to drugs and/or alcohol the employee will be advised to seek counselling, be warned of the dangers of working whilst under the influence and warned that any further violation of the Company Policy will result in the employee's dismissal.

Testing

Testing for illicit drugs

Drug Testing has been introduced into Cramer & Neill Refrigeration as part of a comprehensive alcohol and drug program, which in turn is part of a general safety and health program.

It is for this reason that Cramer & Neill Refrigeration will not tolerate any presence of an illegal drug in the samples of employees. Until testing techniques can measure impairment, Cramer & Neill Refrigeration will enforce a "no tolerance" attitude to drug testing. Any presence of illicit drugs in the employees system will be considered to be a positive test result. A positive test result will result in the commencement of disciplinary procedures and may result in the ultimate termination of the employee from their position.

Drug testing will not be done on site at Cramer & Neill Refrigeration. If an employee is reported to be suffering from effects not unlike those experienced by one who is under the influence of drugs, they will be directly referred to the St John of God Pathology Centre for testing. The St John of God Pathology Centre will abide by appropriate safeguards include ensuring test results are supervised and assessed by a qualified person. All testing will be done in accordance with Australian Standard 4308 which outlines the recommended practice for the collection, detection and quantification of drugs of abuse in urine or blood samples as appropriate.

Testing for alcohol

Alcohol Testing will be introduced into Cramer & Neill Refrigeration as part of the comprehensive alcohol and drug program outline in this policy and procedure manual, which in turn is part of a general safety and health program.

Unlike drug testing, alcohol testing can measure impairment. Where an employee displays signs of impairment or any other indications of intoxication, he/she will be referred to St John of God Pathology for testing, and may be suspended from work pending a negative BAC test result.

Self-assessment by the employee

Employees are not to present themselves for work if they have consumed alcohol and other drugs that affect their ability to work safely. Employees should not remain at the workplace if they become affected by alcohol and other drugs.

Although Cramer & Neill Refrigeration discourages the use of alcohol and drugs at the workplace, the management is likely to take self assessment into consideration before implementing disciplinary processes. It is quite likely that an employee who relieves themselves from their duties due to intoxication will be disciplined less severely than one who is reported to be intoxicated by other employees, staff, supervisors or third persons.

Disciplinary procedures

Infringement of the policy

Cramer & Neill Refrigeration has a “no tolerance” approach to the use of drugs and alcohol in the workplace. Cramer & Neill Refrigeration will not tolerate the possession of, or intoxication by, drugs or alcohol at the workplace. Should an employee test positive to any illicit or contraband drug, or show a positive Blood alcohol test, the employee will be seen by Cramer & Neill Refrigeration to be under the influence or intoxicated.

Should an employee be shown to be under the influence, it will be viewed by Cramer & Neill Refrigeration as a direct infringement of this drug and alcohol policy. Any infringement of this policy will result in the commencement of disciplinary procedures against the employee. Disciplinary procedures may result in the termination of an employee from their position within Cramer & Neill Refrigeration.

In addition, Cramer & Neill Refrigeration will not tolerate the presence of such substances on company property. Any employee who brings illicit drugs or alcohol into the property of Cramer & Neill Refrigeration will be in direct violation of this policy and procedure manual. Therefore the Company reserves the right to search bags, lockers & body search from time to time if a person is suspected of carrying or using drugs or alcohol.

The Company policy is one of counselling, step one is to inform the employee that it has been reported the employee has a drug or alcohol abuse problem or you suspect the employee because of his behaviour that the employee is under the influence of drugs or alcohol. In the first instance the Company will have an investigation as to whether the report can be substantiated by evidence of other co-workers.

If there is substantial evidence then the Company will request that the employee undergo a medical, the employee will be suspended (on full pay) and until the results of the medical examination are available.

If the results are positive?

The employee shall be counselled in respect of the drug or alcohol abuse and whether he or she is prepared to undergo counselling warn him or her of the dangers of being under the influence in the work place and warn the employee that further violation of the Company policy of drug and alcohol abuse will result in the employee’s dismissal.

The Company will follow up the procedure in 4 weeks and if the employee is found to be still abusing the situation then his/her services will be terminated.

Fitness for Work Policy

Drug and Alcohol Procedures

- A person in possession of non prescribed or illegal drugs on Cramer & Neill Refrigeration’s property, or whilst on duty, shall be summarily dismissed. The offence may be reported to the police.
- A person who is affected by drugs and alcohol and unable to work safely will not be allowed to work.
- The decision on a person’s ability to work in a safe manner will be made by the supervisor or manager.

- There will be no payment of lost time to a person unable to work in a safe manner.
- The employee will be referred to the St John of God Pathology centre for testing.
- The worker shall be issued with a written warning and made aware of the availability of counselling/treatment. If the worker refuses help he/she may be dismissed the next time he/she is affected.
- A worker having problems with alcohol or other drugs will not be sacked if he/she is willing to seek help unless there is persistent abuse of the policy; and
- must undertake and continue with recommended treatment to maintain the protection of this program; and
- will be entitled to sick leave or leave without pay while attending treatment

After commencement of employment

It is a term and condition of employment that all persons employed by Cramer & Neill Refrigeration agree to undergo alcohol and other drug testing as and when requested to do so by the organisation in accordance with this policy. Testing may be conducted either for cause (section 3), at the discretion of the supervisor/manager (section 4) or randomly as required and requested by clients such as Iluka Resources.

- Testing Options
- For cause testing
- Examples of circumstances where testing for cause may be carried out include the following-
 - Following accidents or incidents
 - Where an employee's general behaviour indicates to a supervisor that the employee may be influenced or adversely affected by alcohol or drugs, the supervisor may arrange for the employee to undergo an alcohol and/or other drug test.
 - Where a supervisor becomes aware that an employee's performance has deteriorated such that in the opinion of the supervisor job performance standards are not met and that supervisor suspects the inappropriate use of alcohol or drugs to be the cause, then the supervisor may arrange for the employee to undergo an alcohol and/or other drug test.
 - Where a supervisor has reason to believe that there has been inappropriate use of alcohol or drugs
 - Where an individual who has previously tested positive is being monitored to ensure safe practice.
 - Discretion of Manager/Supervisor
 - The supervisor/ manager may from time to time and without notice at any time direct testing to take place. Discretionary testing may apply to any individual on site, particular people or groups of people.

Refusal to take a test

- In the event that an employee presents him/herself for work and subsequently refuses to take a test when required to do so by a supervisor, the employee will be encouraged to take part in the test. Continued refusal will be treated as if it were a positive test
- Test results recorded for Cramer & Neill Refrigeration employees
- The following Action will be taken in the event of positive tests recorded for employees and contractors working on Cramer & Neill Refrigeration business.

First Positive Test

- In the event of a first positive result for alcohol or drugs the following action will be taken
- The person will be counselled by their supervisor or manager regarding
- The performance standard that has not been met
- The procedures that have not been followed
- The alcohol and other drugs policy and the obligation and responsibilities under it
- The serious nature of the person's behaviour
- The risk that this behaviour creates for other employees and the workplace
- The consequences for this and future breaches
- The employee's responsibility to demonstrate that the problem has been effectively addressed
- The reason for the person's positive test and unfit state
- The person will be stood down from duties until the employee can show a negative test (being a BAC of 0.00% or a sample test with 0.00 μ g of a contraband substance. In the case of marijuana this period may be as long as 28 days (the accepted period for the substance to be removed from the body). The employee may use accrued entitlements during this period (i.e. sick leave or annual leave). Should the employee have no accrued entitlements they will be stood down without pay.
- The person will be advised that they may be monitored for a period of time to ensure that the problem has been addressed and that during this period they may be subject to periodic alcohol and drug screening
- The person will be formally offered the opportunity to contact a professional counsellor through the Employee Assistance Program
- The person will receive a written warning reflecting the key points in this process and indicating that the employee is liable to summary dismissal if there is a second positive test. The person will be provided with written warning indication that the employee is liable to termination of employment if there is a further positive test. A copy of this will be placed on their personnel file;
- The person will take sick leave, rostered leave or annual leave (if so accrued) or otherwise authorised unpaid leave depending on entitlements
- Should the employee fail to respond to the suggestions of their Manager/ supervisor, they will be dismissed.

Second Positive Test

- In the event of a second positive result for alcohol or drugs, unless there are legitimate reasons to the contrary, the person's employment with Cramer & Neill Refrigeration will

be summarily terminated. Summary termination will mean the loss of any accrued entitlements and non payment of a notice period.

I have received and read a copy of the Cramer and Neill Drug and Alcohol Policy document PM13A. I understand my obligations as an employee in helping to maintain a safe workplace for myself and my colleagues. Any questions I have in relation to this policy have been answered.

I understand the consequence of breaches of this policy in relation to my employment with Cramer and Neill.

Signed: _____

Name: _____

Date: _____

MANAGING DIRECTOR

SIGNATURE

DATE

SMOKING POLICY

CRAMER & NEILL has a policy of a smoke-free work place and this means that smoking is only permitted within designated areas of the CRAMER & NEILL work place. The “work place” is defined as all CRAMER & NEILL sites, customer premises and sites where CRAMER & NEILL has been engaged to undertake work as well as company vehicles.

Workers may only smoke during break times designated by their supervisor or outside normal office hours. No unscheduled breaks are to be taken for the purpose of smoking outside the building. Smoking may only be conducted outside of the parameters of the worksite.

It will be the responsibility of all workers to ensure that their visitors/contractors are made aware of, and comply with, this policy.

Compliance with this policy is a condition of employment.

MANAGING DIRECTOR

SIGNATURE

DATE

REHABILITATION AND WORKERS COMPENSATION POLICY (CN-PM15)

CRAMER & NEILL is committed to attaining complete physical and physiological recovery of our people injured in the course of their duties by providing appropriate medical treatments, rehabilitation and return to work processes in a timely and cost effective manner

This commitment involves:

- Preventing injury and illness through provision of a healthy and safe working environment
- Ensuring that all Workers are aware of, and understand the Rehabilitation Process.
- Ensuring timely referrals to Medical Providers to ensure that occupational rehabilitation commences as soon as possible after an injury or illness
- Ensuring that the timely return to work is a normal practice and expectation
- Providing suitable employment/duties for an injured Worker
- Consulting with workers and their representatives throughout the process
- Ensuring that participation in the rehabilitation program will not of itself prejudice an injured worker

CRAMER & NEILL will make every effort to resolve disputes regarding rehabilitation quickly through consultation with all relevant parties.

Primary goal and objectives

To return injured workers to full pre-injury health:

- Identify and assess the need for rehabilitation as early as possible
- Recognise the role, rights and responsibilities of all participants circumstances
- Facilitate the early and safe return to work of any injured worker
- Ensure that workers or persons affected are informed of their rights and responsibilities and are involved in all decisions related to their rehabilitation
- Ensure the welfare of injured or ill workers or affected persons is maintained
- Ensure appropriate training and education of all personnel in line with their designated responsibilities
- Ensure that participation in the rehabilitation / return to work processes does not disadvantage workers or affected persons

Refer to the Injury Management System CN-PM15.

MANAGING DIRECTOR

SIGNATURE

DATE

SUN PROTECTION AND UV RADIATION POLICY

The Primary Goal of the Policy and associated procedures is to assist in the management of an environment that reduces the risk to Ultra Violet radiation exposure.

Objectives

The objectives of this policy are to:

Identify areas of exposure:

- Manage and resolve any issues arising from the need to work in an environment with exposure to UV radiation by CRAMER & NEILL workers or contractors
- Provide and make available adequate personal protective clothing, equipment, sun protection products and resources to enable a safe UV protected environment. A minimum of wide brimmed hat, long pants, sun glasses, long sleeved shirt and sun screen will be provided by CRAMER & NEILL
- Provide information, instruction and training in the correct use, maintenance and wearing of the above PPE and UV protective equipment for workers, trainees and affected people

All workers, trainees, contractors, and people under our management are required to follow rules relating to the use and wearing of UV protective clothing and equipment requirements, and report any concerns relating to this area to their immediate supervision.

Our commitment to the management of UV radiation protection is as important as our commitment to other CRAMER & NEILL objectives.

The purpose of this safe work procedure is to reduce the risk of injury to workers of exposure to UV radiation caused by the sun. Ways in which this is managed are as follows:

Complying with relevant Legislation, Australian Standards and Codes of Practice
Managing the risks associated with UV and solar radiation.

Refer to the Sun Protection and UV Radiation Safety Management Procedure.

MANAGING DIRECTOR

SIGNATURE

DATE

ENVIRONMENT POLICY

At Cramer and Neill we take our environmental responsibility seriously, All our work will be conducted in an environmentally sustainable and responsible manner that will protect the environment and prevent pollution. Our environmental work practices will be enhanced through a process of continual improvement and education.

The primary goal of this policy and all associated procedures is to prevent incident occurring which may adversely impact upon the environment and people.

We recognise our key impact potentials are in Fluorocarbon Refrigerant emissions, energy consumption, and waste management.

We will:

- Comply with or exceed all applicable legal, regulatory and other requirements for environmental management protection, and to maintain all required licenses and documentary evidence as required under regulatory framework.
- Identify, assess and manage activities that have the potential to impact the environment.
- Ensure all employees and relevant stakeholders are aware of their personal duty of care for the environment.
- Identify opportunities for recycling, waste management, water and power efficiency, and implement a plan to provide higher levels of control in these areas.
- Provide capital for necessary plant and equipment to ensure efficient capture of refrigerant gases.
- Include environmental considerations in vehicle purchase decisions.

The effectiveness of this policy will be determined by the commitment of the management to educate all employees, and provide the necessary resources in a managed way to ensure a continuous approach toward improving our environmental management.

This policy and any associated procedures will be reviewed annually in consultation with interested parties to ensure relevance, effectiveness and compliance with any statutory regulations.

This policy applies to all sites where Cramer & Neill are performing work. It covers all activities and services under our control.

HAZARDOUS SUBSTANCES POLICY

The purpose of this policy is to ensure all work involving the use, handling storage, transport and disposal of hazardous substances and dangerous goods will be in accordance with the Occupational Health and Safety Act 1995 and Regulations 2008, the Hazardous Substances Code of Practice 2003 and the Dangerous Goods Safety Management Act and Regulations 2001.

Prior to hazardous substances being used on a project CRAMER & NEILL will submit a Safety Data Sheet (SDS) to INSERT CLIENTS NAME HERE for approval. No substances will be brought on site without approval of the current MSDS by CRAMER & NEILL Management.

Your work may require you to come into contact with chemicals. This may be as simple as detergent cleansers or as hazardous as acids or solvents.

Whether Low or High risk hazards, you must:

- Be aware of the hazards associated with the chemical you are about to use
- Know where to find, how to read, understand and follow the Safety Data Sheet (MSDS) for that chemical
- Wear the appropriate PPE for the substance you are using
- Understand the procedures associated with any chemical emergency, e.g. spillage or fire etc.
- If in doubt, ASK.

Bio hazards

Wash hands prior to:

- Smoking
- Drinking
- Eating
- Answering phones/ using radios and after Toileting.

MANAGING DIRECTOR

SIGNATURE

DATE

Selection

CRAMER & NEILL will consider the following when selecting hazardous substances:

- Flammability and explosivity
- Toxicity (short & long term)
- Carcinogenic classification if relevant
- Corrosive properties
- Chemical action and instability
- Extent of PPE required
- Environmental hazards
- Storage requirements
-

Storage

- All storage and use of hazardous substances will be in accordance with the SDS
- All hazardous substances will be stored in their original containers with the label intact at all times
- Hazardous substances of any quantity will not be stored in crib rooms, container sheds or offices

Use

- A risk assessment will be conducted prior to the use of hazardous substances or dangerous goods. Appropriate controls will be put in place and exposure must be eliminated or reduced by other means in the hierarchy of control prior to the use of personal protective equipment. PPE must be provided according to the SDS
- Where practicable the material with the lowest possible hazard capability that meets the technical requirements for the job will be used
- Advice on a substance may be obtained from a chemical database, e.g. Chemwatch
- Prior to using the hazardous substance all workers involved in its use will be provided with adequate information and training to allow safe completion of the required task

Refer to the Hazardous Substances Safe Work Procedure.

MANAGING DIRECTOR

SIGNATURE

DATE

ASBESTOS POLICY

The purpose of this policy is to comply with asbestos prohibitions and prevent exposure to airborne asbestos fibres while working for CRAMER & NEILL.

Where a risk assessment reveals a likelihood of exposure to asbestos containing materials (ACM) fibres, all practical steps will be taken to ensure that workers and others are not unnecessarily exposed.

ACM include but are not limited to:

- Asbestos, Lebah and Zelemite Meter Boards
- Porcelain fuse cartridge holders with asbestos braiding
- Vinyl floor tiles in WP Substations
- Low-Voltage underground pillars
- Cable Ducts
- Cable Lagging

Risk assessment

A job risk assessment will be undertaken to identify, analyse, evaluate, control and monitor the sources of asbestos within buildings and work sites.

The presence of asbestos within a building is considered a hazard however it does not automatically necessitate its immediate removal. Asbestos that is in a stable matrix, or effectively encapsulated or sealed, and remains in a sound condition while left undisturbed, represents low risk to health.

A qualitative assessment will be undertaken to ascertain the rating as follows:

- **LOW:** ACM shows no signs or very minor signs of damage/deterioration. Regular access to the ACM is unlikely to cause significant deterioration, if the material is adequately sealed.
- **MEDIUM:** Minor deterioration of the ACM is evident and/or the ACM is prone to mechanical disturbance due to routine building activity and/or maintenance.
- **HIGH:** Friable (un-bonded) ACM that has deteriorated significantly the material is readily accessible and prone to further disturbance, or unsealed friable asbestos material located in air-conditioning systems.

Controls

The control measure must be aimed at eliminating risk arising from ACM and prevent exposure to airborne asbestos fibres.

Refer to the Asbestos Safe Work Procedure.

MANAGING DIRECTOR

SIGNATURE

DATE

FIRE SAFETY POLICY

CRAMER & NEILL will ensure that an adequate number and type of fire extinguishers are available at the workplace and additional extinguishers are located in the immediate vicinity of any work that may create a fire risk. This requirement will apply without exception to any hot work such as welding.

CRAMER & NEILL will ensure all personnel carrying out hot work have a fire extinguisher and fire blanket close-by, are fully trained in the use of extinguishers and that adequate evidence of such training is provided before work commences.

CRAMER & NEILL will ensure that all mobile plant including all company vehicles is fitted with an appropriate fire extinguisher.

Inspection

CRAMER & NEILL will check the “charge level” of all of our fire extinguishers on site every 12 months. All fire extinguishers will be serviced and maintained by competent persons and a record completed and maintained in accordance with Australian Standard AS-1851.

Combustible materials will not be allowed to accumulate in work areas in order to prevent a fire risk.

Selection and use

- All personnel carrying out hot work will be fully trained in the use of extinguishers and a record of the training provided in the appropriate register of the Management Plan
- All personnel will be made aware of the site - specific emergency procedure and emergency service phone numbers shall be clearly displayed at a central phone location
-
- Refer to the Fire Safety Safe Management Procedure.

MANAGING DIRECTOR

SIGNATURE

DATE

FIRST AID AND INJURY REPORTING POLICY

CRAMER & NEILL acknowledges the need to be accident free and take every precaution in preventing accidents and injury. However, in the case of an accident, it is Management's responsibility to ensure that all proper medical assistance is given in cases of workplace injuries and accidents. In addition, CRAMER & NEILL will:

- Ensure that all accidents which may possibly involve Workers Compensation Claims are reported promptly to the CRAMER & NEILL's Insurers
- Investigate causes of accidents and incidents and pursue necessary corrective action
- Manage rehabilitation of injured personnel in accordance with the requirements of the Workers Compensation Legislation maintaining contact with injured personnel and getting them back to work as quickly as possible
- Ensure that appropriate First Aid equipment and practices is kept on sites where CRAMER & NEILL personnel are working, and that it is kept clean and stocked with consumable items; as well as arranging the training of First Aid attendants, as required
- Ensure a First Aid Risk Assessment is conducted to ensure an adequate supply of first aid equipment is provided at each work area

Legislation requires that the particulars of every accident involving injury to persons is recorded in an accident record and the Workers Compensation Legislation also require a register of injuries to be kept.

CRAMER & NEILL maintains a record of all work related injuries and will advise INSERT CLIENTS NAME HERE of any reportable incidents during work on a particular site.

CRAMER & NEILL is also committed to investigate work-related accidents and incidents to identify the factors contributing to the incident and prevent a recurrence. The more complete the information, the easier it will be to develop and implement countermeasures.

Refer to the First Aid and Injury Reporting Safe Work Procedure.

MANAGING DIRECTOR

SIGNATURE

DATE

WORKING AT HEIGHTS POLICY

The purpose of this policy is to identify that there is an inherent risk associated with the work of the air conditioning, refrigeration and electrical industry. CRAMER & NEILL are committed to ensuring that all work that is undertaken at heights will be done in a manner that ensures the stipulations of the Legislation, in conjunction with the principles of risk assessment are adhered to.

Regulation 3.55 states that if a person is at risk of falling 2 metres or more from an edge from

- a) a scaffold, fixed stair, landing or suspended slab at the workplace or
- b) formwork or false work at a workplace

Edge protection must be provided. Also, if there is a risk of a 3 metre fall in situations other than a) and b) above then edge protection and/ or a fall injury prevention system must be in place and utilised.

These requirements will always be implemented in conjunction with our risk assessment process which will include consideration of, but not be limited to:

- The materials that make up the structure to be worked on
- The weather conditions
- Condition of footwear
- Time allowance for the task (don't rush)
- Tools required for the task – Reduce the need to constantly go up and down the ladder
- Are there others working in the vicinity?
- Identification of other hazards that have the potential to change or influence a common task
-

This procedure applies to all personnel plant and/or equipment involved in work at heights.

It includes, but is not limited to:

- scaffolding and elevated work platforms, (construction and access)
- work on roofs
- working on ladders, (installation and work restrictions)
- working on building maintenance units
- working adjacent to opening, excavations, pits, and/or shafts
- working on elevated work platforms
- Refer to the Working at Heights Safe Work Procedure.
-

MANAGING DIRECTOR

SIGNATURE

DATE

MANUAL HANDLING POLICY

In accordance with Workplace Health and Safety expectations CRAMER & NEILL will ensure the risks associated with manual handling are reduced so far as is practicable and that all workers are trained to assess the risks of manually handling loads before attempting to lift via construction white cards and company induction.

CRAMER & NEILL recognises that the industry they operate in requires manually intensive work and that the risk of a manual handling injury is one of its greatest risks.

CRAMER & NEILL undertakes to ensure that the risk is known and understood through its company induction process and that wherever practicable reduced.

Under the principle of duty of care each worker needs to commit to ensuring they assess each task being mindful of:

- the force applied by the person/persons and the actions and movements involved
- the range of weights handled
- duration and frequency of movements
- time and distance over which an object is handled
- the availability of mechanical aids
- the layout and condition of the workplace and the work organisation
- postural requirements imposed by the manual task
- the skill, strength and experience of the personnel
- the nature of the object/material being handled
- any other relevant factors

Any risk control measure implemented will be re-assessed to ensure implementation has been successful.

It is the policy of this company to ensure the above principles are applied to prevent the injury of its workers and reduce manual handling. The Manual Handling Code of Practise provides greater insight into manual handling for all those who require extra training or assistance.

Refer to the Manual Handling Safe Work Procedure.

MANAGING DIRECTOR

SIGNATURE

DATE

CONFINED SPACE POLICY

A confined space means an enclosed or partially enclosed space which;

- is not intended or designed primarily as a workplace
- is at atmospheric pressure during occupancy; and
- has restricted means of entry and exit

And which either;

- has an atmosphere containing or likely to contain potentially harmful levels of contaminant
- has or is likely to have an unsafe oxygen level; or
- is of a nature or is likely to be of a nature that could contribute to a person in the space being overwhelmed by an unsafe atmosphere or a contaminant

(Contaminant means any substance, the presence of which may be harmful to safety or health).

CRAMER & NEILL does not consider working in a roof space as a confined space but does recognise that it is a practice that has a risk attached to it.

Therefore it is our practice to ensure that the risk is managed by having the power turned off (except for exceptions as per working live policy), appropriate PPE is available at all times, plentiful hydration opportunities and knowledge of two entry/exit options whenever possible. (Space where tiles are removed and knowledge of buildings roof space access and the quickest route to it in an emergency)

Risk assessment must include an awareness and understanding of the known risks associated with confined space work in this industry.

All work undertaken in Confined Spaces must be in compliance with the Occupational Health and Safety Act 1995 and Regulations 2008 and also the relevant Australian Standards.

Refer to the Confined Space Safe Work Procedure.

MANAGING DIRECTOR

SIGNATURE

DATE

NOISE PROTECTION POLICY

Noise-induced hearing loss can result from a single exposure to a loud noise or from prolonged exposure to excessive noise in the workplace. Such loss is additional to that experienced through normal ageing.

Noise-induced hearing loss is irreversible; it can cause difficulty in communication and tinnitus (ringing in the ears).

Under the OHS Act and Regulations, the conserve hearing CRAMER & NEILL must manage noise above 85dBa over an 8-hour day, and 140dBc peak exposure level.

Health monitoring

CRAMER & NEILL offers health monitoring to all staff exposed to significant noise requiring hearing protection. Monitoring includes a baseline assessment as soon as the worker commences work, or before commencing work, if possible. This initial assessment is followed by another test within the first 12 months to check for a threshold shift. Assessments are also undertaken upon termination of employment.

Refer to the Noise Protection Procedure.

MANAGING DIRECTOR

SIGNATURE

DATE

WORKING ALONE POLICY

In the course of work carried out by CRAMER & NEILL at times workers are required to work on their own or outside the metropolitan area. Workers are deemed to be “alone” when they cannot be seen or heard by another person, and/or will not expect a visit from another person for some time.

To this end we wish to ensure that workers working alone or in an isolated location understand the importance of implementing, and sticking to, procedures.

Where possible workers will not be required to work alone, however where a situation arises that requires a worker to work alone or in an isolated location the following applies:

- A form of communication is provided e.g. phone
- A ‘phone contact with management’ process has been agreed to ensure contact
- CRAMER & NEILL provides a serviced and reliable vehicle
- Agreement on start and finish times where practicable
- Refer CN-13.6 Remote Travel Procedure for details

Management is responsible to issue tasks for workers and determines levels of communication required to work alone or in isolation on a job to job basis.

Workers are responsible for taking all reasonable or practicable steps to ensure their own safety when working alone or in isolation and to follow direction and instruction given to them.

MANAGING DIRECTOR

SIGNATURE

DATE

ELECTRICAL SAFETY POLICY

This policy is to ensure CRAMER & NEILL's employees understand and comply with regulatory and legislative requirements related to electrical work and safety.

This policy applies to any employees working on or near wiring or installing electrical equipment.

Roles and responsibilities

Supervisor's responsibilities will include:

- Anticipate all work hazards and utilize all safeguards as necessary
- Ensure that all employees are properly trained to be undertake scheduled work, instructed in the safe operation of electrical equipment and aware of all hazards associated with the use of these electrical devices
- Initiate any necessary administrative action required to enforce safety practices
- Review qualified employees to ensure they are capable of handling their specific job duties
-

Employee's responsibilities will include:

- Follow CRAMER & NEILL's policies and procedures and instructions of the responsible tradesman or supervisor
- Bring to the attention of the supervisor any potentially hazardous situations such as discrepancies between instruction, procedures, policies and manual instructions, misapplication of device etc.
- Recognise that malfunctioning electrical equipment must be repaired or replaced before use. (Follow tag out procedure)

CRAMER & NEILL's responsibilities include:

- Providing technical assistance in defining hazardous operations, designating safe practices and selecting proper devices
- When necessary, recommend the development of standards operating procedure for electrical equipment and devices in use
- Review and approve standard operating procedures upon request
- Evaluate potential electrical hazards during facility inspections to ensure compliance with existing polity and other safety guidelines
- Request equipment testing, tagging out of service equipment and taking corrective action where necessary

- Support employees training relative to electrical safety
- Develop and revise company electrical safety policy periodically, or when regulatory changes occur

Refer to Electrical Safety Safe Work Procedure

MANAGING DIRECTOR

SIGNATURE

DATE

COMPANY VEHICLE POLICY

CRAMER & NEILL is committed to providing roadworthy vehicles sufficiently fitted out with appropriate safety equipment, cargo barriers and adequate storage units to ensure the safety of occupants who use or travel in the vehicle.

It is the vehicle operator's responsibility to ensure the vehicle is kept clean and tidy throughout and in a roadworthy condition with tools and equipment correctly stored and contained.

Operators are also responsible for the daily or scheduled maintenance checks as determined by management or site specific requirements. Regular maintenance, servicing and repair of breakdowns, insurances and registrations of the vehicle are the responsibility of CRAMER & NEILL.

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TERMS AND CONDITIONS OF USE

AUTHORITY TO DRIVE

Other than in exceptional circumstances, a Company vehicle may only be driven by an employee, who has signed the employee declaration to drive Company motor vehicles, or by a person who is not an employee, but has been authorised by the operations manager and has signed the policy. Exceptional circumstances would normally be limited to those instances where:

- a. illness or other indisposition of the authorised employee driver whilst actually using the vehicle necessitates that another party takes over.

Employees intending to drive company vehicles must complete the Employee Driver Declaration as set out in Appendix A of this document.

DRIVER'S LIABILITY

In no circumstances should any person drive or permit another party to drive any Company Vehicle who:

- a. does not hold a valid driver's license for the type of vehicle concerned
- b. has been refused vehicle insurance or continuance thereof by any Insurer

- c. who is contravening state laws on the permissible level of alcohol and drugs.
- d. Who has a head or serious injury and there is a risk of loss of consciousness

All Company vehicles are to be driven in a defensive manner in accordance with state laws and regulations that are in force.

Any breach can void indemnity otherwise granted by Insurers and render the driver personally liable for any damage sustained to the vehicle, to third party property and for damages and cost as a result of third party personal injury.

Company Insurance only covers:

- a. Vehicle damage when driven by a Company Employee only
- b. Company property stolen from inside the locked vehicle
- c. The depreciation value of the equipment
- d. An excess of \$1500.00 applies to all claims
- e. An additional "age" excess (sliding scale) applies to claims where drivers are under the age of 25

Employees must maintain their own insurance against loss or theft of their own tools or equipment.

The company accepts NO liability for personal items lost or stolen from a vehicle.

LEAVE PERIODS

During holidays, the vehicle may be retained by the employee, however use of the vehicle during periods of leave is by permission from the manager/supervisor, and fuel and other expenses are the responsibility of the driver.

VEHICLE ALTERATION AND MODIFICATIONS

NO modifications are to be made to the vehicle without the permission of the manager.

Any optional equipment or accessories already fitted to the car at the time of its replacement shall be the sole property of the Company who shall not be required to pay the custodian any money in respect thereof.

DRIVING MANNER

A courteous manner should be adopted when driving the Company vehicle and a defensive driving style should be adopted.

BREAKDOWN ASSISTANCE

Should the vehicle have a breakdown, Cramer and Neill Refrigeration should be contacted for assistance. All drivers should take immediate action where possible to minimise the risk to themselves or other road users while broken down. It is important in remote locations to remain with the vehicle in the event of a breakdown.

FIRST AID KIT

It is Company Policy that each vehicle maintains a first aid kit. It is the custodian driver's responsibility to ensure that the kit is maintained as issued. Please complete the Cramer and Neill First Aid Equipment replacement form when items have been used.

SMOKING

Employees who smoke in a company vehicle are required to pay for the vehicle interior to be cleaned by a car detailer when either

- a. the car is sold or transferred to another employee
- b. upon leaving the company.

Employees are not to smoke in the vehicle when accompanied by another person.

MOBILE PHONES

Hand held mobile phones are not to be used whilst driving a company vehicle, a hands free kit must be used.

THEFT

Theft of the motor vehicle is to be reported to the police as a matter of urgency, and to the Manager as soon as practicable.

If Company vehicles are used for private use and equipment is stolen or damage sustained and this is not covered by insurance, then the employee must arrange repairs or replacement at his/her own cost.

PERSONAL USE OF VEHICLES

Company vehicles are available for reasonable private use by employees subject to:

- Local use only (unless each specific case is approved by the Manager ie. trips to Perth to attend courses combined with weekend off etc)
- They are not to use the vehicle without the specific permission from the Operations Manger for:
 - Launching Boats
 - Towing Caravans
 - Racing or other forms of testing or trials
 - Carrying of explosives or illegal substances
 - NO hitch hikers are allowed in company vehicles

- Recreational Off Road Driving
- Transporting of passengers other than in an approved restraint ie; seatbelt
- Left in car parks or high risk areas or overnight unattended in a risk area.

PARKING INFRINGEMENTS AND TRAFFIC FINES

Parking infringements and traffic fines are a personal expense and are the responsibility of the custodian/driver.

Parking money will be reimbursed from Petty Cash if claimed on the appropriate job voucher.

GOVERNMENT ROAD, TRAFFIC AND LICENSING REQUIREMENTS

Seat Belts are to be worn and correctly adjusted whilst the vehicle is in motion.

Please note: No insurance cover is available for vehicles involved in an accident where the driver is found to be under the influence of alcohol and the company will seek to recover costs from the employee responsible.

It is your responsibility to ensure that you are legal to drive a Company vehicle or to make alternative arrangements for the vehicle's safe storage.

You will be required to make restitution to the Company where damage not covered by insurance occurs or where this policy has not been followed.

DRIVER'S LICENCE FEES

All costs associated with the obtaining and renewing a driver's licence is at the driver's personal expense. The driver must advise his Supervisor immediately in the event his/her drivers licence is cancelled.

GENERAL CONDITIONS FOR SAFE USE

- The vehicle must not be driven while in an unsafe condition, or tow a trailer in an unsafe condition.
- The vehicle is not to be loaded above the legal limits or in any illegal way.
- The vehicle is not to be used for any unlawful purpose
- The vehicle is not to be used for the purpose of hire

APPEARANCE AND MECHANICAL CONDITION

The custodian is responsible for the appearance of the assigned motor vehicle, both inside and out. The vehicle must be maintained in a clean and tidy condition during the employee's own time.

Custodian drivers are responsible for arranging regular servicing at the Company's nominated service centre. No parts are to be replaced without prior consent of the Operations Manager. Drivers are required to regularly check water and oil levels, tyre air pressure, the battery level and to rectify as necessary, and to complete regular tyre checks. In the event of negligence, custodian drivers may be held responsible for any rectification costs incurred.

It is Company policy that vehicles are safely maintained and to this end, custodians/drivers are required to report obvious defects which may develop such as worn tyres, faulty steering, inoperative driving and signalling lamps, poor or uneven braking or similar unsafe conditions, to their supervisor to agree to repair arrangements.

Repairs or regular maintenance of vehicles is to be arranged in conjunction with the Operations Manager so as to minimise work interruption.

Custodian drivers who do not care for, or who abuse their vehicle will not automatically receive a new replacement when the occasion arises. Preference will be given to employees who show respect for their vehicles.

SUSPENSION OF LICENSE

Where a condition of employment is a current A class license, employment may be terminated without warning for suspension of a license. This may relate to excess alcohol or excess demerit points. This will be decided on a case by case basis and no reference to precedent will necessarily be taken into consideration.

MOTOR VEHICLE SECURITY At all times the motor vehicle is to be kept locked and items of value should not be left in view when the car is unattended. Where possible the vehicle should be housed in a safe place and off the road.

PERSONAL POSSESSIONS

Any personal possessions and tools carried in the vehicle are the responsibility of the custodian/driver. Employees should make their own arrangement in relation to insurance of their own tools and personal effects.

PETROL AND OIL PURCHASES

Petrol should be purchased in the first instance using the Caltex depots (with the company Caltex Card) from either Flores Road or Portway outlets. In the second instance at any other Caltex Outlet where the card can be used. Only as a last resort fuel to be purchased from an alternative vendor and receipts presented with a completed expense form for re-imbusement.

PROCEDURE IN THE EVENT OF AND ACCIDENT

The driver must comply with the Company's procedure (Appendix C) in the event of an accident.

ACCEPTANCE

I hereby accept the conditions as outlined in this policy

Name: _____

Date: _____

Signed: _____

APPENDIX A

AUTHORIZATION TO DRIVE COMPANY VEHICLES – EMPLOYEE DECLARATION

D/L # _____ Class _____ State of Issue _____

Date of Issue _____ Date of Expiry _____

1. Have you ever had your drivers license suspended? Yes No
(if no go to Q3)

2. Advise reason for suspension, period of suspension, any year of suspension

Reason _____ Period _____ Year _____

3. Have you ever been refused motor vehicle insurance? Yes No

I, _____ declare the information
NAME
above to be true and correct and acknowledge the right of my employer to verify the details.

Signed

Date

APPENDIX B

AUTHORIZATION TO PURCHASE FUEL ON CREDIT

In accepting nomination by the company to use the Caltex Fuel Card credit facilities I

_____ hereby agree to comply with the

following conditions:

1. To purchase only petrol, oil or diesel on the Caltex Fuel Card.
2. Where and when required I agree to write the litres dispensed and the vehicle kilometres reading on to the customers copy of the docket at the point of purchase.
3. To sign the customer copy of the docket provided by the supplier for accounting purposes if required.
4. To use Caltex Fuel Card to fuel company vehicles on company business ONLY.
5. Mis-use or improper use of the Caltex Fuel Card will be considered a breach of the conditions of employment and may result in termination.

Employee signature: _____

Date: _____

APPENDIX C

PROCEDURE IN THE EVENT OF AN ACCIDENT - THIS PROCEDURE SHOULD BE KEPT IN YOUR VEHICLE AT ALL TIMES

ALL MOTOR VEHICLE ACCIDENTS INVOLVING INJURY, OR DISABLING OF THE VEHICLE MUST BE REPORTED TO YOUR SUPERVISOR AS QUICKLY AS POSSIBLE

1. Safety is the number one priority, if there is risk of an explosion or other hazards likely to cause injury, move away from the vehicle and contact emergency services on 000.
2. If you or another party is injured in the accident ensure no risk to yourself and assess the injury in line with your first aid training. In the event of serious injury arrange for emergency services to be contacted and follow procedures of first aid where possible. **BE AWARE OF THE EFFECTS OF SHOCK**
3. If the accident does not involve attendance by emergency services move the vehicle to a safe position.
4. Communicate with the other driver (**NEVER ADMIT LIABILITY**) to provide all the details, your name, contact phone number, managers name, office contact number. At the same time record the other drivers name, address, and phone number, the registration number, make, model and colour of the vehicle and the name of their insurance company. If possible take photos of the vehicles using your phone. In the event the other vehicle departs the scene record the registration and make, model and colour immediately.
5. If the vehicle is not operable ensure the vehicle is secure, and someone should remain with the vehicle at all times until collected.
6. Note the exact time, date, location and circumstances of the accident
7. Ascertain and write down the names and addresses of all witnesses of the accident, particularly the number or name and Police Station concerned of any Police Officer who witnessed the happening or attends the scene.
8. Accidents involving serious injury or major damage are reportable to Police and the reports are done online, which will be arranged by your supervisor as soon as possible following the accident.
9. Do not discuss the circumstances of accident in any detail with any persons other than your employer or a properly accredited representative of your employer's insurance company. **Do not make any admissions of liability** or make any statement that could be construed as such.
10. If any persons are injured ascertain their names and addresses and the nature of the injuries sustained, eg. Broken leg, cut hand, shock etc
11. Immediately advise your Supervisor of the accident.
12. On return to your base complete the Accident/Incident Report form (CN13.1), and the driver is to contact the insurer providing details of the incident and recording a claim number on the Incident Form, which along with any other relevant documentation is to be handed your Supervisor, who will sign and forward to operations manager. The insurer is WFI (99211511) and the policy number is ISS19600202.
13. Pass to your supervisor immediately on receipt and before acknowledging it yourself, all correspondence, summonses, subpoena, etc you may receive as a result of the accident.

The Company will deal with it or arrange their Insurers/Assessors/Solicitors to proceed with the matter on your behalf.

14. The company will arrange the appointment of an authorised repairer approved by the Insurance Company assessor.
15. The repairer will then deal direct with the Insurance Company on your behalf
16. Your full co-operation and courteous assistance should be provided to the Company's representatives to enable them to protect your interests in the event of an accident.

MANAGING DIRECTOR

SIGNATURE

DATE

EXCAVATION AND EARTHWORKS POLICY

This work policy applies to all excavation and trenching work carried out on CRAMER & NEILL work sites of depths of 1.5 metres or greater.

The purpose of this procedure is to outline the requirements and procedures for trenching and excavation and to identify known hazards associated with trenching and excavation situations.

All work undertaken relating to trenching and excavation must be in compliance with the Occupational Health and Safety Act 1995 and the Occupational Health and Safety Regulations 2008 Subdivision 9 S 310, and the relevant Australian Standards.

Safe Work Method Statements are required for working in trenches below 1.5 meters deep as they are a high risk activity.

Definitions

Excavation or Trench - An excavation or trench is any penetration that exceeds 1.5 metres or more from the surface that is a shaft, pit, trench or hole

Excavation or trench is defined as digging, grading, tunnelling, trenching, and/or drilling below grade. Penetrations to slab, including asphalt and sidewalk, are also treated as excavation.

Refer to the Excavation and Earthworks Safe Work Procedure.

MANAGING DIRECTOR

SIGNATURE

DATE

SUB-CONTRACTOR MANAGEMENT POLICY

This policy is written to demonstrate CRAMER & NEILL's commitment to ensuring work performed by sub-contractors complies with all other policies and procedures.

In accordance with the CRAMER & NEILL Workplace Health and Safety Policy, it is the responsibility of each subcontractor to ensure the work undertaken by them and their worker's is conducted in a safe manner.

The subcontractor shall ensure that all their workers have been adequately trained and are competent to carry out the work as required.

The sub contractor will provide certificates of currency for all required insurances prior to commencing any works with Cramer and Neill.

The subcontractor and their workers shall undertake work at all times in a manner that ensures their own and other's safety and abide by any additional safety information provided as necessary.

Refer to Sub-Contractor Safety Management Procedure.

MANAGING DIRECTOR

SIGNATURE

DATE

Document control

Issue, revision and review

CRAMER & NEILL is responsible for:

- Completing the Workplace Health and Safety Plan and maintaining an up to date version. A record of revisions that occur will be kept in the Record of Revision table below.
- When an update or revision is made the System administrator must be notified to ensure that all required system changes are made.
- A register of Safety Plan Distribution should be maintained and a process of recall and re-allocation implemented to ensure that all hard copies are current and document control principles are maintained.
- The company Safety Management Plan shall be reviewed at intervals of not less than twelve months.

Record of revision

Edition/ Revision	Date	Section/Page	By	Revision Dates
Issue 00 Revision 01	Jan 2012	All (Draft)	CM	ASAP
Issue 00 Revision 02	Nov 2013	All	TE	Nov 2014

Distribution list

Controlled copies of this Workplace Health and Safety Plan have been issued to the holders nominated hereunder.

Ref No.	User Name	Position	Issue Date
01	Training Room		
02	IT Server		
03			
04			
05			
06			

Safety management procedures

SMP001 - MONITORING AND REPORTING

Purpose

The purpose of this procedure is to demonstrate CRAMER & NEILL will undertake various initiatives for workers to participate in Workplace Health and Safety as follows:

- Each week (Monday generally) a safety message will be sent out on the SMS system to all employees.
- Daily pre-start meeting for project works to discuss work requirements for the day, incidents, hazards, near misses, incidents, JSA/SWMS requirements, previous raised action items.
- Monthly Toolbox meetings to discuss safety performance, industry related safety concerns regarding the Workplace, Health, Safety or Environment. Safety alerts etc.
- Quarterly Safety meetings to discuss WHS performance, compliance, upcoming training, review previous actions and monitor performance of WHS , upcoming projects, industry specific news

All sub-contractors are required to undertake the above mentioned safety initiatives while working for CRAMER & NEILL.

Procedure

Inspections of the workplace shall be undertaken on a regular basis to ensure that vehicles, equipment, workplace conditions, workplace facilities, operating practices, procedures and environmental requirements are being maintained to the required standard. Personnel undertaking inspections are to have a good working knowledge of the area of inspection or qualified to undertake the inspection.

Whenever recommended exposure limits are exceeded e.g. dust, ongoing surveys will be carried out to ensure clients standards and procedures are met.

Inspections shall be carried out as follows:

- **On a daily basis:** The CRAMER & NEILL supervisor and operators will highlight the importance of safety and hazard assessments before undertaking any work, and where required shall conduct inspections of the work site that will be recorded on a the vouchers, or in the case of a significant project with multiple hazards a JSA.
- **Risk Assessments:** These will be conducted by the Supervisor, and all site workers. A risk assessment will be provided by either a Safe Work Method Statement (SWMS) for any of the 19 activities deemed to be high risk by WorkSafe or a Job Safety Analysis (JSA) for all other work activity.

- **Toolbox Talks:** Monthly toolbox talks will be undertaken to emphasise industry hazards that occur while at work
- **Quarterly Inspections:** Formal inspections of the workplace shall be conducted on a quarterly basis to cover both safety and environmental matters. The inspections will be carried out using a workplace safety inspection checklist applicable to the scope of work being undertaken. The inspections will be undertaken on a roster basis by any of the company employees. The results of the inspection may be discussed with the workforce at the monthly toolbox meeting. The general health and wellbeing of workers will be considered when conducting these inspections

-

Documentation

The following documentation will be held in the CRAMER & NEILL training room and will be readily available to all personnel:

- Safety Management Plan
- Evacuation Plan
- Safe Work Procedures (SWP) and Safe Work Method Statements (SWMS)
- Minutes of meetings
- Inspections and audits
- Training and Competency Matrix (including licence details)
- Training Manuals and Assessment Instruments
- Copies of relevant Standards, Acts, Regulations etc. (hard copy or electronic)
- Standard operating procedures
- Registers
- Hazard / Risk Register
- Corrective Action Register
- Chemical Register
- Vehicle Register
- Site Machinery Register
- Vehicle Inspection Register
- Incident Register (and reports)

Document control

The following shall apply:

- All hardcopy and electronic documentation will be reviewed and approved by authorised personnel prior to issue or distribution
- All project documents will be of current revision and available on site for review

SMP002 - SAFETY MEETINGS

Purpose

The purpose of this procedure is to describe the necessary requirements regarding safety meetings. This includes:

- Toolbox Meetings
- Pre-Start Meetings
- Project/WHS Meetings

Toolbox meetings

CRAMER & NEILL recognise the involvement of workers as essential and a statutory requirement, in identifying potential hazards that can be eliminated, or minimised, before injuries occur.

Tool Box Talks will be used to help Supervisors manage safety, to provide a forum for workers to have their say about safety issues and to help ensure safety awareness is maintained throughout the project.

Where required specific safety issues will be raised, accidents reviewed, risk assessments developed and presented for evaluation and familiarisation or safety alerts discussed.

All Tool Box Talks will be recorded on the Tool Box Talks record, and signed off by participants. Any corrective action will be followed up and signed off by the nominated person.

Pre-start meetings

As the work undertaken by Cramer and Neill is generally by individual workers at multiple sites, a pre-start meeting is not practical (except where a large project is underway)

Pre-start meetings where held are to include (but not limited to) the following:

- Analysis of the work stats for the day
- Involve workers in the identification of corrections of hazards
- Recognise the safety concerns of the workers
- Identify the need for a JSA or SWMS
- Discuss any site issued notices
- Ensure work group members are suitably trained, competent and hold relevant licenses prior to allocating and commencing work activity or operating machinery
- Ensure all workers have the necessary personal protective equipment to undertake their work
- Ensure all members of the work group understand both the hazards and precautions necessary to complete their specific work activity safely

Supervisor responsibilities

The CRAMER & NEILL Supervisor is responsible for the following items relating to safety meetings:

- Keeping attendance records and issues raised
- Resolution and/or proactive response to worker concerns
- Encourage workers to provide feedback to add to the continuous improvement of CRAMER & NEILL Workplace Health & Safety

Procedure

All safety meetings will be minuted and recorded and saved for future reference for a total of seven (7) years.

SMP003 - HAZARD REPORTING

Purpose

To describe the procedures for identifying and rectifying workplace risks and hazards.

Hazard identification

The identification of workplace hazards is an ongoing responsibility of everyone. A hazard is defined as...“anything that may result in injury or harm to the health to a person, or the risk of damage to property.”

Hazards must be firstly assessed and control measures put in place to eliminate or reduce the likelihood of harm or injury.

- Spot the hazard
- Assess the risk
- Make the changes
-

Due to the type of industry we work in there are many hazards that our workers can be exposed to during the course of their employment with CRAMER & NEILL.

Codes of practice that have been developed by the Government (WorkSafe WA and Office of Energy) to assist employers and workers conduct assessments of the hazards in the workplace.

Hazard assessment

The assessment of risks is the evaluation of the likelihood of the identified hazard causing injury, harm or damage. Managers and Supervisors must use this assessment process to identify and evaluate significant factors that could affect the chance or extent of the outcome caused by the hazard.

Hazard control

This is the process of determining and implementing appropriate measures to control risk. Legislation requires that control of factors assessed as posing increased risk is implemented as far as practicable. This means considering:

- The severity of the hazard in question
- The state of knowledge about the hazard or risk and ways of removing or mitigating it
- The availability and suitability of ways to remove or mitigate the hazard or risk
- The cost of removing or mitigating the hazard or risk
-
-
-

Most Effective ↑ ↓ Least Effective	Eliminate the hazard	e.g. off-site cutting of panel work
	Substitute the hazard	e.g. replace ladder with scissor lift, substitute solvent-based paint with water-based paint
	Engineering Controls	e.g. reverse alarms/lights fitted to plant, exhaust ventilation to remove fumes that will require a permit
	Administrative Controls	e.g. job rotation, work instructions, safety inspections
	Personal Protective Equipment (PPE)	e.g. hearing protection devices, respirators, hardhats

Risk Severity

A risk rating system is used to evaluate the management process required to eliminate or control the effect of a hazard.

Using the risk matrix below the likelihood is measured against the consequences giving a risk rating of high medium or low. In determining the likelihood consider how many people are exposed to the

RISK MATRIX		LIKELIHOOD				
		RARE	UNLIKELY	POSSIBLE	LIKELY	CERTAIN
CONSEQUENCE	INSIGNIFICANT	1	2	4	7	11
	MINOR	3	5	8	12	16
	MODERATE	6	9	13	17	20
	MAJOR	10	14	18	21	23
	CATASTROPHIC	15	19	22	24	25

LIKELIHOOD		CONSEQUENCE	
RARE	Not expected to occur	INSIGNIFICANT	No injury, no cost, no lost time
UNLIKELY	May occur only in exceptional circumstances	MINOR	First aid treatment required
POSSIBLE	Could occur at some time	MODERATE	Medically treated injury - heavy damage
LIKELY	Expected to occur at some time	MAJOR	Lost time injury – severe damage
CERTAIN	Occurs in most circumstances	CATASTROPIC	Death or extensive lost time
LOW	Manage individual risks using appropriate controls and proceed working with caution. ((Negligible Risk)		
MEDIUM	Risks are assessed and controlled using the hierarchy of controls. Supervisor to approve appropriate use of controls. (Tolerable Risk)		
HIGH	Do not commence activity. Implement controls to reduce the risk to Medium or lower. Full JSW/ SMWS required by Supervisor (Intolerable Risk)		

Once a risk rating is determined for each hazard, a comprehensive list can be produced which places each hazard in order of priority for the implementation of risk control measures.

For each potential workplace hazard identified a Risk Rating will be determined by referring to the categories above.

Where it is considered that it is not practical to reduce the risk of injury to a worker by any other means, personal protective equipment will be used.

CRAMER & NEILL will provide all personal protective equipment.

Elimination. Where a hazard can be entirely removed it will be, as this eliminates the risk of exposure to the hazard.

Substitution. Replacement of risk with something less dangerous. Includes equipment, machinery and materials.

Engineering or Isolation Controls. Where a hazard cannot be removed the next preferred measure is to control the risk. Engineering controls include modification of machinery using guards and enclosures or similar.

Administrative Controls. Where a hazard cannot be removed or controlled by engineering, certain administrative practices may limit exposure to the hazard. Such work practices that reduce risk include tagging and lockout procedures, safe work method statements, rotating jobs, non-smoking/eating designated areas etc.

Personal Protective Equipment (PPE). Higher-level controls should be preferred to PPE however where other measures are not practicable PPE may be used subject to the following considerations.

- Appropriate for the job
- Clean and functional
- Fit correctly
- Adequate training on use provided
- Regularly serviced and maintained

Hazard monitoring

To ensure that control measures implemented are not eroded over time; they must be monitored on a regular basis.

Hazard categorisation - selection and use

Depending on the work performed all work activity is categorised as LOW, MEDIUM or HIGH. The table below demonstrates the required safety documentation in relation to the category in accordance with the following risk criteria:

RISK LEVEL	MINIMUM SAFETY DOCUMENTATION
<p>High Risk Work</p> <ul style="list-style-type: none"> • work involving a risk of a person falling 2 or more meters • work on telecommunication towers, • work involving demolition • work involving removing or disturbing asbestos • work involving alteration to a structure that requires the structure to be temporarily supported to prevent its collapse • work involving a confined space • work involving excavation to a depth of 1.5 meters or more • the construction of tunnels • work involving the use of explosives • work on or near pressurised gas pipes (including distribution mains) • work on or near chemical, fuel or refrigerated lines • work on or near energised electrical installations and lines (whether overhead or underground) • work in an area that may have a contaminated or flammable atmosphere • work involving tilt-up or precast concrete • work on or adjacent to roads or railways that are in use • work on construction site where there is movement of powered mobile plant • work in an area where there are artificial extremes of temperature • work in, over or adjacent to water or other liquids if there is a risk of drowning • work involving diving 	<p>Safe Work Method Statements (SWMS)</p> <p>A SWMS details the same information as a JSA and provides the following additional information:</p> <p>Outlines the Legislation, standards and codes to be complied with;</p> <p>A description of the equipment to be used in the work</p> <p>Qualifications of the personnel doing the work</p> <p>Training required to do the work in a safe and environmentally sound manner</p>
<p>Medium Risk Work</p>	<p>Job Safety Analysis (JSA/JHA/JRA)</p>
<p>Any work not classified above</p>	<p>A JSA/JHA/JRA Statement that:</p> <ul style="list-style-type: none"> • Describes how the work is carried out • Identifies the work activities assessed as having safe or

	<p>environmental risks</p> <ul style="list-style-type: none"> • States what the safely and environmental risks are • Describes the control measures that will be applied to the work in a safe and environmentally sound manner; and • Describes how measures will be implemented to do the work in a safe and environmentally sound manner
<p>Low Risk Work</p>	<p>Safe Work Procedures (SWP)</p>
<p>Any work not classified above Asbestos Consultants Fire Safety Consultants</p>	<p>SWP are a series of specific steps that guide a worker through a task from start to finish in a chronological order. Safe Work Practices are generally written methods outlining how to perform a task with minimum risk to people, equipment, materials, environment and processes.</p>

181

Take 181 Seconds to Assess the Job

Before you start ask yourself CAN I?

- Get Burnt by Hot Object or by Chemicals
- Get Electrocuted**
- Trip Over
- Dehydrate or get too Cold**
- Fall from a Height or Fall in Hole
- Get trapped in a confined space**
- Strain a muscle
- Be affected by Noise**
- Be hit in the head
- Get hit by traffic**
- Do I need a more detailed assessment

181

Take 181 Seconds to Assess the Job



cramer&neill
your climate control specialists

Job #: _____ Date: _____

Name: _____

SAFETY FIRST AND ALWAYS

SAFETY Is our Number ONE (1) PRIORITY

This is just another tool but it's the first tool you pull out when you get to site so you can make sure that the safety of you, your work mates, and our customers is NEVER compromised

BEFORE YOU START:

- Do you understand the scope of work so that you can correctly identify or assess any hazards

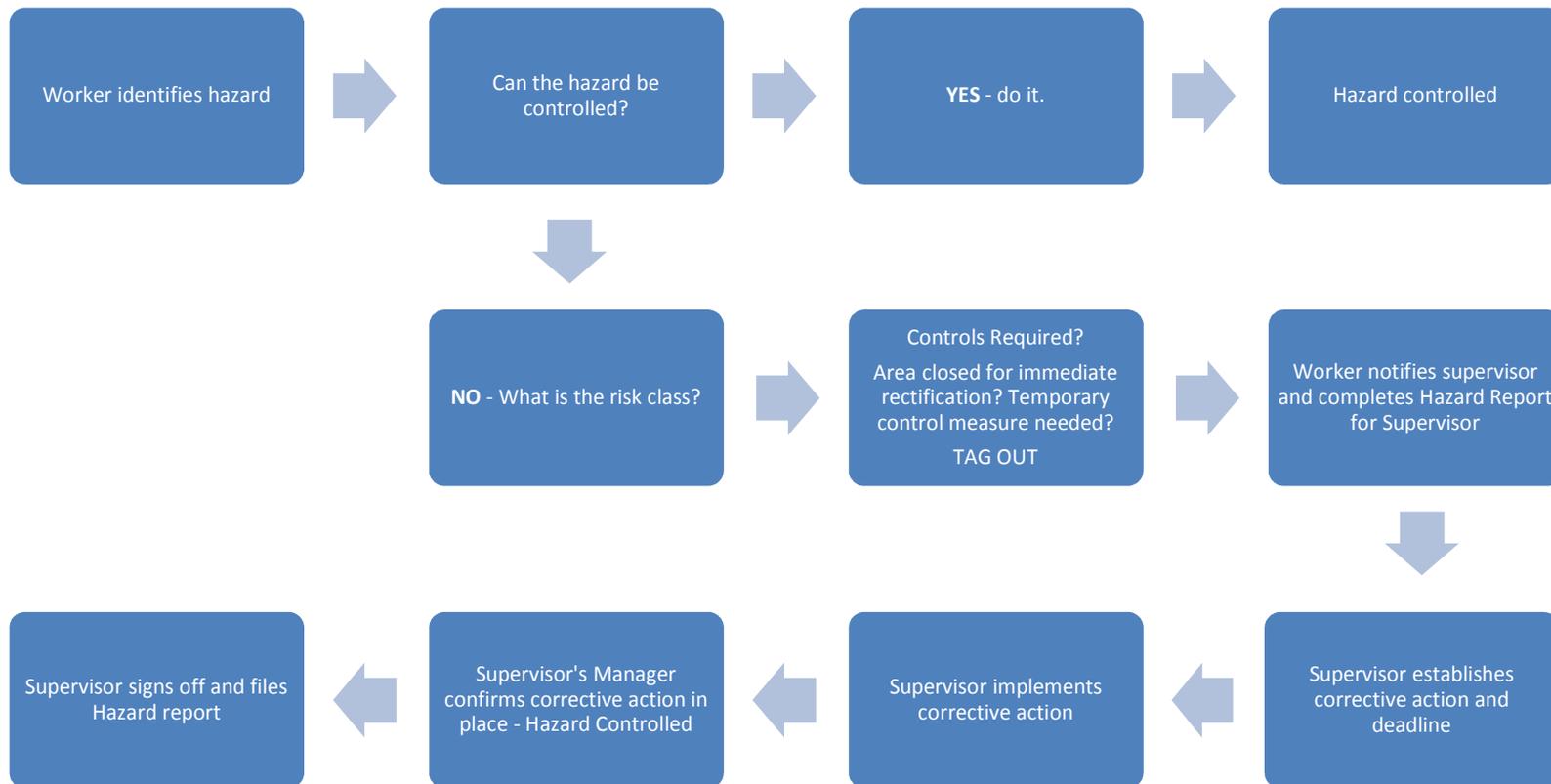
TURN ME OVER

Procedure – CN-13.3 or CN-13.3B

All hazards shall be reported using the Hazard Report Form (CN-13.3 or CN-13.3B) which will be located adjacent to the service department. Where the hazard cannot be rectified immediately, it shall be barricaded to warn others and then reported immediately to the Supervisor to include the item on the WHS Corrective Action Register to ensure it is rectified. These hazards will be classified and prioritised to reflect the potential risk to personnel.

Any specific hazards that have been identified shall be clearly communicated to workers and subcontractors during the daily pre-start meetings. Hazard control measures shall be adopted to ensure the risk of injury or harm is reduced to a satisfactory level.

Hazard reporting procedure & responsibility



SMP004 - RISK ASSESSMENT

Purpose

To describe the procedure for assessing and documenting identified risks.

181 Hazard Assessment Tool

A “181” is an informal form of a job safety analysis and is conducted by an individual before commencing a particular task. These are on all service and installation vouchers.

Safe work procedures (SWP)

Safe work procedures are written for all activities deemed low risk. SWP are a series of specific steps that guide a worker through a task from start to finish in a chronological order.

Safe Work Practices are generally written methods outlining how to perform a task with minimum risk to people, equipment, materials, environment and processes.

Job safety analysis (JSA)

Job Safety Analysis (JSA) is a process that identifies hazards associated with each step of a job and develops solutions for each hazard that will either eliminate or control the hazard. It may be used to develop a Safe Work Procedure (SWP).

A JSA requires that participation of experienced personnel who are familiar with the work and prepared to work as a team

Process for completing a JSA

1. List the basic steps necessary to perform the job from start to finish
2. Identify the hazards associated with each step
3. Once you have identified the potential hazards the work team must identify a solution to control the hazard

Safe work method statements (SWMS)

Safe Work Method Statements (SWMS) are a process that allows for the documentation of the hazards associated with a particular work process or job. Each step of the task is broken down and examined to identify potential hazards.

Safe Work Method Statements (SWMS) are to be documented for any ‘High Risk’ activity (one of the 19 activities that may result in death).

If on a construction site, Regulation 3.143 of the Occupational Safety and Health Regulations 1996 requires the preparation of mandatory SWMS’s that must be in writing and kept on site for 19 activities that have been deemed ‘high risk.’

19 High Risk Activities where it is compulsory to have a SWMS:

- construction work involving a risk of a person falling 2 or more metres
- construction work on telecommunication towers
- construction work involving demolition
- construction work involving removing or disturbing asbestos
- construction work involving alteration to a structure that requires the structure to be temporarily supported to prevent its collapse
- construction work involving a confined space
- construction work involving excavation to a depth of 1.5 metres or more
- the construction of tunnels
- construction work involving the use of explosives
- construction work on or near pressurised gas pipes (including distribution mains)
- construction work on or near chemical, fuel or refrigerated lines
- construction work on or near energised electrical installations and lines (whether overhead or underground)
- construction work in an area that may have a contaminated or flammable atmosphere
- construction work involving tilt-up or precast concrete
- construction work on or adjacent to roads or railways that are in use
- work on construction site where there is movement of powered mobile plant
- construction work in an area where there are artificial extremes of temperature
- construction work in, over or adjacent to water or other liquids if there is a risk of drowning
- construction work involving diving

General instructions for SWMS

The process to be followed when writing a safe work method statement is:

- include and consult with all workers that will be actively involved in the task
- conduct an observation of the task to determine the current process
- involved and Identify specific safety requirements and operating steps
- understand and use common terminology
- refer to manufacturer or suppliers instructions and/or manual
- document what is done, rather than how it is done
- document each part of the job in correct sequence
- identify known hazards from past experience and observations
- include steps involved in preparation for the task – assessment
- list controls to be put in place for each identified hazard
- refer to any legislative requirements or standards
- include type of protective clothing and equipment required to be worn

SWMS selection and use

In consultation with the workers performing the task, the generic SWMS will be reviewed and a Site Specific SWMS will be developed where additional task steps or hazards are identified on site. Be sure to edit all prescriptive text to ensure it reads exactly what you are doing.

The completed Site Specific SWMS will be signed by the CRAMER & NEILL person who is responsible for ensuring compliance with the Site Specific SWMS.

Workers will review the Site Specific SWMS and sign the SWMS Form as an acknowledgement that they understand and are willing to implement the controls required to carry out the work safely.

Where required the Site Specific SWMS will be reviewed and signed by the appropriate client representative on the project.

Work will not proceed until the above criteria are achieved.

Procedure

All works require a hazard assessment prior to commencement, this will determine if a JSA or SWMS (for all high risk activities) is required.

All risk assessment documentation will be filed and readily available in the Project Folder located in the site office.

Risk assessments are a legal document and must be kept for 7 years.

SMP005 - INDUCTION

Purpose

This procedure is written to ensure that all tasks in the workplace are performed safely by adequately trained competent and licensed workers.

Procedure

CRAMER & NEILL will ensure that ALL workers undertake the Cramer and Neill Induction, including people on work experience.

Field Personnel including supervisors and Managers will undertake additional training as a minimum (below), and further specialised training will be undertaken as required:

- Construction Industry Basic Training (White/Blue Card)
- Site Specific Induction (where required)
- First Aid

SMP006 - YOUNG AND NEW WORKERS

Purpose

The purpose of this procedure is to demonstrate CRAMER & NEILL acknowledges its role in training new and young workers, and appreciates that there are special risk factors that need to be considered when managing these people in the workplace. A young worker is known as any person/s under the age of 21 including apprentices and school leavers.

Since young workers may lack maturity and experience, CRAMER & NEILL will ensure induction and training programs thoroughly address relevant issues associated with the type and nature of work they will be expected to perform. Refrigeration and Electrical apprentices and trainees will only be permitted to work in accordance with the requirements of the apprentices and trainees supervisory guidelines.

As a minimum, all young workers will be expected to hold a Safety Awareness Training certification (WA Blue Card or National White Card), and receive an induction.

It is expected that supervisors and managers will confirm instructions with new and young workers and confirm their ability to perform a task by observing and assessing their performance. CRAMER & NEILL understands that there is no substitute for constant communication, supervision, mentoring and direct instruction.

Young workers will also be expected to contribute to the safety of their work environment by asking questions to seek clarity, reporting anything they deem to be a hazard and following instructions.

Procedure

All young workers are to provide a copy of their white/blue card upon commencement of work experience and undertake the company safety induction.

SMP007 - TRAINING, SKILLS AND COMPETENCIES

Purpose

To ensure the development of a systematic Workplace Health and Safety education and training program is an important part of planning an organisation's overall development and is sound management practice.

CRAMER & NEILL recognises that training is of great importance to heighten awareness of WHS issues and to mould accordingly the attitudes of all personnel in CRAMER & NEILL.

Training is central to the achievement of WHS objectives, primarily the achievement of zero accidents and work related illnesses.

Training will therefore:

- Ensure compliance with Legislative requirements respecting the training of individuals before they may be permitted to perform certain types of work
- Identify the way in which tasks and operations impinge on WHS
- Identify the individual's training needs for the safe performance of tasks and operations

Workers will be assigned to tasks which they can perform safely and without adverse effects to their health. For tasks where a high degree of operating skill or procedures are critical, standards of competence will be defined and measures taken to ensure they are met.

On the job personalized training, based on an analysis of the required tasks, is an indispensable element of any safety program. This approach stresses the work habits and procedures required for safe job performance.

General Job and safety training needs can be identified through an assessment of current Legislation, industry standards, accident statistics, inspections, audits, work practices and the concerns of workers. Groups that require specific training can then be defined and the training tailored to meet the needs of these groups.

Problems can arise unless Managers and Supervisors receive appropriate training soon after assuming their roles. Because the people, technology, systems and standards of work are always changing, training cannot be provided on a once only or ad hoc basis but needs to be part of an ongoing personal or professional development plan.

Training for Managers should include:

- OH&S Legislation
- Management systems
- Delegation of responsibility
- Hazard identification
- Risk assessment
- Risk control

Training for Supervisors should include how to:

- recognise hazards
- conduct health and safety inspections
- select and apply appropriate control measures to hazards
- investigate accidents and injuries
- produce clear and accurate reports of investigations
- communicate and consult effectively
- ensure that workers understand and follow workplace procedures

Where these groups are also involved in planning, initiating and delivering training themselves they will, of course, need training to equip them for this role.

Assessment

CRAMER & NEILL will undertake a training/competency assessment of all workers prior to the commencement of work on the nominated site; these assessments will be recorded and added to the training register.

Where skill deficiencies are detected appropriate training will be provided before work commences so that workers can perform their designated duties safely.

Selection and use

- The training register will be provided to the appropriate project representative on site for review
- Workers will be selected for specific tasks based on their level of skill and competency to undertake the work safely
- Where workers are unskilled in the required task appropriate training will be provided prior to commencement of the work and recorded on training register form
- Day Labour will be used only when the nominated worker/s satisfies the level of competency required to undertake the required task or when appropriate training can be provided prior to commencement of the work. Proof of the competency of Day Labour must be detailed in the Skills/Competency Assessment Register provided

Procedure

CRAMER & NEILL will ensure that its workers are adequately trained to a level of competency sufficient to ensure their health and safety when at work with all records kept within the Training Register.

SMP008 - BULLYING AND HARASSMENT

Purpose

To provide a procedure that eliminates unwarranted and unacceptable behaviour in the workplace.

It is a statutory requirement that an employer provides and maintains a safe working environment under industrial relations law and specifically the Occupational Health and Safety Act. This responsibility is underpinned by management's safe working procedures and processes, in particular training of employees during the induction process.

Procedure

Workplace harassment is any type of unwelcome behaviour that is based on one of the attributes covered by the law, e.g. sex, race or disability etc. and which offends, humiliates, or intimidates the person being harassed.

Examples of harassment are set out below. In order for workplace harassment to be proven, there is no requirement that the person being harassed must suffer an employment detriment, such as dismissal or demotion. Often a hostile work environment will be created by the harassment. This in itself would constitute a breach of the law.

Examples of harassment:

- suggestive comments about a person's body or appearance
- leering or staring at a person or parts of their body
- demands that revealing clothing be worn
- tables of sexual performance
- gender based insults or taunting
- sexist or racist jokes
- pornographic or nude posters in the workplace
- homophobic abuse
- verbal or written abuse directed at a transgender person
- touching a person in a sexual way
- sexual assault or 'Flashing' (criminal offence)
- obscene telephone calls or emails (criminal offence)
- asking questions about a person's sex life
- unwanted confidences about a person's sex life or lack thereof
- persistent requests for a night out where these are rejected
- requests for sex where these are unwelcome
- making jokes at the expense of others
- verbal abuse or derogatory comments
- abuse based on a person's age
- bullying

Managers and supervisors

Managers and supervisors of CRAMER & NEILL play an important role by taking action when they observe inappropriate behaviour; they are instructed to take steps to resolve it. If this is not possible, then it will be brought to the attention of the manager or director.

Employees role

Each employee must ensure that they do not engage in bullying or harassment. Employees, who aid, abet or encourage other persons to harass or bully can also be held legally liable.

Employer subject to legal action

The law says that the employer, whether an individual or a company, will be liable for discrimination or harassment that the Employer causes. This is called primary liability. Primary liability will be incurred either through the actions of the individual employer or in the case of a company, through the actions of the chief executive officer or managers.

An employer can also be liable where he or she, or in the case of a company, the managers, ignore discrimination or harassment that they see happening in the workplace. The employer is also held liable for the discrimination or harassment caused by its Employees. This is called vicarious liability. If the employer can show that it took reasonable steps to prevent the discrimination or harassment occurring, then the employer will not be held liable.

Employees subject to legal action

Employees who discriminate or harass can be held as accessories under the law. This is referred to as accessory liability or sometimes as vicarious liability. Employees can be joined as respondent to a complaint along with the employer.

Where the employer proves it has taken all reasonable steps to prevent the discrimination or harassment by implementing policies and training etc. and the employee has acted contrary to these steps, then the employer may be exonerated and the employee may be held solely liable for the offending behaviour. Each case is determined by its own merits, employees (and employers) can also be liable if they induce or aid other employees to discriminate or harass.

If you need more information about workplace harassment or bullying the following people can help:

- Your manager or supervisor
- A grievance contact officer at WorkSafe WA
- More information can be obtained at <http://www.fairwork.gov.au/employment/discrimination/pages/bullying-and-harassment.aspx>

SMP009 - FITNESS FOR WORK

Purpose

The purpose of the procedure is to assist in management of Fitness for Work and minimising the risk of injury or illness of any party involved in the work CRAMER & NEILL are undertaking. Document CN-PM15 as shown in FFW above is the ruling document.

Objectives

The objectives of this policy are to:

- Provide guidance for its workers on how to manage fitness for work issues should they arise
- To clearly establish a culture of fitness for work and demonstrating what CRAMER & NEILL deem to be an acceptable standard and expectation in this area

All workers, trainees, contractors, and people under our management are required to follow rules relating to fitness for work, and report any concerns relating to this area to their immediate supervision.

CRAMER & NEILL places utmost importance on providing and maintaining a safe working environment. This section is designed to address the major issues relating to fitness for work including medical and physical conditions, inappropriate alcohol and drug use, fatigue and stress. This will be achieved through pre-employment medical assessments, drug and alcohol screening, awareness sessions during inductions and toolbox meetings.

CRAMER & NEILL recognises that an individual fitness for work may be affected for a variety of reasons including the adverse effects of fatigue, stress, alcohol or other drugs. These factors can lead to major deficiencies in an individual's work performance and are contributing factors in incidents in the workplace.

In order to address fitness for work on project sites, CRAMER & NEILL workers may be subject to random drug and alcohol testing. All positive results will be referred to their manager and disciplinary action shall be administered. In the event of an incident or where the worker appears to be unfit for work or under the influence or any other time deemed appropriate by the Project Manager the worker will be required to undertake a drug and alcohol test, failure to comply will result in disciplinary action and the worker will be immediately suspended from any work activity.

Managers and supervisors are along with sub-contractor management representatives are responsible for ensuring that all individuals in the area of responsibility understand and comply with the requirements of CRAMER & NEILL Fitness for Work procedure. All site specific information regarding fitness for work shall be explained in the CRAMER & NEILL safety induction. All managers and supervisors are responsible for ensuring the procedure is applied fairly and consistently. All information regarding testing and associated records maintained for alcohol and drug testing shall remain confidential.

Where relevant and practical, Managers and Supervisors are responsible for the following:

- Assessing fitness for work of individual under their control
- Taking prompt action where they believe an individual is not capable

In keeping with our requirements to provide and maintain a safe and healthy place of work, this policy sets out the responsibilities of all workers and other people working on our sites to be fit for duty.

“It is the personal responsibility of all people to ensure that their work performance is always such that their safety, the safety of others and their work efficiency is not impaired.”

The decision on a person's ability to work safely and their fitness for duty will be determined by the worker and their supervisor.

While there is no simple or reliable way to fully assess a person's impairment, the consumption or use of alcohol, drugs or any other substances that may affect a person's ability to work safely or efficiently is not permitted. People taking prescription or over-the-counter medications that may impair performance are to advise their supervisor. Such advice will be treated confidentially.

Workers or other people who are observed to be in breach of this Policy will be subject to the CRAMER & NEILL's disciplinary procedures and, depending on the circumstances; their behaviour may be treated as serious misconduct.

Drugs and alcohol

CRAMER & NEILL may be required by some contractors to provide evidence of Drug and Alcohol screening of its workforce. Therefore it is a condition of employment that pre-employment drug and alcohol screening can be undertaken as well as random testing throughout the duration of employment.

It is also a condition of employment that CRAMER & NEILL can exercise its right to undertake “for cause” testing of workers post incident.

Affected workers who are believed to be under the influence of drugs or alcohol will be cautioned and removed from the workplace immediately on full pay and taken to the nearest Workplace Health Centre and a drug and alcohol screen undertaken.

If the individual is found to NOT be under the influence of Drugs or Alcohol they may return to work without having suffered any financial disadvantage.

If the individual is found to have anything other than a Zero reading for either drugs or alcohol they will be stood down from work WITHOUT pay until a satisfactory conclusion is reached. Personal leave or leave without pay may be negotiated to enable rehabilitation and counselling.

No one will be disadvantaged in the workplace as a result of a worker undertaking a counselling and rehabilitation program.

CRAMER & NEILL will strive to ensure that any adverse behaviour that could be construed as the result of people under the influence of alcohol or drugs will be eliminated.

Fatigue management

Workers will be encouraged to report to their supervisor on any occasion where tiredness or physical condition is impacting on their ability to perform work in a safe manner. Reasonable rest periods shall be allowed according to the physical demands of the work.

CRAMER & NEILL recognises that certain working hour arrangements and excessive overtime may adversely contribute to fatigue and performance impairment. Total hours of work are to be factored in when scheduling works rosters.

In the event that management or supervisors identify fatigued workers they will be stood down from work activity and sent home for a set time determined by management.

CRAMER & NEILL is committed to the preservation of the health and safety of all our workers and people whom our work may impact. To this end the CRAMER & NEILL will as far as is practicable, ensure that its facilities and workflows enhance its workers health and minimises fatigue through risk identification and management.

All CRAMER & NEILL supervisors, workers and contractors are accountable for health and safety performance of people in their areas of responsibility.

Personal health

CRAMER & NEILL recognises that from time to time people suffer from illness or require medical treatments that can impact on their ability to maintain their normal levels of activity and ability.

If a worker is suffering from any illness or situation that might affect their physical or mental fitness to be able to carry out their duties they must confide in their manager or a member of the CRAMER & NEILL management team.

These situations will be handled sensitively and will be managed, as far as is practicable, in a way that will assist the individual involved whilst considering the safety of all other parties.

Lifestyle fatigue

Workers have an obligation to advise CRAMER & NEILL of any secondary employment that has the potential to impact on worker fatigue.

Any worker who believes they are unfit for work due to fatigue from difficulty managing their activities or lifestyle, should discuss the matter with their Supervisor/ Manager. Fatigued workers who present themselves for work shall be required to take unpaid leave for that shift.

Repeated absences due to lifestyle fatigue will be addressed CRAMER & NEILL.

Protocols

Employment confirmation will be dependent upon the outcome of the screening assessment.

Pre-employment medicals

Pre-employment medicals may be conducted by CRAMER & NEILL for specific projects, however all new employees will be required to complete the medical questionnaire. The medical assessment evaluates the worker medical history, ongoing medical conditions, physical fitness and a drug and alcohol screen.

All medical results are maintained confidentially and workers may have access to their records if they request.

All project employees that are required to perform work on a mine site will be required to also complete a Mines Health Surveillance medical evaluation. This medical is current for five years and the records are maintained by the Department of Industry and Resources and can be downloaded to their website.

Pre-placement health assessment shall take place not more than three months prior to entry onto the site and will include:

- Standard medical examination by a General Practitioner
- Physical examination
- Audiology assessment
- Spirometer assessment
- Musculoskeletal assessment
- Fitness assessment
- ECG
- Fatigue and lifestyle questionnaire
- Cholesterol Assessment
- Alcohol and drug assessment (to be done no more than 28 days prior to mobilisation to site)

Health surveillance

Health surveillance may be required in the event personnel are considered to be “at risk” as a result of exposure at a workplace to a hazardous substance.

Health surveillance records shall be maintained confidentially on the workers personal file and they are able to access their results if they wish.

In the event health surveillance is required, it shall meet the requirements of Reg 5.23 OHS Regulations 1996 and the National Guidelines for Health Surveillance (NOHSC: 7039 [1995]).

Procedure

CRAMER & NEILL will ensure that its people are fit for the position and work activities they are employed to carry out. This will require all workers; prior to acceptance for employment undertake a pre-employment medical screening assessment.

SMP010 - WORKERS COMPENSATION AND REHABILITATION

Purpose

This procedure is to establish guidelines and requirements for the rehabilitation of workers injuries while working for CRAMER & NEILL.

CRAMER & NEILL is committed to attaining complete physical and physiological recovery of our people injured in the course of their duties by providing appropriate medical treatments, rehabilitation and return to work processes in a timely and cost effective manner. Refer to the Return to Work document CN-PM15 for procedural specific guidelines, below is a summary of this procedure:

This commitment involves:

- Preventing injury and illness through provision of a healthy and safe working environment
- Ensuring that all Workers are aware of, and understand the Rehabilitation Process.
- Ensuring timely referrals to Medical Providers to ensure that occupational rehabilitation commences as soon as possible after an injury or illness
- Ensuring that the timely return to work is a normal practice and expectation
- Providing suitable employment/duties for an injured Worker
- Consulting with workers and their representatives throughout the process
- Ensuring that participation in the rehabilitation program will not of itself prejudice an injured worker
- ALL MTI's must have communication between the supervisor and the medical practitioner.

CRAMER & NEILL will make every effort to resolve disputes regarding rehabilitation quickly through consultation with all relevant parties.

Procedure

CRAMER & NEILL will provide Workers Compensation Insurance cover for all workers and other persons deemed to be workers under the Workers Compensation Legislation.

Return to Work

CRAMER & NEILL will ensure a Return to Work is completed detailing the injured workers occupational rehabilitation. A Return to Work coordinator will be the direct link between the injured worker, their treating medical practitioner, supervisor and WHS representative.

Treating Medical Practitioner

The Treating Medical Practitioner accepts responsibility for the overall management of the injured workers medical condition and may delegate the routine rehabilitation, return to work plan to the CRAMER & NEILL Return to Work Coordinator.

Management and Supervision

CRAMER & NEILL Return to Work Coordinator, Management and Supervision shall be responsible for ensuring that all aspects of the occupational rehabilitation – return to work process are strictly adhered to and contact with the injured worker continues while they are absent.

Injured Worker

CRAMER & NEILL injured workers have the responsibility to actively participate in any occupational rehabilitation Return to Work Program under the Workers Compensation Act 1981.

For a more detailed overview of the requirements for Return to Work Programs refer to the following documentation:

- Workers Compensation Code of Practice (Injury Management) 2005
- Workers Compensation and Injury Management Act 1981
- Workers Compensation and Rehabilitations Regulations 1982

SMP011 - SUN PROTECTION AND UV RADIATION

Purpose

The purpose of this is to ensure CRAMER & NEILL will as, far as is practicable ensure that the working environment and areas under the company's control are conducive to the protection from Ultra Violet radiation.

CRAMER & NEILL supervisors, workers and contractors are accountable for the monitoring of this UV policy in their areas of responsibility.

Procedure

- Conduct job safety assessment before commencing work
- Workers are provided with long sleeve shirts, pants and broad brimmed hats to ensure they are protected at all times from UV radiation caused by the sun
- All work vehicles are stocked with SPF30+ broad spectrum water resistant sun cream and encouraged to apply 20 minutes prior to working in the sun then reapply every 3 hours
- Workers are encouraged to wear tinted protective eyewear to protect eyes from Ultra Violet Radiation (UVR)
- All staff will be enrolled to undergo an initial skin cancer screen and subsequent screenings will be communicated to each person from the medical practitioner. The cost of the initial screen is covered by the company, time will be allocated each year to undergo follow up screenings without loss of pay.

SMP012 - ENVIRONMENT

Purpose

The purpose of this procedure is to demonstrate commitment by CRAMER & NEILL to ensuring that the environmental aspects and impacts that may result from their activities, products and services that may have an effect on air, water, land and waste are managed and controlled.

Their actions in relation to the above will take into account reasonably anticipated events such as spillages, plant breakdowns or inclement weather that could affect day to day activities.

The control measures and management actions will include, but not be limited to consideration of:

- client requirements
- site/project specific environmental policy
- specific undertakings arising from site/project specific environmental impact assessments;
- site/project specific consent conditions;
- pollution control
- statutory obligations

Due to the nature of the work undertaken by CRAMER & NEILL a company specific environmental plan is not utilised. Rather, CRAMER & NEILL actively demonstrates their commitment to the environment by fully committing to and adhering to all environmental undertakings imposed by the Principle Contractor.

Reporting

All CRAMER & NEILL workers are responsible for reporting environmental incidents. All incidents are to be reported in the same manner as an injury or accident. Report forms are made available to all workers and the notification process is covered within the company safety induction.

Environment Incidents can include (but are not limited to) the following:

- Spills of fuels, oils, chemicals and other hazardous material
- Unauthorised harm to Aboriginal objects or Aboriginal places
- Unauthorised damage to vegetation, flora and fauna
- Potential contamination of waterways or land
- Accidental starting of a fire or a fire breaking containment
- Release of HFC, CFC, or HCFC Refrigerant to the atmosphere

Procedure

Conduct a job safety assessment before commencing work.

SMP013 - FIRE SAFETY

Purpose

This procedure is written to outline fire precautions while undertaking work activity for CRAMER & NEILL

CRAMER & NEILL will ensure that an adequate number and type of fire extinguishers are available at the workplace and additional extinguishers are located in the immediate vicinity of any work that may create a fire risk. This requirement will apply without exception to any hot work such as welding.

CRAMER & NEILL will ensure all personnel carrying out hot work have a fire extinguisher close-by, are fully trained in the use of extinguishers and that adequate evidence of such training is provided before work commences.

CRAMER & NEILL will ensure that all mobile plant is fitted with an appropriate fire extinguisher.

Procedure

- In the event of a fire immediately phone '000' for emergency services assistance
- Emergency Response procedures to be followed for all other workers in the vicinity of the fire

Only persons trained to use extinguishers are to attempt to extinguish a fire, and only in accordance with limits defined in training.

Inspection

CRAMER & NEILL will contract to check the "charge level" of all of our fire extinguishers on site every 12 months. All fire extinguishers will be serviced and maintained by competent persons and a record completed and maintained in accordance with Australian Standard AS-1851.

It is the individuals responsibility to check the charge level on a portable extinguisher prior to commencing any hot works.

Combustible materials will not be allowed to accumulate in work areas in order to prevent a fire risk.

Selection and use

- All personnel carrying out hot work will be fully trained in the use of extinguishers and a record of the training provided in the appropriate register of the Management Plan
- All personnel will be made aware of the site - specific emergency procedure and emergency service phone numbers shall be clearly displayed at a central phone location

SMP014 - FIRST AID AND INJURY REPORTING

Purpose

The purpose of this procedure is to ensure CRAMER & NEILL acknowledges the need to be accident free and take every precaution in preventing accidents and injury. However, in the case of an accident, it is Management's responsibility to ensure that all proper medical assistance is given in cases of workplace injuries and accidents. In addition, CRAMER & NEILL will:

- Ensure that all accidents which may possibly involve Workers Compensation Claims are reported promptly to the CRAMER & NEILL's Insurers
- Investigate causes of accidents and incidents and pursue necessary corrective action
- Manage rehabilitation of injured personnel in accordance with the requirements of the Workers Compensation Legislation maintaining contact with injured personnel and getting them back to work as quickly as possible
- Ensure that appropriate First Aid equipment and practices is kept on sites where CRAMER & NEILL personnel are working, and that it is kept clean and stocked with consumable items; as well as arranging the training of First Aid attendants, as required
- Ensure a First Aid Risk Assessment is conducted to ensure an adequate supply of first aid equipment is provided at each work area

Legislation requires that the particulars of every accident involving injury to persons is recorded in an accident record and the Workers Compensation Legislation also require a register of injuries to be kept.

CRAMER & NEILL maintains a record of all work related injuries and will advise clients where required of any reportable incidents during work on a particular site.

CRAMER & NEILL is also committed to investigate work-related accidents and incidents to identify the factors contributing to the incident and prevent a recurrence. The more complete the information, the easier it will be to develop and implement countermeasures.

First aid personnel and location of first-aid

All staff are trained in First Aid:

The nearest First-aid box/room/shed to the work in progress is:

In the stores area

Reporting

All injuries will be reported on site. Records will be kept for a minimum of 5 years. Where the injury results in an absence from the workplace of more than 4 days or the injury treatment requires hospitalisation, the details of the occurrence and its circumstances will be reported to WorkSafe WA.

Reporting of serious injuries

WHS Legislation requires CRAMER & NEILL to report any injury where an accident at a workplace results, within the set time frame after the accident occurred, in:

- the death of any person
- the amputation of any limb or part of a limb of any person
- the loss or partial loss of the use of any part of a person's eye
- the loss by any person of a bodily function
- any person being admitted as a patient to a hospital
- any person showing acute symptoms of exposure to any substances at the workplace
- or any other serious bodily injury
-

CRAMER & NEILL shall immediately, in the case of death, and within twenty four hours of other injury, give notice of the accident to WorkSafe WA.

Treatment of injuries

All personnel at the workplace shall adhere to the following

- Workers must report all injuries to their immediate supervisor.
- First aid equipment appropriate to the nature of the likely hazard should be made available to workers.
- First aid treatment given to any worker or contractor must be formally recorded.
- Medical treatment for injuries beyond the scope of first aid will be provided by assistance from the Ambulance Service, or attending a Medical Centre or the Casualty Section of a hospital.
- Records will be kept for a minimum of 5 years on the attached form.

Procedure

ALL staff will undergo basic first aid training, from a registered RTO.

SMP015 - INCIDENT REPORTING AND INVESTIGATION

Purpose

The purpose of this procedure is to define the reporting and investigation process that will be undertaken by CRAMER & NEILL in the event of a workplace incident or near miss.

Reporting of incidents/near misses

All incidents and near misses, whether they involve injury to persons or not, must be reported to CRAMER & NEILL.

Incidents can be a near miss/hit, or a hazard which did not injure or cause damage to persons or property or has the potential to cause injury. An incident is also an accident that has already occurred.

CRAMER & NEILL management must investigate all incidents and ensure corrective action is put in place to prevent the incident from recurring and injuring persons again or to prevent the incident from having an impact and causing injury.

Ensure that all notifiable incidents are reported promptly to their direct supervisor or management in accordance with the Occupational Health and Safety, Environment Protection and Electrical Safety Legislation, or any other authority as required by law within the required time frame and by the appropriate means or documentation.

The investigation report must be completed by CRAMER & NEILL in conjunction with the worker involved. The report is to be completed within 24 hours of the incident to comply with mandatory reporting requirements. All witness to the incident must complete a Witness Statement.

Reporting to clients / principal contractors

CRAMER & NEILL management will report all accidents and incidents to the workplace owner or senior person in control of the workplace as soon as management is aware of the incident. The responsibility of reporting incidents to the authorities is CRAMER & NEILL's responsibility however this may be achieved in conjunction with the person in control.

Many clients, owners, controllers, principal contractors will request to be notified of any incidents occurring and records of notification completed. CRAMER & NEILL pro-formas, documentation, investigation reports etc. will be completed and copies forwarded to the client. Duplication of client records will be completed where necessary and forwarded to the client.

Procedure

1. **Make it safe** – Ensure the immediate scene is made safe and any injured persons receive appropriate medical attention. Notify Emergency Services as required. Isolate and cordon off any hazardous areas/systems

2. **Preserve Incident Scene** – For significant incidents ensure that any evidence that may assist in the investigation is preserved and documented (equipment/photographs, measurements etc.)
3. **Communication of Incident** – Ensure the incident is communicated to the company manager as soon as possible by phoning the following contact number:
 - Office:
 - Manager:
 - Mobile:

(Ensure all phone calls and communications are recorded for the time and location they took place)

4. **Witness Statements** – Compile a list of people involved in the incident and request a written statement of what occurred. Record names/role/contact numbers etc.
5. **Documentation** – Complete an incident report form; attach copies of all statements, photos, information gathered
6. **Incident Investigation** – Management will notify who will be the responsible person to undertake the incident investigation. This person will be responsible for establishing the facts surrounding the incident (not opinions). All workers involved in the incident, supervisors, WHS representatives, and witnesses, in some circumstances it may also be necessary to involve technical specialists or other professionals for opinion will be a part of the investigation

Existing documents :

- CN-13.1 Incident Report
- CN-13.3 Incident and Accident Investigation
- CN-13.3B Incident Resolution

7. **Incident Analysis** – The investigation team shall review the facts, which have been established and identify contributing factors that contributed to the incident. This is done so corrective actions can be taken by the company to prevent a similar occurrence in the future
8. **Corrective and Preventative Actions** – Having reviewed all information, recommendations will be reported to ensure corrective and preventative action is taken in the future to avoid a similar occurrence. All corrective actions are to be detailed within the Hazard Register
9. **Reporting** – The investigation team shall ensure all aspects of the investigation are formally documented on the Incident Investigation Report Form with all actions being entered into the Hazard Register. The completed investigation report, associated documentation, photos, drawings, statements etc. is to be forwarded to management for sign off

SMP016 - WORKING ALONE

Purpose

In the course of work carried out by CRAMER & NEILL at times workers are required to work on their own or outside a 25km radius of the Geraldton CBD. Workers are deemed to be “alone” when they cannot be seen or heard by another person, and/or will not expect a visit from another person for some time.

To this end we wish to ensure that workers working alone or in an isolated location understand the importance of implementing, and sticking to, procedures.

Where possible workers will not be required to work alone, however where a situation arises that requires a worker to work alone or in an isolated location the following applies:

- A form of communication is provided e.g. phone
- A ‘phone contact with management’ process has been agreed to ensure contact
- CRAMER & NEILL provides a serviced and reliable vehicle
- Agreement on start and finish times where practicable

Management is responsible to issue tasks for workers and determines levels of communication required to work alone or in isolation on a job to job basis.

Workers are responsible for taking all reasonable or practicable steps to ensure their own safety when working alone or in isolation and to follow direction and instruction given to them.

Procedure

CRAMER & NEILL provides all workers with a mobile phone to ensure contact can be made at all times in the event of an emergency.

In the event that a worker is sent on a callout or to a remote location contact is to be made with their immediate supervisor to establish time frames for arrival and departure. Procedure CN-13.6 Remote travel procedure is to be followed at all times.

Throughout the working day the worker is to make contact with their supervisor for any changes to the route they will be taking to and from the destination.

If the worker fails to arrive by the estimated arrival time the supervisor will then send assistance if the worker cannot be reached by mobile phone.

In the event the worker cannot contact his immediate supervisor.
Other:

WORKING ALONE PROCEDURE PROCESS FLOWCHART



SMP017 - COMPANY VEHICLES

Purpose

This procedure sets out the responsibilities of all workers and other people who will drive or operate CRAMER & NEILL vehicles in their course of work. Refer CN-PM09 for details on Company Vehicle Policy.

CRAMER & NEILL is committed to providing roadworthy vehicles sufficiently fitted out with appropriate safety equipment, cargo barriers and adequate storage units to ensure the safety of occupants who use or travel in the vehicle.

It is the vehicle operator's responsibility to ensure the vehicle is kept clean and tidy throughout and in a roadworthy condition with tools and equipment correctly stored and contained.

Operators are also responsible for the weekly vehicle inspections. Regular maintenance, servicing and repair of breakdowns, insurances and registrations of the vehicle are the responsibility of CRAMER & NEILL.

Vehicle operators must carry the appropriate current licence for the type of vehicle they are operating. Vehicle operators must advise the company immediately of any variations, or any additional conditions placed on their licence.

All statutory and workplace road rules shall be adhered to at all times. Vehicle operator's found to be in breach of these rules including speeding and parking fines shall be responsible for any fines or penalties incurred through breach of the rules and may lose their right to operate the vehicle.

Any faults with the vehicle or involvement in any accident or incident must be reported to CRAMER & NEILL immediately.

Vehicles are to be used for work purposes only and operators are not permitted to use vehicles after hours or for private use without management approval.

No person shall operate the vehicle whilst under the influence of any illegal drugs or over the statutory limit for alcohol consumption. Company disciplinary procedures including dismissal shall apply for breach of this requirement.

CRAMER & NEILL will not be held responsible for any insurance claims made if the above requirements are not followed.

Procedure

- A visual inspection is to be undertaken every day prior to use
- Monthly vehicle inspections are to be documented and recorded with actions raised to repair any defects and notification made to management for any major repairs needed

SMP018 - SUBCONTRACTOR MANAGEMENT

Purpose

This procedure is written to demonstrate CRAMER & NEILL's commitment to ensuring work performed by sub-contractors complies with all other policies and procedures.

In accordance with the CRAMER & NEILL Workplace Health and Safety Policy, it is the responsibility of each subcontractor to ensure the work undertaken by them and their worker's is conducted in a safe manner.

The subcontractor shall ensure that all their workers have been adequately trained and are competent to carry out the work as required.

The subcontractor and their workers shall undertake work at all times in a manner that ensures their own and other's safety and abide by any additional safety information provided as necessary.

Procedure

All sub-contractors must complete the sub-contractor registration form and provide the following:

- Company details – contact person, ABN number, phone numbers etc.
- Public Liability – copy of policy (minimum cover of \$10m)
- Workers Compensation Insurance – copy of policy
- Trade Licences and/or special permits – copy of licences
- Undertake risk assessments – Job Safety Analysis (JSA's) and Safe Work Method Statements (SWMS)
- Tools, equipment and PPE provided by the sub-contractor are to be of a recognised safety standard

All sub-contractors must also read and sign-off the company safety induction.

Should an accident occur while on site it must be reported to CRAMER & NEILL management immediately.

SMP019 - WHS DISCIPLINARY PROCEDURE

Purpose

The purpose of this procedure is to define the process to be followed in dealing with personnel who repeatedly infringe on WHS policy requirements. Refer to CN-PM10 Company Infringement Policy for specific details.

This procedure should be applied with due regard to any employment or industrial agreements or awards which may apply to the project site CRAMER & NEILL works within. In the case of a conflict between this procedure and any such agreement or award then the agreement or award must be applied.

Disciplinary steps

1. First Infringement – formal verbal warning to the worker that shall comprise of:
 - Advise the worker of the behaviour that is deemed to be unsatisfactory
 - Advise the worker of what action is required to correct the problem
 - Advise the worker of the consequences of continuing the unsatisfactory behaviour
 - NOTE: This warning must be given in the presence of another colleague.
2. Second Infringement – formal written warning handed to the worker that shall comprise of:
 - Items on the above warning but in addition the worker shall be advised that further unsatisfactory behaviour shall result in the worker's dismissal
3. Third Infringement – dismissal (the worker will be dismissed)
 - A worker who has received these warnings and who continues to engage in unsatisfactory behaviour shall be dismissed and this shall be confirmed in writing

Records of all warnings are to be documented by management in a work diary.

Causes for instant dismissal/removal from the workplace

The following will be causes for instant dismissal/removal from site:

- Breaches of tagging procedures
- Any tampering with safety equipment or devices
- Any act of misconduct (theft, vandalism, fighting, verbal abuse, harassment and intimidation etc.)
- The consumption and/or use of either drugs or alcohol onsite or within the workplace

SMP020 - AUDIT AND REVIEW

Purpose

The purpose of this procedure is to demonstrate CRAMER & NEILL use a combination of measures to audit and review safety performance and strategies.

- Regular audits that are carried out within the organisation include:
- PPE
- Vehicle
- Fire Equipment
- First Aid Kits
- WHS Documentation (JSA/SWMS)
- Fixed Plant & Machinery
- Mobile Plant & Equipment

Procedure

An annual review of the Safety Management Plan inclusive of policies and procedures takes place by Management and is signed off in the record of revision.

- Notification of any changes occur verbally during pre-start, toolbox or safety meetings, in certain circumstances written notification is delivered via a Safety Alert or similar.

Safe work procedures

SWP001 - PERSONAL PROTECTIVE EQUIPMENT (PPE)

Purpose

The purpose of this procedure is to outline the selection and use of approved Personal Protection Equipment in accordance with current Occupational Health and Safety Legislation, CRAMER & NEILL will provide workers with personal protective clothing and equipment that is necessary to protect them from injury.

The required protective clothing and equipment will be provided to workers on commencement of employment.

CRAMER & NEILL does not generally operate under a Long and Long policy, however they reserve the right to implement and enforce changes in uniform requirements as directed by principle contractors and any future contract conditions.

- All workers have a responsibility to use and maintain personal protective equipment provided by the company.
- Personal protective equipment is not to be used as a substitute for safe working practices.
- Personal protective clothing and equipment is required to be worn for each job. Workers are also required to observe all mandatory signs displayed in work areas that indicate what PPE is required and where protective equipment must be worn. If a site requires additional PPE not currently supplied workers should contact their manager and arrange for the additional equipment to be provided before they commence work at the site.
- Protective equipment will be replaced on an as needs basis

Selection and use

- CRAMER & NEILL will ensure all items of PPE are manufactured, used and maintained in accordance with the relevant Australian Standard
- All issues of PPE to each individual will be recorded on the individual PPE Issue form
- Each worker will be instructed and or trained in the correct use of each PPE item prior to use
- Each worker is required to adequately store and maintain their own personal protective equipment
- Factors to be considered for appropriate clothing to screen out or reduce the effects of UVR is critical. Selection of light-weight close weave cotton clothing is the preferred requirement. This type of material allows evaporation of sweat, air - flow producing a cooling effect, and less UVR exposure to the skin.
- Broad brim hats (8cm wide), will provide adequate head and face protection
- SPF30+ sunscreen will be provided and is to be applied 20 minutes prior to work activity being commenced then reapplied every 3 hours.
-
- Eye protection from UVR is a requirement, especially in highly reflective working environments. Sunglasses that comply with AS 1067.1 are to be selected in consultation with workers

Procedure

Eye Protection

- Wear only approved non-conductive framed (non-metallic) medium impact eye protection when working on or near live apparatus (as per AS/NZS 1337)
- Wear goggles at workplaces where dust particles or chemicals may cause injury
- Wear approved eye protection (as per AS/NZS 1337)

Face Protection

Wear an approved face shield in addition to glasses when undertaking the following tasks:

- Grinding
- Welding
- Cutting
- Using a machine that produces flying particles

Hearing Protection

- Use ear plugs as a minimum
- For exposure to louder noises wear ear muffs at all times
- As a guide, if you cannot hold a conversation while standing one metre apart then you should be wearing ear protection

Respiratory Protection

- Wear a dust masks that is suitable for the hazard present
- Ensure a P2 or P3 mask is used for all sites containing asbestos
- Ensure respiratory protection complies with AS/NZS 1715 and AS/NZS 1716

Foot Protection

- Wear enclosed steel capped safety boots at all times on construction sites, and all work sites.
- Steel capped "Dunlop Volley" shoes may be worn when working on metal or slippery roofs.
- Enclosed footwear is mandatory in all Stores and Workshop areas of Cramer and Neill.

Hand Protection

- Insulated gloves are to be worn to protect hands as per ASS/NZS 2161.10.1:2005 when working on energised equipment
- Gloves are to be worn when there is a risk of exposure to hazards such as sharp objects, abrasive surfaces, temperature extremes or chemical contact

SWP002 - HAZARDOUS SUBSTANCES

Purpose

The purpose of this procedure is to ensure all work involving the use, handling storage, transport and disposal of hazardous substances and dangerous goods will be in accordance with the Occupational Health and Safety Act 1995 and Regulations 2008, the Hazardous Substances Code of Practice 2003 and the Dangerous Goods Safety Management Act and Regulations 2001.

Prior to hazardous substances being used on a project CRAMER & NEILL will submit a Safety Data Sheet (SDS) to INSERT CLIENTS NAME HERE for approval. No substances will be brought on site without approval of the current SDS by CRAMER & NEILL Management or INSERT CLIENTS NAME HERE.

Your work may require you to come into contact with chemicals. This may be as simple as detergent cleansers or as hazardous as acids or solvents.

Whether Low or High risk hazards, you must:

- Be aware of the hazards associated with the chemical you are about to use
- Know where to find, how to read, understand and follow the Safety Data Sheet (SDS) for that chemical
- Wear the appropriate PPE for the substance you are using
- Understand the procedures associated with any chemical emergency, e.g. spillage or fire etc.
- If in doubt, ASK.

Bio hazards

Wash hands prior to:

- Smoking
- Drinking
- Eating
- Answering phones/ using radios and after Toileting.

Selection

CRAMER & NEILL will consider the following when selecting hazardous substances:

- Flammability and explosivity
- Toxicity (short & long term)
- Carcinogenic classification if relevant
- Corrosive properties
- Chemical action and instability
- Extent of PPE required
- Environmental hazards
- Storage requirements

Storage

- All storage and use of hazardous substances will be in accordance with the SDS
- All hazardous substances will be stored in their original containers with the label intact at all times
- Hazardous substances of any quantity will not be stored in crib rooms, container sheds or offices

Use

- A risk assessment will be conducted prior to the use of hazardous substances or dangerous goods. Appropriate controls will be put in place and exposure must be eliminated or reduced by other means in the hierarchy of control prior to the use of personal protective equipment. PPE must be provided according to the SDS
- Where practicable the material with the lowest possible hazard capability that meets the technical requirements for the job will be used
- Advice on a substance may be obtained from a chemical database, e.g. Chemwatch
- Prior to using the hazardous substance all workers involved in its use will be provided with adequate information and training to allow safe completion of the required task

Procedure

Register

A register of all hazardous substances used by CRAMER & NEILL shall be kept by the company. The register will identify the location where the material is used. A copy of the register will be available to all workers. Copies of all MSDS are contained on a USB/Memory Stick issued to all field technicians.

Each chemical will have a Material Safety Data Sheet (MSDS) and will be made accessible to all workers who may come into contact with the chemical.

Risk Assessment

- Conduct a job safety assessment before commencing work
- Risk assessment will be completed to evaluate the physical, chemical and toxicological properties in light of the actual, proposed or likely use

SWP003 - ASBESTOS

Purpose

The purpose of this procedure is to comply with asbestos prohibitions and prevent exposure to airborne asbestos fibres while working for CRAMER & NEILL.

Where a risk assessment reveals a likelihood of exposure to asbestos containing materials (ACM) fibres, all practical steps will be taken to ensure that workers and others are not unnecessarily exposed.

ACM include but are not limited to:

- Asbestos, Lebah and Zelemite Meter Boards
- Porcelain fuse cartridge holders with asbestos braiding
- Vinyl floor tiles in WP Substations
- Low-Voltage underground pillars
- Cable Ducts
- Cable Lagging

Procedure

Preparation

Electricity must be disconnected from the switchboard or meter panel by a licensed electrician. Once this is tested and confirmed the removal process can begin.

All wiring at the back of the switchboard or meter board should be disconnected or isolated by a competent person. If this is not practical, the wiring should be suitably terminated and labelled to indicate that it is live, and the wiring should be protected against mechanical damage or otherwise rendered safe. The switchboard or meter panel and surrounding area should be cleaned before removal work is started.

The minimum suitable respiratory protection is a P1 or P2 half-face respirator with a particulate filter.

Removal

Layout a 200µm thick plastic sheet to catch any debris that may fall.

Remove the mounting screws from the board without damaging the board. Vacuum the front surface of the board using an asbestos vacuum cleaner. Tilt the board forward and disconnect the cabling from the board. Wrap the board in a double layer of heavy duty 200µm thick sheeting.

Decontamination

Vacuum the area where the board was located and the surrounding area. Wipe with a wet rag to remove minor amounts of debris that may be attached to the wall of cabling. Dispose of this rag as asbestos waste. Vacuum the sheet of plastic laid out to catch any debris and dispose of it as asbestos waste.

Waste Disposal

Waste disposal should take into account:

- Waste containment
- Location of the waste storage on site
- Transport of wastes to and from site
- Location of waste disposal site

Waste should be collected in heavy duty 200µm (minimum thickness) polythene bags that are no more than 1200mm long and 900 mm wide.

The bags should be labelled with an appropriate warning, clearly stating they contain asbestos.

Further information on the disposal of asbestos waste may be obtained from the local council or relevant environmental protection authority.

Risk assessment

A job risk assessment will be undertaken to identify, analyse, evaluate, control and monitor the sources of asbestos within buildings and work sites.

The presence of asbestos within a building is considered a hazard however it does not automatically necessitate its immediate removal. Asbestos that is in a stable matrix, or effectively encapsulated or sealed, and remains in a sound condition while left undisturbed, represents low risk to health.

A qualitative assessment will be undertaken to ascertain the rating as follows:

- **LOW:** ACM shows no signs or very minor signs of damage/deterioration. Regular access to the ACM is unlikely to cause significant deterioration, if the material is adequately sealed.
- **MEDIUM:** Minor deterioration of the ACM is evident and/or the ACM is prone to mechanical disturbance due to routine building activity and/or maintenance.
- **HIGH:** Friable (un-bonded) ACM that has deteriorated significantly the material is readily accessible and prone to further disturbance, or unsealed friable asbestos material located in air-conditioning systems.

Controls

The control measure must be aimed at eliminating risk arising from ACM and prevent exposure to airborne asbestos fibres.

Personal protective equipment (PPE)

All persons working in the vicinity of asbestos should wear respiratory protective equipment (RPE) conform to the requirements of AS/NZS1716-2003 Respiratory Protective devices.

The level of respiratory protection required will be a P2 or P3 air respirator.

Disposable coveralls are preferred and should never be reused, and must be disposed of as asbestos waste.

Laundering of asbestos contaminated protective clothing is not recommended, because decontamination cannot be guaranteed.

Appropriate safety footwear should be provided, steel cap boots should not have laces, as laces and eyelets are easily contaminated, and remain inside the asbestos work area for the duration of the work. When not in use footwear should be stored upside down to minimise the asbestos-contamination inside the footwear.

Class

“A Class” – a licenced asbestos removal company that holds a licence to be used for any friable asbestos of 10sqm or more.

“B Class” – non-licensed worker able to remove amounts under 10sqm

Security, signs and barriers

Potential entry points to the asbestos work area should be signposted or labelled in accordance with AS1319-1994. These signs should be weatherproof, constructed of light-weight material and adequately secured.



insulation and prevent the spreading from the boards.

ACM were used in the front panels and also in materials that covered the inside and back of the switchboard boxes. Small electrical load centres (with a main switch plus a few fuses) have also been known to have ACM backings.

Disposal & Landfill Sites for Disposal in the Perth Metropolitan Area

City of Greater Geraldton, Meru Landfill Site, Goulds Road, NARNGULU

Any Trades person can remove up to 10m² of Non-Friable Asbestos containing material without an Asbestos license, but they must do so in accordance with the Regulations and Codes of Practice.

SWP004 - WORKING AT HEIGHTS

Purpose

The purpose of this procedure is to identify that there is an inherent risk associated with the work of the refrigeration and electrical industry.

CRAMER & NEILL are committed to ensuring that all work that is undertaken at heights will be done in a manner that ensures the stipulations of the Legislation, in conjunction with the principles of risk assessment are adhered to.

Regulation 3.55 states that if a person is at risk of falling 2 metres or more from an edge from

- c) a scaffold, fixed stair, landing or suspended slab at the workplace or
- d) formwork or false work at a workplace

Edge protection must be provided.

Also, if there is a risk of a 3 metre fall in situations other than a) and b) above then edge protection and/ or a fall injury prevention system must be in place and utilised.

These requirements will always be implemented in conjunction with our risk assessment process which will include consideration of, but not be limited to:

- The materials that make up the structure to be worked on
- The weather conditions
- Condition of footwear
- Time allowance for the task (don't rush)
- Tools required for the task – Reduce the need to constantly go up and down the ladder
- Are there others working in the vicinity?
- Identification of other hazards that have the potential to change or influence a common task
-

This procedure applies to all personnel plant and/or equipment involved in work at heights.

It includes, but is not limited to:

- scaffolding and elevated work platforms, (construction and access)
- work on roofs
- working on ladders, (installation and work restrictions)
- working on building maintenance units
- working adjacent to opening, excavations, pits, and/or shafts
- Working on elevated work platforms, by suitably qualified personnel only.

Restraints

A restraint line is to be used where a free or strained fall is possible. It must be used to limit horizontal movement on slopes not exceeding:

- 15n degrees, where a restraint belt is worn; and
- 30 degrees, where a work positioning harness or fall arrest harness is worn

Harness and lanyards

- A fall arrest harness and lanyard or inertia reel block assembly, fitted with a shock absorber shall be used where there is a risk of free fall of more than 3 metres
- Each harness shall be individually numbered and maintained in accordance with AS1891.4 (Clause 9.4)
- Fall protection equipment must be destroyed following a fall or where inspection has shown evidence of excessive wear or mechanical malfunction
- It is Cramer and Neill Policy that fall arrest equipment is not used, if situation requires fall arrest as distinct from restraint then alternative engineering or other solution must be put in place.

Anchor points

- Where free fall – fall arrest is identified as the only practical control, anchor points must, where practicable, be above head of the person and must ensure that in the event of a fall the person will not swing. The anchor point must be capable of withstanding a force of at least 15kN

Scaffolds and platforms

All scaffolds must comply with AS/NZS1576 parts 1 to 6. Any scaffolding above two (2) metres must have edge protection and a guardrail system

The minimum requirements of erecting, dismantling and maintaining scaffolding:

- Only persons who are trained and certified are permitted to erect and dismantle scaffolding more than four metres in height.
- Tie off all scaffolding that is four metres or taller the structure being worked on
- The maximum safe working load for a scaffold is 450kg

Elevated work platform (knuckle boom)

Wear an appropriate anchor harness and lanyard. The lanyard should be a fixed short length which will prevent egress from the bucket.

- Only authorised trained and certified personnel may operate elevated work platforms (EWP/Cheery Picker)
- Wheels must be chocked
- The EWP must be stabilised on firm ground
- EWP's are not to be used for lifting
- Maintain a distance of 5mtr from overhead power lines
- All occupants must be attached to a full body harness attached to appropriate anchor point
- Compliance certificate to be in EWP at all times

Portable ladders

All stairs, fixed ladders, walkways, handrails shall be constructed and in accordance with AS1657, AS/NZS1892.1 Portable Ladders and Legislative requirements:

- Use only ladders provided by the company
- Complete a risk assessment for heights above three (3) metres
- Ensure all locking devices on the ladder are secure
- Ensure the ladder is in the fully open position
- When positioning the ladder use the 4:1 rule (if the distance between the ladder and the supporting structure is 1 metre, the ladder should be supported approx. 4 metres above the ground)
- If the ladder is being used for egress or access ensure it extends a min. 900mm above step-off point to the platform
- Complete a visual inspection of the ladder to ensure it is in good serviceable condition
- Use a tool belt to carry your tool whilst climbing up or down a ladder

Procedure

1. Conduct a job safety assessment before commencing work
2. Any person working on a building, roof or other structure that is above 3 metres must wear fall protection appropriate for the task
3. No working alone, ensure there is an observer available to assist in the event

SWP005 - MANUAL HANDLING

Purpose

This procedure describes the necessary standards to ensure all workers are aware of the required actions for manual handling.

CRAMER & NEILL requires all workers are inducted and aware of the requirements of this procedure.

In accordance with Workplace Health and Safety expectations CRAMER & NEILL will ensure the risks associated with manual handling are reduced so far as is practicable and that all workers are trained to assess the risks of manually handling loads before attempting to lift via construction white cards and company induction.

CRAMER & NEILL recognises that the industry they operate in requires manually intensive work and that the risk of a manual handling injury is one of its greatest risks.

CRAMER & NEILL undertakes to ensure that the risk is known and understood through its company induction process and that wherever practicable reduced.

- Under the principle of duty of care each worker needs to commit to ensuring they assess each task being mindful of:
 - the force applied by the person/persons and the actions and movements involved
 - the range of weights handled
 - duration and frequency of movements
 - time and distance over which an object is handled
 - the availability of mechanical aids
 - the layout and condition of the workplace and the work organisation
 - postural requirements imposed by the manual task
 - the skill, strength and experience of the personnel
 - the nature of the object/material being handled
 - any other relevant factors

Any risk control measure implemented will be re-assessed to ensure implementation has been successful.

It is the policy of this company to ensure the above principles are applied to prevent the injury of its workers and reduce manual handling. The Manual Handling Code of Practice provides greater insight into manual handling for all those who require extra training or assistance.

Lifting Equipment

All lifting equipment is to be inspected in accordance with the schedule below. This is in addition to daily routine checks prior to operation.

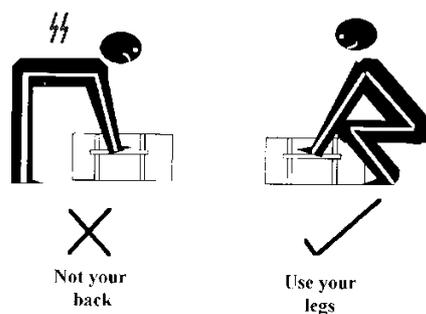
Mechanical lifting equipment shall be made available for identified tasks as required. They include but are not limited to:

- Trolleys – 3 monthly
- Hydraulic Lifts – 3 monthly
- Forklifts - Weekly
- Cranes - Weekly
- Vehicle Mounted Hiab - Weekly

Procedure

- Conduct a job safety assessment before commencing work
- Wherever possible mechanical lifting devices should be used for all material over 20kg
- Where appropriate pallets, boxes, crates, containers, smaller cable drums etc. should be used to minimise the potential exposure to workers
- Be certain each load is within your lifting capacity and will not obstruct your line of vision
- Check that your route and lay down area are free of hazards and are adequately lit
- Obtain a good footing and maintain a straight back posture
- Bend at the knees
- Grip the object firmly, using the palms of your hands and the roots of your fingers
- Lift gradually by straightening the legs
- Wear gloves when handling hot materials or objects with sharp or ragged edges
- When an object requires two or more workers to handle, one worker should give the signals for lifting and lowering the object in unison
- If you can't move it safely, get mechanical assistance

Incorrect methods used in handling materials cause the greatest number of work injuries. When lifting objects manually, adopt the following procedure:



SWP006 – CONFINED SPACE

Purpose

The purpose of this procedure is to detail the procedure for entry into a confined space and to detail known hazards associated with entry into certain defined confined spaces situations.

A confined space means an enclosed or partially enclosed space which;

- is not intended or designed primarily as a workplace
- is at atmospheric pressure during occupancy; and
- has restricted means of entry and exit

And which either;

- has an atmosphere containing or likely to contain potentially harmful levels of contaminant
- has or is likely to have an unsafe oxygen level; or
- is of a nature or is likely to be of a nature that could contribute to a person in the space being overwhelmed by an unsafe atmosphere or a contaminant

(Contaminant means any substance, the presence of which may be harmful to safety or health).

CRAMER & NEILL does not consider working in a roof space as a confined space but does recognise that it is a practice that has a risk attached to it. In particular awareness of heat and lack of air movement is to be considered in job hazard assessment.

Therefore it is our practice to ensure that the risk is managed by having the power turned off (except for exceptions as per working live policy), appropriate PPE is available at all times, plentiful hydration opportunities and knowledge of two entry/exit options whenever possible. (Space where tiles are removed and knowledge of buildings roof space access and the quickest route to it in an emergency)

Risk assessment must include an awareness and understanding of the known risks associated with confined space work in this industry.

All work undertaken in Confined Spaces must be in compliance with the Occupational Health and Safety Act 1995 and Regulations 2008 and also the relevant Australian Standards.

On some construction sites an entry permit is the final step in obtaining authority to enter a confined space. This authorisation comes from the employer and is provided once the risk assessment is completed.

- Entry into a confined space is not permitted without an entry permit. The permit is a written form of notification, which indicates that the following items have been considered:
 - the work to be done and its location
 - possible hazards involved
 - testing the atmosphere
 - continual monitoring of the atmosphere and ventilation

- conditions of working area such as heat, noise or any likely change in conditions
- safety clothing and equipment needed to perform the work safely
- total number of personnel required
- safety and emergency precautions

Procedure

1. Conduct a job safety assessment before commencing work
2. The following types of hazards must be considered before entering a confined space:
 - Oxygen deficiency
 - Oxygen excess
 - Contaminants
 - Moving equipment
 - Flooding
 - Electric Shock
 - Explosion and fire
 - Suffocation by solids
3. Ventilation - atmosphere within the confined space to be accurately identified and appropriate protective measures implemented.
4. Entry to Confined Space - entry must be sign posted and barricaded off to prevent entry by unauthorised personnel. Two types of conditions of entry to be used:
 - Free entry – conditions are favourable to enter and work in a confined space with the need for personal breathing equipment
 - Restricted entry – entry permission is given only to persons wearing approved supplied air or self-contained breathing equipment

SWP007 - TESTING, TAGGING AND ISOLATION

This Safety Management procedure has been written to ensure safe, robust and consistent isolation and tagging procedures within CRAMER & NEILL.

The requirements of this procedure are applicable to all sites where work is performed on behalf by CRAMER & NEILL.

Purpose

The purpose of this procedure is to ensure:

- All work undertaken is isolated from the energy source to make it safe, and
- Tagged to indicate the hazards, personnel responsible for the tag, and unintended re-energising of the system

Isolation and Tagging are both required for:

- For routine operational work
- To assist management in the implementation of safe isolation practices for the prevention of injury and accidental damage to plant, equipment, and/or electrical installation
- Demonstrate that interference to isolated devices or danger tags constitutes a very serious offence that will lead to disciplinary action

Procedure

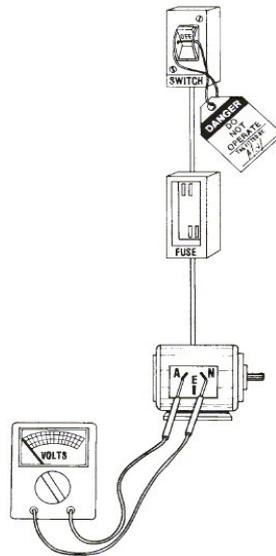
Isolation and tagging procedures cover basic safety principles and isolation requirements to protect personnel and equipment. It is a requirement that, before any repairs or alterations are commenced, the electrical circuits or equipment to be worked on be entirely disconnected from the electricity supply, unless other adequate precautions are taken to prevent electric shock. Electrical isolation can only be undertaken by persons qualified to prove the isolation

Before starting work:

1. Test Circuit
2. Isolate circuits
3. Fit appropriate tags
4. Test that the electricity supply is isolated

Always check that the test equipment is operating correctly by:

- Checking the test instrument
- Testing that the electricity supply is isolated
- Rechecking the test instrument



Danger tags

A danger tag on an item of equipment is a warning to all persons that the equipment is being worked on and must not be operated, as lives may be placed in danger.



- A circuit must not be energized while a danger tag is attached. Danger tags are for the safety of personnel and must be:
- Fitted and removed only by the person who signed the tag
- Placed at common isolation points

- Removed upon completion of the work, or, if the work will continue at the end of the shift, removed and replaced with a new tag

Note: All persons involved in the work being carried out must fit their own danger tag.

Out of service tags

This tag is a notice to all persons to identify appliances or equipment that are out of service for repairs and alterations. While an Out of Service tag is fitted, the appliance or equipment must not be operated.

Out of Service tags are for the isolation and protection of equipment and must be:

- Fitted and removed only by authorized persons, and
- Placed at common isolation points of the equipment that are unsafe and/or not to be operated



Before Starting Work -

- Plan and discuss the job i.e. Job Risk Assessment
- Think about what is to be done, e.g. Isolation requirements
- Confirm permission to isolate (use a permit system if relevant)
- Isolate the electrical equipment or circuit
- Fit a “Danger” tag
- Erect safety barriers when required
- Use the correct earthing equipment
- Cover and insulate adjacent live apparatus
- Test before starting work (check test instruments before and after use)
- Start work only when authorized to do so

If in doubt, ask the Supervisor.

When working –

- Use safety observers when required
- Never rely on your memory
- Avoid working on live equipment whenever possible
- Danger tags are only to be used on circuits being worked on and must be replaced with an out of service tag between shifts

- Remove active conductor (and neutral on RCD's) from breaker and terminate in connector for all circuits that are to remain isolated for more than one shift
- Connect the earth and neutral conductors first
- Check the isolation points before resuming work after a break

On Completion of Work -

- Check that tools are not left on or in the job
- Check that the work is complete and has been tested before the equipment is energized
- Notify all personnel involved that the equipment will be energized
- Relinquish your work permit (if relevant)
- Remove "Danger" tags
- Reconnect active/neutral
- Remove your own earthing equipment
- Energise supply and confirm correct operation of the system
- Remove and store all safety barriers

Use of multiple tags

Some tasks require "Danger" and "Out of Service" tags to be used together. When this occurs, an "Out of Service" tag is placed on the switch or main control to indicate that the unit has been taken out of service and no one is to attempt to operate it.

Then, each and every person who works on the job places their own "Danger" tag on top the "Out of Service" tag. This indicates that if anyone touches the item they will be placing that person working on the job in danger.

As each person finishes their task they remove their own "Danger" tag from the isolation point.

SWP008 - NOISE PROTECTION

Purpose

This procedure is written to ensure work activity performed on behalf of CRAMER & NEILL is done so in compliance with the National Code of Practice for Noise Management and Protection of Hearing at Work [NOHSC:2009].

This procedure was developed to assist in managing noise and conserve hearing in the workplace.

Noise-induced hearing loss can result from a single exposure to a loud noise or from prolonged exposure to excessive noise in the workplace. Such loss is additional to that experienced through normal ageing.

Noise-induced hearing loss is irreversible; it can cause difficulty in communication and tinnitus (ringing in the ears).

Under the OHS Act and Regulations, the conserve hearing CRAMER & NEILL must manage noise above 85dBa over an 8-hour day, and 140dBc peak exposure level.

Health monitoring

CRAMER & NEILL offers health monitoring to all staff exposed to significant noise requiring hearing protection. Monitoring includes a baseline assessment as soon as the worker commences work, or before commencing work, if possible. This initial assessment is followed by another test within the first 12 months to check for a threshold shift. Assessments are also undertaken upon termination of employment.

Procedure

- Conduct a job safety assessment before commencing work. This assessment will be used to determine the noise level in the work area, or exposure to a person over a time period.

If the job safety assessment result is high then workers are to use the personal protective equipment (ear plugs) provided to them to reduce the level of noise.

Hearing protection is only to be used for minimal noise, where equipment exceeds the 85dBa, the following Hierarchy of Control is to be followed:

- **Eliminating** the source of the noise. Purchase new, quieter equipment to replace old noisy equipment
- **Substituting or modifying** the hazard. Replace it with another process or quieter equipment
- **Isolating** the noisy equipment. Physically remove it from the general work area
-

SWP009 - HOT WORKS

Purpose

This procedure covers all work for the project that involves hot work. For general hot work on site – welding, grinding and oxy cutting, on some sites a Hot Work Permit must be completed.

Responsibilities

- Permit requirements (if permit required):
- Accept and sign the Hot Work Permit and perform all work in accordance with all conditions of the permit
- On termination of the work, sign the Hot Work Permit
- Observe precautions to promote safe working methods and avoid hazards arising from the work
- Observe the work site for any signs of the development of fire for 15 minutes after the hot work has been completed and the Hot Work Permit has been signed off

Procedure

- Conduct a job safety assessment before commencing work
- Before any hot work commences, the area is to be cleared of any combustible material and a suitable fire extinguisher is to be within 10 metres of the hot work being carried out
- Equipment used for hot work must be checked before use. Oxygen / Methane / Acetylene equipment will have flashback arrestors to both hand pieces and bottles. Hoses, gauges and fittings must be in good condition and checked for tightness
- Electrical isolation i.e. disconnect batteries etc.
- Correct PPE to be worn
- Access to jobs i.e. cherry picker etc.
- Emergency exit route
- Control and containment of sparks
- Potential hazards from (or to) adjacent or nearby centres
- Earthing of electrical arc welding to avoid stray sparks
- Need for fire fighting equipment
- Need for flameproof sheeting beneath or adjacent to protect existing works
- Need for standby person

Standby Person

A standby person shall be in attendance when hot work is in progress, unless the hot work is to be carried out in an area where there is minimal fire risk.

SWP010 - Heat stress

Purpose

The purpose of this procedure is to define the requirements for the management of work in extreme heat in order to protect all workers from heat stress whilst working in any areas with high ambient temperatures or lack of air movement. Cramer and Neill provides Insulated Flasks to all employees and the workshop has an ice machine and cold water dispenser.

Definitions

Heat Stress – the general term which describes a variety of symptoms produced when the human body is exposed to a combination of heat and work, which interferes with the body's ability to dissipate the heat energy. Heat stress is a function of total heat load and includes the level of activity and environmental conditions.

Heat Discomfort – this is not an illness. There is a feeling of flushed skin and increased sweating.

Heat Rash – often referred to as “Prickly Heat”. This skin rash is caused by excess sweating or the skin being wet with sweat. The rash usually disappears with acclimatisation or removal from heat.

Heat Stroke – this is a serious, life threatening medical condition. The person has a temperature in excess of 40 degrees Celsius, sweating often stops, the skin is hot, pulse is rapid, and there may be dizziness, weakness, headache, nausea and visual disturbances. The person may be aggressive, irrational and convulsing. Urgent medical attention must be sought.

Heat Exhaustion – heat exhaustion may take many days to develop and be characterised by a progressive decline in work performance, lack of appetite, headache, cold clammy, pale skin, rapid weak pulse, nausea and vomiting. The person may collapse.

Heat Cramp – there are painful muscle cramps of the limbs and / or abdomen, muscle twitching, tingling or pins and needles in the hands and feet. The person may experience tiredness and nausea. The symptoms may be due to a salt imbalance.

Acclimatisation – is the gradual adapting of the human body to cope with higher heat exposure. Acclimatisation occurs over a period of approximately two weeks but may be lost within one week of removal of the heat exposure. There can be a noticeable decrement in acclimatisation over a weekend off work.

Identification

The major heat stress situation found is due to working outside in hot climate conditions. Other situations exist

Heat related illness

Signs and symptoms of heat related illnesses are as follows:

- heat stress – tiredness, irritability, cramps, cool clammy skin, profuse sweating
- heat stroke – headache, nausea / vomiting, dizziness, irritability, confusion, dry skin, flushed, increased body temperature

Actions on identifying heat related illness shall be as follows:

- remove the affected person to a cool area as soon as possible
- seek medical or paramedic assistance
- attempt to cool the body, by means of water
- where possible give the affected person water to drink

Procedure

- Conduct a job safety assessment before commencing work
- Ensure each van is stocked with an Esky filled with ice and adequate drinking water for number of workers (4-6 litres per worker) on days above 38 degrees Celsius
- Ensure there is rotation of workers working in direct heat
- Have adequate breaks preferably in the shade or air-conditioning of your vehicle
- All heavy work to be scheduled in the cooler part of the day
- Wear appropriate clothing (preferably long sleeved shirts), broad brim hats & sunscreen

SWP011 - ELECTRICAL SAFETY

Purpose

This procedure has been developed by CRAMER & NEILL to ensure the safe and reliable supply and use of electricity.

Definitions - Electrical and Communications Work

Electrical work includes all work done:

- a) on the electrical installation
- b) on electrical equipment

The term includes both electrical and electronic work.

Electrical Installation

The electrical installation is the electricity supply to a building, and includes the main switchboard, distribution switchboards, sub-switchboards and all associated fixed wiring including final sub-circuits, such as socket-outlets, isolation switches, lights, etc.

Electrical Equipment

Electrical equipment is an electricity conducting or consuming device\apparatus (including the cord) that is connected to or capable of being connected to the electrical installation or generates voltages above extra-low voltage – ELV is defined under AS3000:2007 as voltage below 50VAC.

Competent Person

A competent person is a person with the necessary practical and theoretical skills (acquired through training, qualification, experience or a combination of these) to correctly perform tasks within the scope of electrical work approved by management in nominating the person to one of the following categories:

Categories of competent person and their approved scope of electrical work

EC	Electrical contracting work - to electrical contractors.
EW	Electrical installing work - to electricians. Electricians are licensed for up to 5 years and must carry their licence card with them and to produce it when required.
REL	Restricted electrical work - to restricted electrical workers. Restricted electrical licences (RELs) are issued to persons other than electricians to legally carry out a "restricted" range of electrical tasks. The holder of a restricted electrical worker's licence is not permitted to carry out the installation or alterations to fix wiring or to repair or replace items such as power points, lighting fittings etc.
	Electrical training - to apprentices. An apprentice electrician will have a licence card issued for the period of the apprenticeship. Training organisations and employers should ask to see the licence card to demonstrate that the apprentice is appropriately licensed to perform electrical work.

Electrical installation

Electrical installation in all buildings and workplaces, including the provision, maintenance, repair, alterations and additions to the electrical installation, the safety of such installation, and its compliance with the rules and codes of the relevant Electrical Regulating Authority and relevant Australian Standards and codes of practice.

It is the responsibility of Management to ensure the competent persons they approve have appropriate qualifications, licences and experience for the nominated tasks, undertake a risk assessment prior to undertaking a task, and use appropriate work practices to effectively control the assessed risk.

Electrical equipment

Management is responsible for the electrical aspects of all non-installation electrical equipment, including the issue, maintenance, repairs and modifications, testing, tagging and registering of such equipment, the safety of such equipment, and its compliance with the rules and codes of relevant regulatory bodies and Australian Standards.

Where used, 'power boards' shall incorporate a residual current device (RCD) and, where practical, be mounted with the outlets in the vertical plane and protected from mechanical, electrical or water damage. Extension cords should only be used as a temporary solution and are not to be installed as fixed wiring.

Only competent persons shall be used in undertaking electrical work on its non-installation electrical equipment.

General

It is the responsibility of the competent person to refuse to undertake electrical work outside their area of expertise without guidance from a suitable competent person.

The competent person shall undertake work in such a manner to ensure that both they and other persons are exposed to the least possible degree of danger.

It is the responsibility of the competent person to inform management of electrical hazards they identify in the course of their work.

Procedure - work on electrical equipment

Conduct a job safety assessment before commencing work
All work on electrical equipment shall only be undertaken by competent persons
Work on electrical equipment shall be done in compliance with relevant Australian Standards
Where possible work on electrical equipment will be carried out with the power disconnected and/or the system de-energised

Procedure - working live on an electrical installation

NOTE: Live work is only to be carried out for testing and commissioning ONLY. All other requests for working live must be approved by Management.

It is to be expected that a competent person will need to consider undertaking work on or near the energised electrical installation. Such work should only be considered when all means of de-energising the installation are deemed inappropriate, and then only after the risk assessment has been completed. The risk assessment also documents the practices to be used to eliminate the risk of inadvertent contact with energised conductors.

If the risk of working on the energised electrical installation cannot be effectively controlled (i.e. is assessed to be a significant risk) the work shall not be undertaken.

When work on the energised installation is assessed as necessary and the risk controllable, the following precautions shall be taken:

- only a competent licensed electrician shall undertake work on the energised electrical installation
- all tools and other implements used shall have insulating handles
- insulating practice shall be used (footwear, clothing covering legs and arms, tools, test probes, insulating mat for conducting surfaces and floor, insulated gloves, eye protection etc.)
- prominent warning signs and barriers shall be used to segregate the work area
- the task should be undertaken, where practicable, using techniques that minimise the risk of current path through the chest (e.g. work single handed)
- contact with any source of earthed metal shall be avoided
- residual current devices shall be used on any mains power tools used

- The responsibilities of a safety observer include:
 - be knowledgeable of the task at hand
 - be competent in observation, isolation, and resuscitation techniques
 - continuously observe the task (not be distracted by other duties)
 - give appropriate warnings
 - provide emergency assistance

Procedure for working on LIVE Electrical Equipment

The safety risk to personnel engaged in working on live electrical equipment must be assessed by a competent person of the appropriate category before commencing work. The assessed risk will dictate the work procedures to be followed to minimise the risk from the hazard. Work will not be undertaken where the risk cannot be adequately controlled.

Risk Assessment

Before work commences (and following any break in work), a Safety Risk Assessment of the work and environment must be undertaken. Risk can be categorised as: Low, Moderate or significant (see below for typical examples). The procedure for each risk is as follows:

1. **LOW** - normal safe working procedures are followed
2. **MEDIUM** - as well as normal safe working procedures a colleague (trained as a safety observer) is required to be within immediate and observable distance (i.e. nearby) of the work area
3. **HIGH** - well as normal safe working procedures, a "Working on Live Equipment Checklist" label must be completed, suitably attached and visible on the equipment. In addition, a dedicated safety observer must be stationed such that they are able to continuously, safely and independently monitor the work

RISK MATRIX		LIKELIHOOD				
CONSEQUENCE		RARE	UNLIKELY	POSSIBLE	LIKELY	CERTAIN
	IN SIGNIFICANT	1	2	4	7	11
	MINOR	3	5	8	12	16
	MODERATE	6	9	13	17	20
	MAJOR	10	14	18	21	23
CATASTROPHIC	15	19	22	24	25	

LIKELIHOOD		CONSEQUENCE	
RARE	Not expected to occur	INSIGNIFICANT	No injury, no cost, no lost time
UNLIKELY	May occur only in exceptional circumstances	MINOR	First aid treatment required
POSSIBLE	Could occur at some time	MODERATE	Medically treated injury – heavy damage
LIKELY	Expected to occur at some time	MAJOR	Lost time injury – severe damage
CERTAIN	Occurs in most circumstances	CATASTROPHIC	Death or extensive lost time
LOW	Manage individual risks using appropriate controls and proceed working with caution (Negligible Risk).		
MEDIUM	Risks are assessed and controlled using the hierarchy of controls. Supervisor to approve appropriate use of controls (Tolerable Risk).		
HIGH	Do not commence activity. Implement controls to reduce the risk to Medium or Lower. Full JSA/SWMS required by Supervisor (Intolerable Risk).		

Note: any work on LIVE electrical equipment with a risk assessment of MODERATE or SIGNIFICANT is only to be undertaken under the direct observation of a competent person of the appropriate category.

- Be familiar with the equipment ensuring the circuit diagram if available matches the existing configuration. Identify the location of all components and wiring with exposed voltages exceeding ELV
- Use RCD protection wherever possible. RCDs save lives! But cannot prevent electric shock. Consider installing a portable RCD unit where equipment under test is normally unprotected by RCDs. Caution: portable RCDs are not appropriate for equipment supplied from an isolation transformer where no earth return is possible
- Ensure appropriately rated personal protection equipment is available and worn. Items such as: insulated gloves and boots, eye protection, protective clothing should be considered. Plan for unusual but possible events such as: exploding components, discharge arcs, fumes from damaged insulation
- Ensure the immediate environment is clear and safe for both workers and others in the vicinity, and has appropriate barriers and warning signs in place
- Ensure that the tools and test equipment required are in good working order and appropriately rated/insulated for the task to be undertaken
- Where required, test equipment power shall be suitably isolated (galvanic and physical) from the equipment-under-test's supply power. Consider battery powered or using an isolation transformer and ensure insulation on controls and probes is in serviceable condition
- Minimize the possibility of accidental electric shocks passing across the chest, e.g. working one handed, avoiding contact with the frame/cabinet, using probes that can be attached and left in place

Responsibilities of a Safety Observer

The responsibilities of the Safety Observer include:

- Have knowledge of the task at hand
- Be competent in: observing, isolating the power to the equipment, and resuscitation techniques
- Continuously observe the task and not be distracted by other duties
- Give appropriate and timely warnings and/or safety concerns before and during the work,
- Provide emergency assistance in the event of an accident

Important Information for the electrical contractor/authorised electrician

Regulation 52B of the Electricity (Licencing) Regulations 1991 requires an electrical contractor who carries out any electrical work to complete a certificate of compliance. This does not apply to in-house electrical installing work carried out under the authority of an in-house electrical installing work licence.

An Electrical Safety Certificate is the certificate of compliance referred to in Regulation 52B of the Electricity (Licencing) Regulations 1991.

Electrical Safety Certificates have a unique identification number.

Duty of the electrical contractor

An Electrical Contractor carrying out any electrical installing work must, within 28 days of completing the work, provide a completed Electrical Safety Certificate in respect of the work to the person for whom the work was carried out, in accordance with Regulation 52B(1) of the Electricity (Licencing) Regulations 1991.

The Electrical Contractor who carried out the electrical installing work is required to complete the Electrical Safety Certificate.

Electrical Contractors may authorise a worker electrician to complete and sign the Electrical Safety Certificate on their behalf. The 'authorised electrician' must be authorised in writing by the electrical contractor, in accordance with Regulation 52B(5).

The Contractor's Copy of the completed Electrical Safety Certificate is to be retained by the electrical contractor for a period of five years, in accordance with Regulation 52B(2).

Details of the Work completed

In the section "Details of Work completed" a general description of the work must be provided, for example "Existing domestic installation rewired", "Two additional power circuits added to shop installation", "Wiring of new second story to residence", "New sub mains and shed wiring installed at farm".

Further details of the electrical installing work completed must also be provided in the boxes "Lights", "Socket Outlets", "Cooking Appliances" etc., indicating the number or rating as appropriate.

Important

A person who knowingly provides false or misleading information on an Electrical Safety Certificate commits an offence, pursuant to Regulation 52B(7).

Risk classifications

Four levels of risk are used:

- **Negligible risk** – equipment that need only be inspected regularly. Examples might be refrigerators, air conditioners, rack mounted equipment, equipment fixed in place, equipment rarely moved (and the cord is protected from damage)
- **Low risk** – equipment inspected yearly and undergoes inspection, testing and tagging at 5 yearly intervals. Examples in non-hostile environments might include: office equipment, computers, fans, desk lamps, equipment where the cord is not subjected to movement or hazards
- **Medium risk** – equipment inspected bi-monthly and undergoes inspection, testing and tagging annually. Examples in non-hostile environments might include: workshop tools, laboratory equipment, equipment on trolleys
- **High risk** – equipment that is inspected monthly and undergoes inspection, testing and tagging 6 monthly. Examples might include: equipment in hostile or wet environments, high use (frequently moved) equipment, equipment where the cord is subjected to frequent movement or hazards

Note: Equipment is to be inspected and tested following any repairs that may have affected its electrical safety.

Risk assessment

Competent persons will undertake all risk assessments. The assessment is based on relevant factors including:

- operating and storage environment
- usage (particularly the movement of the equipment and flexing of the supply cord)
- equipment characteristics (function, make and model)
- experience with the equipment
- age of the equipment
- electrical safety knowledge of typical users
- previous inspection and testing results

Tagging of electrical equipment

All equipment used on a construction site undertakes inspection, testing and tagging every three months in accordance with the current Occupational Health and Safety Legislation.

All electrical tools and equipment taken onto a construction site are to be tagged with colour coded tags as follows:

BLACK	Yearly – static workplaces
RED	December - February
GREEN	March - May
BLUE	June - August
YELLOW	September - November

The following information is to be recorded on the tag:

- equipment ID number (both visual and machine readable)
- generic equipment description (e.g., power board, desk lamp, drill, instrument, etc.)
- last risk classification (by colour coding and retest frequency)
- last test date
- competent person (name and ID number)
- next test date
- provide for dated inspection marks (e.g. similar to fire extinguisher tags)

No working live policy

Inadvertent contact of conductive components with live conductors can cause electrical shock and arcing and could result in serious injury or death.

CRAMER & NEILL objective is to eliminate the probability of any such occurrence. CRAMER & NEILL has a no working live policy.

It is a requirement of the employer that all electrical work is carried out using a safe system of work. The safe system of work must include:

- **Follow Isolation Procedures** - The circuits and apparatus of that part of the installation being worked on must not be energised
- **Isolate where Practical and Shield Exposed Conductors** - Measures to eliminate or control the risk of the person carrying out the work inadvertently contacting any part of the installation that remains energised. Any exposed conductor in the work area should be confirmed by the worker as isolated and/or securely shielded from possible contact
- **Test every time before you touch** - Checks to ensure that the circuits and apparatus of the part of the installation that is being worked on are not energised before work commences and remain that way until the work is completed

There are exceptions (NOTE – 1st, 2nd and 3rd year electrical apprentices shall NOT work live at any time. 4th year apprentices shall have DIRECT supervision to work live):

1. Electrical testing and fault finding as detailed in the Code of Practice for safe low voltage work practices by electricians for electrical testing
2. Electrical work on an electrical article or installation if it is necessary to do so in the interests of safety and the risk of harm would be greater if the circuits and apparatus

were de-energised before work commenced. In these circumstances the electrical worker must ensure that they have the written authorisation of the senior manager and the person in control of the premises and must fulfil the stringent requirements detailed in the Code of Practice for safe low voltage work practices by electricians

3. Electrical work carried out under a plan required to be lodged under the Electricity Supply Network and Safety Legislation
4. Where live electrical work is carried out for network operator connection schemes, such as service or contractor connect, the authorised contractor/worker shall comply with the additional requirements of these schemes

All workers are authorised and expected to stop work and notify the Director if a task carries an unacceptable level of risk. Never assume an exposed conductor is dead - test every time before you touch. All workers must adhere to this policy to ensure their safety in the workplace. Any breach in adhering to this policy may result in dismissal.

SWP012 - ELEVATED WORK PLATFORM AND LIFTING EQUIPMENT

Purpose

The purpose of this procedure is to demonstrate CRAMER & NEILL has a written process to follow when using lifting equipment that ensures the safety of the worker while undertaking lifting activities on site.

Assessment

All lifting slings and accessories will be marked with the manufacturer's identification, Safe Work Load and the grade of the steel or alloy. CRAMER & NEILL will provide each item with a marked identification number and a current test certificate for each will be held on site and made available on request.

Selection & use

- Prior to use, all lifting gear will be inspected by a competent person to check for defects
- Lifting gear that does not have a current test certificate will not be brought on site under any circumstances

Definitions

Vehicle Loading Cranes (VLC) - A crane mounted on a vehicle for the principle purpose of loading and unloading items on or off that same vehicle.

Working Radius - Where the boom of the VLC, or the load, may slew for that particular task.

Crane Radius - Where the boom of the VLC, or the load, may be extended.

Lifting Equipment - All forms of Lifting Appliance and Lifting Gear.

Lifting Appliance - Machine or component that can rise, lower or suspend a load. Lifting Appliances include cranes, elevators/lifts for personnel and materials, fork lift trucks, stacker trucks, mobile working platforms, pulleys blocks, runway beams with trolleys, davits and conveyors.

Lifting Gear - Components such as shackles, slings, hooks, chains, spreader beams, lifting cradles for Oxy kits, oil drums etc., used to connect Lifting Appliances to one another or to connect Lifting Appliances to loads.

Lifting Point - Components or features of loads designed for the attachment or bearing of lifting equipment, such as trunnions, lifting lugs, eyes and reinforcement pads.

Purpose Made Lifting Equipment - Lifting Equipment not available as standard requires to be designed by a suitably qualified person and manufactured for the specific task or duty.

Safe Working Load (SWL) - The maximum load, determined by an approved engineer, that an item of Lifting Equipment may raise, lower or suspend under particular service conditions.

Proof Load - Test load applied to Lifting Equipment after manufacture, or following any repair, replacement or modification of any load bearing part. It is a specified load that must be withstood without the equipment showing permanent deformation beyond a specified amount or other defect.

Working Load Limit (WLL) - The maximum load that the Lifting Equipment is designed to raise, lower or suspend under ideal conditions (the Safe Working Load will usually be the same as the Working Load Limit but may be less).

Engineered Lift - An engineered lift is one designed by engineers and includes the lifting of any item with pad eyes attached. Lifts which fall within this category include piping over 15 tonnes, vertical vessels over 15 tonnes, horizontal mechanical equipment over 20 tonnes, all lifts over 75% of the crane's capacity chart and lifts of a critical nature.

Inspection and maintenance

All lifting equipment shall be inspected 3 monthly. A register of all lifting equipment is to be maintained. All slings, chains, hooks and shackles will be stamped with approved limitation.

Classified Plant

The current certificate of inspection must be with the vehicle at all times (12 months inspection). The log book must be with classified plant, crane or EWP at all times.

Training and Competency

Lifting equipment shall be used only by operators trained in the use of the specific equipment and only for the purposes for which it was designed. A Scissor Lift does not require formal certification or qualification, however operators must be instructed by an experienced person in safe operation. Operators must NEVER leave the confines of the lift platform when elevated at any point above its rest position.

Elevated Work Platform Operation

- Only authorised, trained and certified personnel may operate elevated work platforms (EWP/cherry picker)
- Wheels must be chocked
- The EWP must be stabilised on firm ground. If operating on soft or yielding ground, increase the load bearing area by placing a stabiliser plate between the base of each stabiliser leg and the ground
- EWP's are not to be used for lifting
- You must know the weight of the load you intend to lift. Keep the load within the operating range of the EWP as specified on the rated capacity plate
- Always set the EWP in its rest / stowed configuration once operations are complete
- Always maintain a minimum distance of 5m from any live HV overhead power lines (33kV upwards)

- Before using the EWP, always assess the current ambient conditions (wind, temperature, risk of lightning and ground conditions etc.) in order to work in safety
- Full fall restraint shall be worn at all times
- Compliance Certificate to be in EWP at all times

Procedure

All work involving lifting and the use of lifting equipment will be in accordance with the Occupational Health and Safety Act 1995 and Regulations 2008 and the relevant Codes of Practice and Australian Standards.

Safe Work Method Statements will also be completed prior to the work being undertaken for any work performed above 3 meters. A Job Safety Analysis will be completed for all other working from heights.

CRAMER & NEILL will ensure that all lifting gear (chains, slings, wire rope, shackles, hooks) to be brought on site have a current certificate of test.

SWP013 - FIXED PLANT

Purpose

The purpose of this procedure is to ensure all associated risks with fixed plant and equipment within CRAMER & NEILL are identified and managed.

This procedure applies to all fixed plant and equipment used within CRAMER & NEILL worksites.

Procedure

Fixed Plant and equipment within CRAMER & NEILL include the following:

- Ladders
- Saws
- Hand Tools
- Drills
- Grinders
- Cutters
- Hand tools

All of the above mentioned tools are to be added to the asset register and in the event they are damaged or non-serviceable they are to be tagged "Out of Service".

Notification is to be made to your direct supervisor so they item can be sent away for repair or made redundant.

Safe Operating Procedures have been developed for all Fixed Plant. (see attached SOP's)

SWP014 - TRAFFIC MANAGEMENT

Purpose

This procedure is written to ensure traffic control measures are adopted by CRAMER & NEILL workers in the event the work activity undertaken affects road traffic and to outline the minimum requirement for the safe movement of vehicle and pedestrian traffic near an CRAMER & NEILL worksite.

Existing & Proposed Speed Zones

A temporary speed limit of 40 km/h is necessary when workers and plant are less than 1.2 metres clear of moving traffic.

Cyclists and Pedestrians

Temporary crossing points will be constructed for pedestrians, cyclists and those using public transport facilities.

People with Disabilities and Other Vulnerable Road Users

All temporary paths will be of suitable design and construction to meet the requirements of AS 1428 – Design for access and mobility.

Training and Authorisations

Only a person who has successfully completed the appropriate Main Roads Western Australia Traffic Management training course can administer the control of traffic, placement of signs and the erection of temporary safety barriers.

Reaccreditation of the appropriate MRWA training course is required every three (3) years).

Procedure

- Conduct a Job Risk Assessment (JSA) and assess the need for temporary safety barriers
- All traffic control devices must be erected prior to the commencement of work activity
- High-Visibility vest must be worn by all workers near the roadside
- Signs, bollards, lights, wipers hats must be erected by a competent person
- Pedestrians and vehicles must be prevented from entering trenches or excavations
- Minimal amounts of roadways and footpaths are to be closed off with a competent person available to escort members of the public safely across the street
- Adequate lighting for the work area to be provided if working at night or when there is low visibility
- Signs furthest from the worksite must be erected first
- Parked vehicles in advance of workers and signs must be removed in reverse order
- Yellow rotating warning light must be fitted and used on all vehicles working on roads and footpaths
-

SWP015 - MOBILE PLANT

Purpose

This procedure is to ensure all use of plant will be in accordance with the Occupational Health and Safety Act 1995 and Regulations 2008 and the relevant Codes of Practice including COP for Plant 2005.

Equipment including static (stationery) and mobile plant can be hazardous to workplace safety. In order to comply with Occupational Health and Safety Legislation CRAMER & NEILL will carry out regular inspection and maintenance of plant and equipment.

The inspection and maintenance history of each item will be documented and provided prior to commencement on site. Where a relevant Australian Standard is appropriate, e.g. AS-2550 for cranes, the inspection, use and maintenance of the plant will comply as a minimum with the Standard.

Where no Australian Standard is provided, the inspection, use and maintenance of the plant will comply as a minimum with the Manufacturers Recommendations. The effect of plant and equipment on the workplace will also be considered.

As CRAMER & NEILL Safe Work Procedures for earth works of all types are very detailed thus lengthy, clients are welcome to view them on request.

Procedure

CRAMER & NEILL will carry out an assessment of the most appropriate type of plant and equipment for the required job.

The assessment will include the identification of potential hazards, the level of risk and the provision of appropriate controls to eliminate, or minimise the risk to health and safety of workers.

When identifying potential hazards consideration will be given to all aspects of the plant and equipment including design, work environment, operational conditions, abnormal conditions, ergonomic principles, transportation, storage, installation and erection, access and egress for maintenance, adjustments, repairs, cleaning, use, operator competencies, dismantling and disposal.

Selection and use

-
- Where plant and equipment is hired the same requirements for Workplace Health and Safety as those required on site will be specified by CRAMER & NEILL to the Hire Company as a condition of the Hire Agreement.
-
- No item of plant and or equipment will be brought on site without a current service/maintenance record or registration where required and a current Plant Risk assessment of the particular plant.

SWP016 - EXCAVATION AND EARTHWORKS

Purpose

This work procedure applies to all excavation and trenching work carried out on CRAMER & NEILL work sites of depths of 1.5 metres or greater.

The purpose of this procedure is to outline the requirements and procedures for trenching and excavation and to identify known hazards associated with trenching and excavation situations.

All work undertaken relating to trenching and excavation must be in compliance with the Occupational Health and Safety Act 1995 and the Occupational Health and Safety Regulations 2008 Subdivision 9 S 310, and the relevant Australian Standards.

Safe Work Method Statements are required for working in trenches below 1.5 meters deep as they are a high risk activity.

Definitions

Excavation or Trench - An excavation or trench is any penetration that exceeds 1.5 metres or more from the surface that is a shaft, pit, trench or hole

Excavation or trench is defined as digging, grading, tunnelling, trenching, and/or drilling below grade. Penetrations to slab, including asphalt and sidewalk, are also treated as excavation.

Procedure

- Conduct a job safety assessment before commencing work
- All excavations or trenches greater than 500mm below must be brought to the attention of the project team to ensure a utility location survey is completed (Dial before you Dig)
- Before commencing to excavate ensure an application has been made with "Dial Before You Dig" by calling 1100 to survey for underground or buried services and appropriate plans and drawings are available to recognise these services. Mark location of any services
- When approaching / digging near services within 500mm dig by hand to minimise the potential of damage to the service from machinery
- All trenches and excavations greater than 1.5 metres deep must be benched, battered, sloped, stepped, banked or shored accordingly to prevent wall collapse. Before entering a trench or excavation ensure there is access at least every 9 metres (WHS Reg S314) do not work alone in an excavation
- Be aware of the potential for water ingress rushing in after rainfall or from other sources. Always check the excavation after adverse weather conditions or site changes
- Do not place fuel driven machinery down in the excavation as the fumes from the machinery will create a toxic and potentially lethal breathing zone
- Ensure spoil is kept at least the equal distance of the depth of the excavation away from the edge of the excavation
- Barricade excavations appropriately and ensure warning lighting is available when the excavation is left unattended particularly in public zones and trafficable areas. Ensure there is a traffic management plan when excavating on or near roadways and public

trafficable areas ensuring barricading and warnings are established appropriate to the traffic and conditions

- Ensure contact details and an emergency plan is available for action in the event of an emergency

Trench operations

In all cases, the following steps shall be taken:

- Barricading over 0.3 metre depth – if left open, the use of flagging will be employed:
Ladder access over 0.5 metre depth
- Battered or benched sides over 1.5 metre depth
- Workers not to work alone in any excavation over 1.0 metre depth
- Safe Work Method Statement (SWMS) in place for all excavations over 1.5 metres.

Warning: If during a penetration an underground service is damaged please contact:

- Western Power: 13 13 51 13 13 51
- Alinta Gas: 13 13 52 13 13 52
- Water Corporation: 13 13 75 13 13 75

*Notify your immediate supervisor immediately.

Forms & supporting documentation

MOTOR VEHICLE POLICY ACKNOWLEDGEMENT

I hereby acknowledge that I have read motor vehicle policy and fully understand my obligations as a driver of the company vehicle. Should the conditions of my licence change, I will advise CRAMER & NEILL immediately.

By signing this document, I am also providing my employer with my permission to enquire at any time into the status of my Western Australian driver's licence, including accessing any documentation which would otherwise be restricted under privacy Legislation.

Print Full Name:	
Signature:	
Date Signed:	
Driver's License Number:	
Expiry Date:	
Class:	

Copy placed on personal file: yes/no

Copy of Driver's License placed on personal file: yes/no

WORKPLACE SAFETY INSPECTION CHECKLIST

Location: _____ Inspection Date: _____

Inspector/OH&S Rep: _____
 Name _____ Signature _____

Manager/Director: _____
 Name _____ Signature _____

OBSERVATION	Compliant		DETAILS / RECOMMENDATIONS	Follow up action (Was hazard fixed immediately?)		
	Yes	No		Yes	No	Hazard No. Reference
Hazard Register						
a) Check previous Inspection report. Have all unresolved hazards been closed or transferred to Risk Register and risk assessed?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Organisation						
a) WHS policies are displayed	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
b) Emergency / Evacuation Procedures are displayed	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
c) Emergency contact numbers displayed	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
d) WHS committee minutes are current and displayed at WHS notice boards	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
e) Other	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
f) Comments:						

OBSERVATION	Compliant		DETAILS / RECOMMENDATIONS	Follow up action (Was hazard fixed immediately?)			
	Yes	No		Yes	No	Hazard No. Reference	
Emergency Preparation							
a)	A simple evacuation plan indicates exit & muster points	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
b)	Evacuation plans are within 5 metres of an exit	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
c)	Emergency exits clearly identified	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
d)	Exits clear of obstruction	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
e)	Adequate signage advising of fire exit route	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
f)	Emergency exit doors open easily from the inside	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
g)	Emergency equipment is adequate for needs of the site	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
h)	Other	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
i)	Comments:						
Fire Protection							
a)	Extinguishers are properly mounted	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
b)	Relevant signs above fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
c)	Extinguishers regularly serviced & tags are current	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
d)	Other	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
e)	Comments:						

OBSERVATION	Compliant		DETAILS / RECOMMENDATIONS	Follow up action (Was hazard fixed immediately?)			
	Yes	No		Yes	No	Hazard No. Reference	
Employee Facilities							
a)	Toilets / washrooms are clean and in good order	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
b)	Crew Room / Kitchen Facilities are clean	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
c)	Cold water bubblers / spouts are serviceable	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
d)	Footpaths / Car Parks free of cracks and damage	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
e)	Other	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
f)	Comments:						
First Aid							
a)	List of trained First Aid Officers on display	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
b)	First Aid Kits are maintained and stocked	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
c)	Easy access to First Aid Cabinets	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
d)	First Aid cabinets clearly labelled	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
e)	Stock list on display	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
f)	Other	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
g)	Comments:						
Housekeeping/Rubbish							
a)	Work area clean and orderly	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
b)	Floors are in good condition and clean	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
c)	Walkways clear of obstruction	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
d)	Waste / rubbish bins are located at suitable points on site and are emptied regularly	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

OBSERVATION	Compliant		DETAILS / RECOMMENDATIONS	Follow up action (Was hazard fixed immediately?)		
	Yes	No		Yes	No	Hazard No. Reference
e) Restricted access areas are locked (e.g.: plant rooms, electrical distribution boards)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
f) Contaminated waste (oily rags, combustibles, hazardous materials, etc.) is disposed of appropriately in designated bins	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
g) Other	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
g) Comments:						
Electrical						
a) Electrical leads, extension leads, power boards, etc. are in good condition	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
b) Electrical leads are tagged with current tag according to use	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
c) Leads safely positioned	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
d) Power points are clean and undamaged	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
e) Circuit breakers are installed and tested regularly	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
f) Wiring covers secure e.g. No exposed wires	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
g) No broken plugs, switches, frayed leads etc.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
h) There is an emergency shut switch where required	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
i) Other	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
j) Comments:						
Lighting						
a) Light fittings cleaned and in good order	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
b) Lighting is adequate for the purpose	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

OBSERVATION	Compliant		DETAILS / RECOMMENDATIONS	Follow up action (Was hazard fixed immediately?)		
	Yes	No		Yes	No	Hazard No. Reference
c) Other	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
d) Comments:						
Equipment and Machinery						
a) Air hoses in good condition and not a potential tripping hazard.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
b) Start/Stop devices are within easy reach and are clearly marked	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
c) Start/stop devices are functional	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
d) Machinery / equipment is adequately guarded	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
e) Clear provision to store waste off-cuts	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
f) Exhaust / extraction fans / systems functioning	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
g) Other	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
h) Comments:						
Storage						
a) Sufficient clearance in walkways / corridors for items to be moved	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
b) Items are stored correctly	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
c) Racking is in good condition	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
d) Manual handling equipment is provided and suitable	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
e) Other	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
f) Comments:						
General Maintenance						
a) Chairs and tables in good order	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

OBSERVATION	Compliant		DETAILS / RECOMMENDATIONS	Follow up action (Was hazard fixed immediately?)		
	Yes	No		Yes	No	Hazard No. Reference
b) Doors on cupboards etc., are free to open/close	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
c) Air-conditioning vents clean	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
d) Other	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
f) Comments:						
Hazardous Materials						
a) Hazardous Substance/Chemical signs are displayed	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
b) Current Safety Data Sheet (MSDS) available and readily accessible for each chemical	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
c) Dangerous goods correctly stored e.g. flammable goods in flammable cabinet, corrosive goods in corrosive cabinet, etc.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
d) Flammable cabinets in use are stocked and used as per Australian Standards (AS)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
e) Containers clearly labelled	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
f) Gas bottles in good condition and stored correctly	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
g) Other	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
h) Comments:						

OBSERVATION	Compliant		DETAILS / RECOMMENDATIONS	Follow up action (Was hazard fixed immediately?)			
	Yes	No		Yes	No	Hazard No. Reference	
Safety Signs							
a)	Safety Signs are adequate for area and address the potential hazard	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
b)	Employees are aware of the signs and adhere to them	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
c)	Other	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
d)	Comments:						
Workstations							
a)	Workstations adequately designed for the tasks performed	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
b)	Easy access to equipment e.g. telephones and keyboard,	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
c)	Workstations setup to reduce awkward posture	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
d)	Chairs have a 5 point base, adjustable from the seated position, adequate cushioning, adjustable backrest with lumbar support and height adjustability	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
e)	Chairs, desks etc. In good condition	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
f)	Monitor is positioned directly in front of user, about one arm's length away and the top at eye height	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
i)	The keyboard is placed / used directly in front of user	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
l)	Other	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
m)	Comments:						



TOOLBOX TALK - ESSENTIAL DISCUSSIONS FOR YOUR WORKPLACE

Toolbox meeting minutes are filed in F:/Toolbox Meetings

TRAINING ATTENDANCE REGISTER

Course Name:			
Course Location:			
Course Date:	/ /	Length of Course	
Training Company:			
Facilitator's Name:			

#	Trainee Name	Position	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

This register will only be used in the absence of access to the Electronic safety management system being unavailable

INCIDENT INVESTIGATION FORM

ACCIDENT/INCIDENT REPORT AND INVESTIGATION

Document # CN-13.3



ACCIDENT / INCIDENT DEFINITION

The terms "accident" and "incident" mean the same. An accident / incident is an unplanned and unwelcome physical occurrence which may result in a near miss, equipment or property damage, minor or severe injury or illness, or a fatality.

EMPLOYEE DETAILS

Surname: _____ Given Names: _____

Position: _____

Department : _____

Name of immediate supervisor : _____

EMPLOYEE ACCOUNT OF ACCIDENT / INCIDENT DETAILS

See attached copy of Accident / Incident Report (Form no 13.1)

ACCIDENT / INCIDENT INVESTIGATION

A Serious Accident is defined as an accident requiring the attendance of medical or paramedical staff, an accident requiring hospitalisation or an accident causing death.

OHS Rep will commence investigation into serious incidents immediately.
Investigation into non-serious incidents to commence within 24hrs.

This investigation shall be completed by the Supervisor, and the OH&S Representative where elected, and reviewed by the Operations Manager in order to determine the circumstances of the accident / incident and to identify contributing factors and preventative actions. The aim is to prevent a recurrence and ensure a healthy workplace is maintained.

OH&S REP INVESTIGATION CONDUCT

The OH&S Representative shall conduct the investigation wherever possible in the following manner:

- **Gather information and establish the facts.** Interview employee/contractor concerned and witnesses, inspect accident / incident site.
- **Identify contributing factors to the accident/incident.** Consider all possible contributing factors (causes) and document those factors which were most likely to have contributed to the accident/ incident occurrence.
- **Determine and implement preventative actions.** Take appropriate and affirmative action to prevent a similar accident / incident recurrence and make the workplace and work methods safer and healthier.
- **Monitor and review preventative actions.** Continually review actions taken and ensure that they are working.

DATE OF ISSUE: 09/11

VERSION 1

Page 1 of 4

HAZARD REPORT FORM

Use when more information required than that contained in CN-PM13.1

Project/Site Address:			
		Date:	/ /
Submitted by:		Submitted to:	
Signature:		Signature:	

The following hazard has been identified in relation to your work/workplace:			
Risk Level: Please circle appropriate	High	Medium	Low
Location:			
The Following To be completed by Supervisor			
Action Required:			
To be completed by: Please circle appropriate	Immediately	Within 24 hrs.	Within 7 days
By whom:			
Completed by:		Date: / /	Signature:

This register will only be used in the absence of access to the Electronic safety management system being unavailable.

CORRECTIVE ACTION REGISTER (CAR)

Project/Site:		Date:	
Work Group/Department:		Manager/Supervisor:	

Car #	Hazard	Corrective Action(s) Required	To Be Completed By	Target Completion Date	Actual Completion Date	Action Status

Page Reviewed By: _____ Further Action Required: Yes/No Date: / / Signature: _____

This register will only be used in the absence of access to the Electronic safety management system being unavailable.

ELECTRICAL EQUIPMENT REGISTER

Project: _____

Date: / /

Equipment Description	Manufacturer	Serial #	Date of Inspection and Test	Date for next inspection	Signature	Certificate #

This register will only be used in the absence of access to the Electronic safety management system being unavailable.

RISK REGISTER

Project: _____ Date: _____

Major Work Activity	Potential Hazards Identified For The Activity	Activity Risk Score	Job Safety Analysis Is Required For Any Activity that is a Class 1 or 2 Risk	JSA No and Date Produced
			Yes: [] No: []	
			Yes: [] No: []	
			Yes: [] No: []	
			Yes: [] No: []	

This register will only be used in the absence of access to the Electronic safety management system being unavailable.

Location: _____ Supervisor: _____

Date: _____ Signature: _____

PRE-START CHECKLIST

SUBJECT	YES/ NO	COMMENTS	ACTION BY
Do all employees have the required PPE?			
Has a risk assessment been completed?			
Is a JSA or SWMS required?			
Is all equipment serviceable?			
Are there any hazards on site?			
Is everyone confident in performing their tasks for the day?			
Is everyone feeling fit to perform their tasks for the day?			
Are all electrical tools and equipment tested and tagged correctly?			
Is there any damaged or unserviceable equipment that needs attention?			
Has a visual inspection of mobile plant/vehicles been undertaken?			
Does everyone have the required license validation to operate their vehicles?			
Have all personal on site signed the JSA/SWMS?			
Has the JHA been reviewed?			
Is the JSA/SWMS accessible to all employees?			
Are there any concerns with safety on this site?			
Have Safe Work Procedures been discussed?			
Have testing and tagging procedures been discussed?			
Is everyone aware of the hazard reporting procedure?			
Is the work area clean and tidy?			
Are there any other issues that need to be discussed?			
Have all personnel received suitable training to undertake their job safely?			
Have previous issues been actioned?			

	NAME	SIGNATURE		NAME	SIGNATURE
--	------	-----------	--	------	-----------

1			11		
2			12		
3			13		
4			14		
5			15		
6			16		
7			17		
8			18		
9			19		
10			20		

OTHER BUSINESS	ACTION BY

To be kept by in the project file at all times.

SAFETY CALENDAR

RESPONSIBLE	DESCRIPTION	AS AND WHEN...
Management	Employment Induction	On 1 st Day of employment for all new personnel
	Plant & Equipment Register	Every 6 months
	Site Inductions	At the commencement of each project – ALL project personnel to attend or be separately inducted
	First Aid Kits	Every 6 months
Supervisor	Pre-Start	Daily
	JSA/SWMS	When & if required on job
All Operational Workers	Tool Box Meetings	Monthly
All Staff	Vehicle Inspection	Every month
	Safety Meetings	Monthly
Trades	Electrical Equipment & Fire Extinguishers	Every 6 months
Team Leader	Workplace Inspection	Every 3 months
Project Manager	Annual Review of WHS Safety Management Plan	Every year

Client/Site:	Date: _____/_____/_____
Team Leader/Supervisor Name:	Contact Number: _____

Licences, Permits, Competencies Required:
(circle items relevant to this task and site)

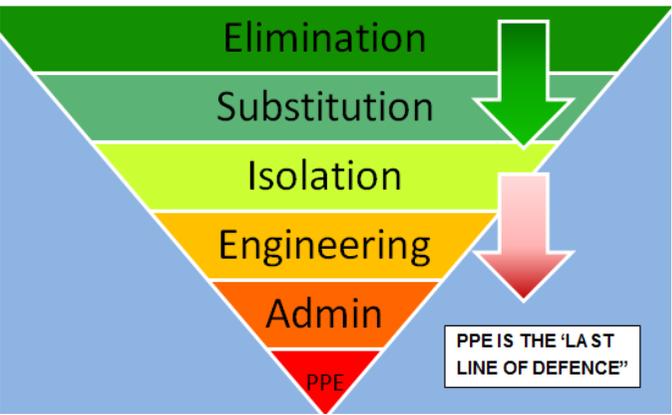
Confined Space	Work at Heights	Excavation	Hot Work	Radiation
White Card	EWP	Electrical License	Rescue and Resuscitation	Western Power Network Access

Common Hazards to Manage:
(circle items relevant to this task and site)

Manual handling	Working at Heights	Risk of Electric Shock	Slips, Trips and Falls	Housekeeping
-----------------	--------------------	------------------------	------------------------	--------------

RISK MATRIX		LIKELIHOOD				
		RARE	UNLIKELY	POSSIBLE	LIKELY	CERTAIN
CONSEQUENCE	INSIGNIFICANT	1	2	4	7	11
	MINOR	3	5	8	12	16
	MODERATE	6	9	13	17	20
	MAJOR	10	14	18	21	23
	CATASTROPHIC	15	19	22	24	25

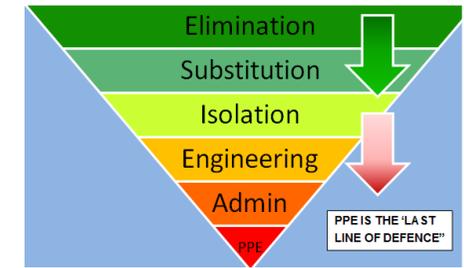
LIKELIHOOD		CONSEQUENCE	
RARE	Not expected to occur	INSIGNIFICANT	No injury, no cost, no lost time
UNLIKELY	May occur only in exceptional circumstances	MINOR	First aid treatment required
POSSIBLE	Could occur at some time	MODERATE	Medically treated injury – heavy damage
LIKELY	Expected to occur at some time	MAJOR	Lost time injury – severe damage
CERTAIN	Occurs in most circumstances	CATASTROPIC	Death or extensive lost time
LOW	Manage individual risks using appropriate controls and proceed working with caution (Negligible Risk).		
MEDIUM	Risks are assessed and controlled using the hierarchy of controls. Supervisor to approve appropriate use of controls (Tolerable Risk).		
HIGH	Do not commence activity. Implement controls to reduce the risk to Medium or Lower. Full JSA/SWMS required by Supervisor (Intolerable Risk).		



Potential Hazards List /OHS Regulation Part & Division					
Slips Trips & Falls Trip hazards / fall protection?		Emergency Facilities / Fire Action / First Aid Include rescue arrangements		Hazardous Substances/ Waste Removal Liquid, fumes? Prescribed removal?	
High Risk Work Interfacing Trades & Public		Cold / Hot / Rain Degree and impact on work		Asbestos Exposure? Register?	
Confined Space Need and training requirements		Environmental Dust, Noise, Light, Heat, Wind, Gas		Traffic Safety of access and egress	
Manual Handling Weight, posture, force, repetition?		Ignition Sources Hot work containment?		Vehicle Use Road worthiness / Terrain	
Excavation Existing services?		Vibration Potential for interaction?		Remote / Isolated Contact protocols if working alone / remote	
Falling Objects From above or onto those below?		Plant / Equipment License / maintenance requirements		Security Unauthorized access by others	
Electrical Shock, Electrocution		Ventilation Removal of contaminants		Workplace Hygiene Facilities for eating, washing, toileting	

Potential Environmental Hazards to Consider (tick box)

Air Pollution (dust)	<input type="checkbox"/>	Contamination to ground	<input type="checkbox"/>
Noise Pollution	<input type="checkbox"/>	Soil erosion	<input type="checkbox"/>
Contamination to water	<input type="checkbox"/>	Hazards to flora & fauna	<input type="checkbox"/>



Circle PPE required for this task – Ensure available prior to commencement

P P E													
	1	2	3	4	5	6	7	8	9	10	11	12	13

CONDUIT INSTALLATION, PLACED PRIOR TO POURING CONCRETE						
Personal Qualifications and Experience		Personnel, Duties and Responsibilities		Training Required to Complete Work		
1. Minimum of trades assistant or trainee /apprentice working under a qualified Supervisor, for all electrical wiring work.		1. Supervisor to carry out daily inspections of work site for hazards.		1. Supervisor and employees to be trained in hazard identification, risk assessment and control (HRA).		
2. No previous experience required.		2. All personnel to maintain a tidy work site. Personal protection equipment (PPE) to be worn at all times.		2. Supervisor is to be a qualified electrical tradesman.		
		3. Stop work rather than accept a safety risk.		3. Appropriate industry and site induction.		
Plant/Equipment:				Maintenance Checks:		
Hand tools including pliers and side cutters.				Hand tools to be checked daily. All PPE and test equipment to be checked before use.		
S T E P	What are the Tasks?	What are the Hazard/s?	Risk Rating severity x likelihood	Control Description Applicable NECA Work Procedure &or Industry Practice Control Measure & or Australian Standards/ Codes of Practice (must be identified)	Residual Risk severity x likelihood	Responsible Persons

1					
2					
3					
4					
5					
6					
7					

Team Sign off: (All team members attending to this task must sign off)

Name	Signed	Name	Signed

Note: If additional names join this task during the day they must read and sign onto the SWMS.

Supervisor name Supervisor Signature Date ____/____/____

Safety induction

WORKPLACE HEALTH AND SAFETY POLICY

At CRAMER & NEILL our Workplace Health and Safety is based on a belief that the well-being of people employed at work, or people affected by our work, is a major priority and must be considered during all work performed on our behalf.

People are our most important asset and their health and safety is our greatest responsibility. The public shall be given equal priority to that of our workers.

Objectives

The objectives of our Safety Policy are:

- To aim to achieve an accident free workplace
- To make health and safety an integral part of every position
- To ensure health and safety is considered in all planning and work activities
- To involve our workers in the decision making processes through regular communication, consultation and training
- To provide a continuous program of education and learning to ensure that our workers work in the safest possible manner
- To identify and control potential hazards in the workplace through hazard identification and risk analysis
- To ensure potential accident/incidents are controlled and prevented
- To provide effective injury management and rehabilitation for all workers
- To ensure CRAMER & NEILL compliant with relevant Western Australian Occupational Health and Safety Legislation

The success of our health and safety management is dependent on:

- Pro-active planning of all work activities with due consideration given to implementing Workplace Health and Safety controls that are suitable to each given situation
- Understanding the total work process and associated Workplace Health and Safety risks
- Ensuring the work team is totally committed to achieving our objectives
- Ensuring that open and honest communication exists between management and all workers

MANAGING DIRECTOR

SIGNATURE

DATE

MONITORING AND REPORTING POLICY

The purpose of this policy is to demonstrate CRAMER & NEILL will undertake various initiatives for workers to participate in Workplace Health and Safety as follows:

- Daily pre-start meetings to discuss work requirements for the day, incidents, hazards, near misses, incidents, JSA/SWMS requirements, previous raised action items
-
- Monthly Toolbox meetings to discuss safety performance, industry related safety concerns regarding the Workplace, Health, Safety or Environment. Safety alerts etc.
-
- Quarterly Safety meetings to discuss WHS performance, compliance, upcoming training, review previous actions and monitor performance of WHS , upcoming projects, industry specific news

All sub-contractors are required to undertake the above mentioned safety initiatives while working for CRAMER & NEILL.

Refer to the Monitoring and Reporting Safety Management Procedure.

SOCIAL MEDIA POLICY

The intent of CRAMER & NEILL Social Media Policy is to clarify our expectations and limitations in the use of electronic communication devices and the applications they enable.

How they are used and the information that passes through them has the direct ability to impact CRAMER & NEILL worker safety reputation and public image both in a negative and positive way.

Any computers, laptops, tablet or mobile phones supplied by CRAMER & NEILL are done so to enhance the business operations and to assist in the effective flow of information throughout the organisation.

Use of mobile phones

- All company issued mobile phones are to be used for work purposes only. Only agreed applications can be downloaded and used and must be work-related. If the phone rings whilst you are in the process of your work – Do not answer. Allow it to divert to message bank and retrieve as soon as the tasks are completed. Downloads of music or other personal use applications are not permitted and if this protocol is breached all costs incurred will be fully refundable to CRAMER & NEILL by the worker responsible and the breach may result in disciplinary action and/or dismissal.

Use of computers/tablets

Any CRAMER & NEILL documentation or information will always remain the express property of CRAMER & NEILL. This includes pictures taken of our workplaces, equipment and activities. At no time are pictures or information with either text or graphics to be placed on the internet through any social media forum.

This is important to protect CRAMER & NEILL public image as well as the privacy of its workers.

The access or download of any:

- Racially sensitive information
- Sexually explicit information or
- Illegal activity information

Is prohibited and will result in instant dismissal if proven to be intentional.

If any such information is inadvertently accessed then the site and incident must be logged with CRAMER & NEILL management.

Social media sites and forums

CRAMER & NEILL will determine what, if any social media functions will be enabled and this information will clearly be communicated to the workforce. Guidelines will be developed regarding how these are to be used to enhance the business and all workers are required to operate within these guidelines.

The use of personal access to social media sites on personal phones, tablets and computers is strictly limited to designated breaks and the use of any company specific images or detail is strictly prohibited.

The reference to any CRAMER & NEILL worker without their express knowledge AND permission will be viewed as bullying or harassment and is strictly prohibited.

Procedure

Management reserve the right to audit all phone records and emails stored within company owned devices.

Disciplinary measures will be taken for breaches to this work procedure. See WHS Disciplinary Safety Management Procedure.

HAZARD REPORTING AND RISK MANAGEMENT POLICY

This policy is written to demonstrate CRAMER & NEILL's commitment to working with employees to identify workplace hazards and minimise risks of injury and illness from those hazards. Management will proactively encourage workers to identify, solve and report hazards. Management will act upon any hazard report in a planned and prioritised way.

Implementation

INSERT COMPANY NAME will identify hazards by a variety of means, including:

- Acting on hazard reports submitted by workers
- Consulting with workers on a day-to-day basis
- Observing and monitoring the workplace through programmed walk-through inspections
- Analysing incident and injury records
- Investigating incidents and accidents where there is a risk of lost time injury
- Monitoring workers health
- Keeping up to date on changes to Occupational Health and Safety legislation, regulations and codes
- Monitoring published information and research, including industry guidelines

Roles and responsibilities

Managers and supervisors are responsible to:

-
- Develop and maintain the policy, procedures and tools
- Consult with workers on hazard reporting
- Implement immediate controls while planning for medium and longer term solutions
- Maintain a register of hazards
- Report dangerous occurrences to Workplace Services
- Provide feedback to the person or workgroup reporting a hazard
- Train workers and supervisors in hazard reporting and hazard management

Employees are responsible to:

-
- Report, to their supervisor, any hazards of which they become aware, using the Hazard Reporting Procedure
- Fix hazards immediately, if they are able to
- Participate in the consultative processes
- Participate in walk-through inspections, when requested

DUTY OF CARE POLICY

This policy is written to demonstrate both the employers and employee's duty of care within CRAMER & NEILL.

Employer's general duty of care

The Occupational Health and Safety Legislation states that employers must, so far as is practicable, provide and maintain a working environment where workers are not exposed to hazards. In summary they must ensure:

- The provision and maintenance of safe systems of work
- The provision of adequate information, instruction, training and supervision
- Mechanisms for consultation and co-operation between workers
- The provision of adequate personal protective clothing and equipment
- Safe and well maintained machinery
- The correct handling of chemicals
- All reportable accidents are reported and investigated

In line with this legal requirement, CRAMER & NEILL Workplace, Health and Safety Policy states that it is committed to establishing and maintaining, so far as is practical, the highest standards of Workplace Health and Safety for all workers.

Employee's general duty of care

The Occupational Health and Safety Legislation states that worker's must, so far as is practicable, ensure that they operate in such a way as to ensure their own safety and the safety of others in the workplace and the public. In summary they must ensure:

- They must adhere to safe systems of work
- Attend relevant training as provided by their employer
- Follow all reasonable instruction and information provided by their training and supervision
- Report all hazards, near misses and incidents to their employer
- Utilise the personal protective clothing and equipment provided to them
- Use tools and machinery safely
-

In line with this legal requirement, CRAMER & NEILL Health and Safety Policy states that it is committed to establishing and maintaining, so far as is practical, the highest standards of Workplace Health and Safety for all workers.

CRAMER & NEILL believes that if its management and the workers embrace their duties of care a safe working environment can be achieved.

INDUCTION POLICY

This policy is written to ensure that all tasks in the workplace are performed safely by adequately trained competent and licensed workers. CRAMER & NEILL use induction as a strategy to help a worker fit into his/her job, work team and the organisation.

Company induction training for new or transferred workers should include:

- General background of the organisation
- CRAMER & NEILL policies and procedures
- Workplace layout and environment
- Job description, appraisal systems and performance monitoring
- Tools, equipment, supplies ordering and maintenance
- Potentially hazardous operations or conditions
- Reporting procedures, e.g. of hazards, injuries or near misses
- Location of first aid facilities, first aid officers or medical centre
- Responses in the event of fire or other emergencies
- Location of facilities such as washrooms, lockers, canteen and car park
- Co-workers including supervisors, leading hands, health and safety representatives etc.

New employees, employees performing new work, or even employees returning from annual leave, is subject to a higher rates of injuries that are often serious.

Site specific induction

CRAMER & NEILL recognises the importance of Induction, and in particular, site specific induction that highlights the possible hazards of unfamiliar sites. Therefore, the following WHS matters shall be dealt with during such inductions:

- Explanation of the CRAMER & NEILL's Safety Management System including CRAMER & NEILL policies and work procedures
- The importance of appropriate attire, such as containing long hair when working near machinery, the use of safety equipment, not wearing conductive jewellery
- Advising on availability of Personal Protective Equipment availability and where to obtain it
- Reporting of all accidents, "near-misses", and hazards to Supervisors
- Emergency telephone numbers, first aid equipment / personnel and their locations and services available
- Emergency procedures
- Safety rules which must be observed; safe methods of carrying out jobs and dangers of particular work areas
- Location of exits and telephones
- The Safety Officer to whom accidents and hazards are to be reported

FITNESS FOR WORK POLICY

Cramer & Neill Refrigeration is committed to providing a safe and healthy workplace. It is from this commitment that the need for a Drug and Alcohol Policy has been recognised.

The Cramer & Neill Refrigeration Drug and Alcohol Policy has been formulated to ensure that all employees are aware that drug use or possession and the consumption of alcohol or intoxication at the workplace will not be tolerated.

Cramer & Neill Refrigeration has a duty of care to ensure that the workplace is free from hazard and unnecessary risk. Employees of Cramer & Neill Refrigeration have a responsibility to ensure their own safety and that of their fellow employees, clients and visitors to the workplace.

The policy will apply to everyone who comes into the workplace. This includes employers, managers, supervisors, directors, consultants, employees, as well as visitors, clients, customers and contractors. All new employees will be provided with a copy of the policy upon the commencement of their employment.

Employee Duty of Responsibility

As Employers have a responsibility to provide a safe workplace, employees have a responsibility to work safely and within certain safety guidelines set out by their Employer and Worksafe. Employees must ensure that they do not jeopardise their own safety, the safety of their colleagues or any visitors to the workplace.

The use of Drugs and/or alcohol by an employee impacts on their ability to fulfil their Occupational Health and Safety obligations. An employee under the influence will jeopardise not only their own safety, but the safety of all others in that workplace.

Failure to encompass the duty of Responsibility by the employee can impact on their worker's compensation entitlements, fines from Worksafe, or internal disciplinary procedures.

EMPLOYEE'S RESPONSIBILITIES

- Immediately and honestly report any accident and/or injury on the prescribed forms
- Visit a medical practitioner if required to have accident symptoms recorded and treated
- Continue to visit medical practitioner when and as required until a full or partial clearance has been given to return to work
- Compensation will not be paid if the employee –
- was under the influence of alcohol or a drug of addiction
- was not using protective clothing or equipment as required by the employer
- committed an act of serious or wilful misconduct

Any false claims will be refused and the employee may be liable for prosecution for fraud.

OBLIGATIONS OF EMPLOYEES (SECTION 20 OF THE *OCCUPATIONAL SAFETY AND HEALTH ACT*)

Employees also have a general duty in relation to safety at the workplace as outlined in Section 20 of the Act. Employees have an obligation to take reasonable care to:

- ensure their own safety and health at work;
Employees should ensure their activities away from work do not impact on their ability to perform their duties safely when at their workplace. An employee should inform him/herself about the effect of alcohol and other drugs on their ability to work safely. An employee should present and remain, while at work, fit for work;
- avoid adversely affecting the safety and health of other persons at the workplace;
An employee affected by alcohol and other drugs presents a danger to co-workers and other persons at the workplace.
- report to their employer any situation that they have reason to believe could constitute a hazard and he/she cannot reasonably correct themselves;
A person who cannot work safely due to impairment by alcohol or other drugs may constitute such a hazard and this situation should be reported to the employer or other appropriate person in control; and
- report to their employer any injury or harm to health of which he/she is aware that arises in the course of, or in connection with, his/her work.

Smoking

In meeting the requirements of the Occupational Health and Safety Act, Cramer & Neill Refrigeration is committed to maintaining a safe working environment for all staff. Accordingly the company is required to ensure that all workers are not put at risk from passive smoke. Smoking is prohibited in all undercover work areas, offices, toilets, washrooms, storerooms and lunchrooms or within five metres from any doorway of the company buildings. Any employee prior to visiting a client must take all reasonable means to mask noticeable smoke odours emanating from your person. Workers who fail to observe these instructions will be disciplined and repeat offences may lead to dismissal.

Employee Assistance Program

Employee Assistance Program

Cramer & Neill Refrigeration will endeavour to offer assistance to any employee who is experiencing performance related problems at work. Where appropriate, a manager or supervisor will be available to discuss any difficulties an employee is experiencing which directly impacts on their ability to work efficiently and safely. Where required a supervisor or manager may refer the employee to the appropriate medical services or counselling services. In particular, performance issues that relate to drug and alcohol use will be referred to the Victoria District medical centre for professional assistance.

Confidentiality

All procedures regarding drug and or alcohol counselling shall remain confidential between the employee and the management of Cramer & Neill Refrigeration unless information is needed for the purposes of workers compensation. Should the evidence of drug use by an employee be brought to the attention of Cramer & Neill Refrigeration by another employee, the evidence will be investigated further. This may require further questioning of employees, however no personal information shall be revealed to co-workers unnecessarily.

Rehabilitation and counselling

The management at Cramer & Neill Refrigeration have a variety of sources which an employee may be referred to for counselling or medical advice. An employee may request these services to be provided voluntarily if they believe they have a drug and or alcohol problem which is impacting upon their work performance. An employee who is experiencing difficulties at work is encouraged to seek assistance from their manager or supervisor, and wherever possible, Cramer & Neill Refrigeration will provide information or contacts to ensure that the employee received professional help.

If a serious performance issue is raised regarding Cramer & Neill Refrigeration employee, the employee will be referred to the Victoria District Medical centre. An employee will be

medically assessed and suspended on full pay until the results of the medical become available. Should the employee test positive to drugs and/or alcohol the employee will be advised to seek counselling, be warned of the dangers of working whilst under the influence and warned that any further violation of the Company Policy will result in the employee's dismissal.

Testing

Testing for illicit drugs

Drug Testing has been introduced into Cramer & Neill Refrigeration as part of a comprehensive alcohol and drug program, which in turn is part of a general safety and health program.

It is for this reason that Cramer & Neill Refrigeration will not tolerate any presence of an illegal drug in the samples of employees. Until testing techniques can measure impairment, Cramer & Neill Refrigeration will enforce a "no tolerance" attitude to drug testing. Any presence of illicit drugs in the employees system will be considered to be a positive test result. A positive test result will result in the commencement of disciplinary procedures and may result in the ultimate termination of the employee from their position.

Drug testing will not be done on site at Cramer & Neill Refrigeration. If an employee is reported to be suffering from effects not unlike those experienced by one who is under the influence of drugs, they will be directly referred to the St John of God Pathology Centre for testing. The St John of God Pathology Centre will abide by appropriate safeguards include ensuring test results are supervised and assessed by a qualified person. All testing will be done in accordance with Australian Standard 4308 which outlines the recommended practice for the collection, detection and quantification of drugs of abuse in urine or blood samples as appropriate.

Testing for alcohol

Alcohol Testing will be introduced into Cramer & Neill Refrigeration as part of the comprehensive alcohol and drug program outline in this policy and procedure manual, which in turn is part of a general safety and health program.

Unlike drug testing, alcohol testing can measure impairment. Where an employee displays signs of impairment or any other indications of intoxication, he/she will be referred to St John of God Pathology for testing, and may be suspended from work pending a negative BAC test result.

Self-assessment by the employee

Employees are not to present themselves for work if they have consumed alcohol and other drugs that affect their ability to work safely. Employees should not remain at the workplace if they become affected by alcohol and other drugs.

Although Cramer & Neill Refrigeration discourages the use of alcohol and drugs at the workplace, the management is likely to take self assessment into consideration before implementing disciplinary processes. It is quite likely that an employee who relieves themselves from their duties due to intoxication will be disciplined less severely than one who is reported to be intoxicated by other employees, staff, supervisors or third persons.

SMOKING POLICY

CRAMER & NEILL has a policy of a smoke-free work place and this means that smoking is permitted only in designated areas within CRAMER & NEILL work place. Areas permanently out of bounds for smoking are:

- Within 5 metres of any building opening
- Within 10 metres of marked flammable goods areas
- Inside any building

Workers may only smoke during break times designated by their supervisor or outside normal office hours. No unscheduled breaks are to be taken for the purpose of smoking outside the building.

It will be the responsibility of all workers to ensure that their visitors/contractors are made aware of, and comply with, this policy.

Compliance with this policy is a condition of employment.

Refer to the Fitness for Work Safety Management Procedure.

REHABILITATION AND WORKERS COMPENSATION POLICY

CRAMER & NEILL is committed to attaining complete physical and physiological recovery of our people injured in the course of their duties by providing appropriate medical treatments, rehabilitation and return to work processes in a timely and cost effective manner

This commitment involves:

- Preventing injury and illness through provision of a healthy and safe working environment
- Ensuring that all Workers are aware of, and understand the Rehabilitation Process.
- Ensuring timely referrals to Medical Providers to ensure that occupational rehabilitation commences as soon as possible after an injury or illness
- Ensuring that the timely return to work is a normal practice and expectation
- Providing suitable employment/duties for an injured Worker
- Consulting with workers and their representatives throughout the process
- Ensuring that participation in the rehabilitation program will not of itself prejudice an injured worker

CRAMER & NEILL will make every effort to resolve disputes regarding rehabilitation quickly through consultation with all relevant parties.

Primary goal and objectives

To return injured workers to full pre-injury health:

- Identify and assess the need for rehabilitation as early as possible
- Recognise the role, rights and responsibilities of all participants circumstances
- Facilitate the early and safe return to work of any injured worker
- Ensure that workers or persons affected are informed of their rights and responsibilities and are involved in all decisions related to their rehabilitation
- Ensure the welfare of injured or ill workers or affected persons is maintained
- Ensure appropriate training and education of all personnel in line with their designated responsibilities
- Ensure that participation in the rehabilitation / return to work processes does not disadvantage workers or affected persons

Refer to the Rehabilitation and Workers Compensation Safety Management Procedure.

SUN PROTECTION AND UV RADIATION POLICY

The Primary Goal of the Policy and associated procedures is to assist in the management of an environment that reduces the risk to Ultra Violet radiation exposure.

Objectives

The objectives of this policy are to:

Identify areas of exposure:

- Manage and resolve any issues arising from the need to work in an environment with exposure to UV radiation by CRAMER & NEILL workers or contractors
- Provide and make available adequate personal protective clothing, equipment, sun protection products and resources to enable a safe UV protected environment. A minimum of wide brimmed hat, long pants, sun glasses, long sleeved shirt and sun screen will be provided by CRAMER & NEILL
- Provide information, instruction and training in the correct use, maintenance and wearing of the above PPE and UV protective equipment for workers, trainees and affected people

All workers, trainees, contractors, and people under our management are required to follow rules relating to the use and wearing of UV protective clothing and equipment requirements, and report any concerns relating to this area to their immediate supervision.

Our commitment to the management of UV radiation protection is as important as our commitment to other CRAMER & NEILL objectives.

The purpose of this safe work procedure is to reduce the risk of injury to workers of exposure to UV radiation caused by the sun. Ways in which this is managed are as follows:

Complying with relevant Legislation, Australian Standards and Codes of Practice
Managing the risks associated with UV and solar radiation.

Refer to the Sun Protection and UV Radiation Safety Management Procedure.

ENVIRONMENT POLICY

At Cramer and Neill we take our environmental responsibility seriously, All our work will be conducted in an environmentally sustainable and responsible manner that will protect the environment and prevent pollution. Our environmental work practices will be enhanced through a process of continual improvement and education.

The primary goal of this policy and all associated procedures is to prevent incident occurring which may adversely impact upon the environment and people.

We recognise our key impact potentials are in Fluorocarbon Refrigerant emissions, energy consumption, and waste management.

We will:

- Comply with or exceed all applicable legal, regulatory and other requirements for environmental management protection, and to maintain all required licenses and documentary evidence as required under regulatory framework.
- Identify, assess and manage activities that have the potential to impact the environment.
- Ensure all employees and relevant stakeholders are aware of their personal duty of care for the environment.
- Identify opportunities for recycling, waste management, water and power efficiency, and implement a plan to provide higher levels of control in these areas.
- Provide capital for necessary plant and equipment to ensure efficient capture of refrigerant gases.
- Include environmental considerations in vehicle purchase decisions.

The effectiveness of this policy will be determined by the commitment of the management to educate all employees, and provide the necessary resources in a managed way to ensure a continuous approach toward improving our environmental management.

This policy and any associated procedures will be reviewed annually in consultation with interested parties to ensure relevance, effectiveness and compliance with any statutory regulations.

This policy applies to all sites where Cramer & Neill are performing work. It covers all activities and services under our control.

HAZARDOUS SUBSTANCES POLICY

The purpose of this policy is to ensure all work involving the use, handling storage, transport and disposal of hazardous substances and dangerous goods will be in accordance with the Occupational Health and Safety Act 1995 and Regulations 2008, the Hazardous Substances Code of Practice 2003 and the Dangerous Goods Safety Management Act and Regulations 2001.

Prior to hazardous substances being used on a project CRAMER & NEILL will submit a Safety Data Sheet (SDS) to INSERT CLIENTS NAME HERE for approval. No substances will be brought on site without approval of the current SDS by CRAMER & NEILL Management or INSERT CLIENTS NAME HERE

Your work may require you to come into contact with chemicals. This may be as simple as detergent cleansers or as hazardous as acids or solvents.

Whether Low or High risk hazards, you must:

- Be aware of the hazards associated with the chemical you are about to use
- Know where to find, how to read, understand and follow the Safety Data Sheet (SDS) for that chemical
- Wear the appropriate PPE for the substance you are using
- Understand the procedures associated with any chemical emergency, e.g. spillage or fire etc.
- If in doubt, ASK.

Bio hazards

Wash hands prior to:

- Smoking
- Drinking
- Eating
- Answering phones/ using radios and after Toileting.

Selection

CRAMER & NEILL will consider the following when selecting hazardous substances:

- Flammability and explosivity
- Toxicity (short & long term)
- Carcinogenic classification if relevant
- Corrosive properties
- Chemical action and instability
- Extent of PPE required
- Environmental hazards
- Storage requirements

Storage

- All storage and use of hazardous substances will be in accordance with the SDS
- All hazardous substances will be stored in their original containers with the label intact at all times
- Hazardous substances of any quantity will not be stored in crib rooms, container sheds or offices

Use

- A risk assessment will be conducted prior to the use of hazardous substances or dangerous goods. Appropriate controls will be put in place and exposure must be eliminated or reduced by other means in the hierarchy of control prior to the use of personal protective equipment. PPE must be provided according to the SDS
- Where practicable the material with the lowest possible hazard capability that meets the technical requirements for the job will be used
- Advice on a substance may be obtained from a chemical database, e.g. Chemwatch
- Prior to using the hazardous substance all workers involved in its use will be provided with adequate information and training to allow safe completion of the required task

Refer to the Hazardous Substances Safe Work Procedure.

ASBESTOS POLICY

The purpose of this policy is to comply with asbestos prohibitions and prevent exposure to airborne asbestos fibres while working for CRAMER & NEILL.

Where a risk assessment reveals a likelihood of exposure to asbestos containing materials (ACM) fibres, all practical steps will be taken to ensure that workers and others are not unnecessarily exposed.

ACM include but are not limited to:

- Asbestos, Lebah and Zelemite Meter Boards
- Porcelain fuse cartridge holders with asbestos braiding
- Vinyl floor tiles in WP Substations
- Low-Voltage underground pillars
- Cable Ducts
- Cable Lagging

Risk assessment

A job risk assessment will be undertaken to identify, analyse, evaluate, control and monitor the sources of asbestos within buildings and work sites.

The presence of asbestos within a building is considered a hazard however it does not automatically necessitate its immediate removal. Asbestos that is in a stable matrix, or effectively encapsulated or sealed, and remains in a sound condition while left undisturbed, represents low risk to health.

A qualitative assessment will be undertaken to ascertain the rating as follows:

- **LOW:** ACM shows no signs or very minor signs of damage/deterioration. Regular access to the ACM is unlikely to cause significant deterioration, if the material is adequately sealed.
- **MEDIUM:** Minor deterioration of the ACM is evident and/or the ACM is prone to mechanical disturbance due to routine building activity and/or maintenance.
- **HIGH:** Friable (un-bonded) ACM that has deteriorated significantly the material is readily accessible and prone to further disturbance, or unsealed friable asbestos material located in air-conditioning systems.

Controls

The control measure must be aimed at eliminating risk arising from ACM and prevent exposure to airborne asbestos fibres.

Refer to the Asbestos Safe Work Procedure.

FIRE SAFETY POLICY

CRAMER & NEILL will ensure that an adequate number and type of fire extinguishers are available at the workplace and additional extinguishers are located in the immediate vicinity of any work that may create a fire risk. This requirement will apply without exception to any hot work such as welding.

CRAMER & NEILL will ensure all personnel carrying out hot work have a fire extinguisher close-by, are fully trained in the use of extinguishers and that adequate evidence of such training is provided before work commences.

CRAMER & NEILL will ensure that all mobile plant is fitted with an appropriate fire extinguisher.

Inspection

CRAMER & NEILL will check the “charge level” of all of our fire extinguishers on site every 12 months. All fire extinguishers will be serviced and maintained by competent persons and a record completed and maintained in accordance with Australian Standard AS-1851.

Combustible materials will not be allowed to accumulate in work areas in order to prevent a fire risk.

Selection and use

- All personnel carrying out hot work will be fully trained in the use of extinguishers and a record of the training provided in the appropriate register of the Management Plan
- All personnel will be made aware of the site - specific emergency procedure and emergency service phone numbers shall be clearly displayed at a central phone location
-
- Refer to the Fire Safety Safe Management Procedure.

FIRST AID AND INJURY REPORTING POLICY

CRAMER & NEILL acknowledges the need to be accident free and take every precaution in preventing accidents and injury. However, in the case of an accident, it is Management's responsibility to ensure that all proper medical assistance is given in cases of workplace injuries and accidents. In addition, CRAMER & NEILL will:

- Ensure that all accidents which may possibly involve Workers Compensation Claims are reported promptly to the CRAMER & NEILL's Insurers
- Investigate causes of accidents and incidents and pursue necessary corrective action
- Manage rehabilitation of injured personnel in accordance with the requirements of the Workers Compensation Legislation and the Cramer and Neill Return to Work Procedure, maintaining contact with injured personnel and getting them back to work as quickly as possible
- Ensure that appropriate First Aid equipment and practices is kept on sites where CRAMER & NEILL personnel are working, and that it is kept clean and stocked with consumable items; as well as arranging the training of First Aid attendants, as required
- Ensure a First Aid Risk Assessment is conducted to ensure an adequate supply of first aid equipment is provided at each work area

Legislation requires that the particulars of every accident involving injury to persons is recorded in an accident record and the Workers Compensation Legislation also require a register of injuries to be kept.

CRAMER & NEILL maintains a record of all work related injuries and will advise clients as required by their procedures of any reportable incidents during work on a particular site.

CRAMER & NEILL is also committed to investigate work-related accidents and incidents to identify the factors contributing to the incident and prevent a recurrence. The more complete the information, the easier it will be to develop and implement countermeasures.

Refer to the First Aid and Injury Reporting Safe Work Procedure.

WORKING AT HEIGHTS POLICY

The purpose of this policy is to identify that there is an inherent risk associated with the work of the electrical industry. CRAMER & NEILL are committed to ensuring that all work that is undertaken at heights will be done in a manner that ensures the stipulations of the Legislation, in conjunction with the principles of risk assessment are adhered to.

Regulation 3.55 states that if a person is at risk of falling 2 metres or more from an edge from

- e) a scaffold, fixed stair, landing or suspended slab at the workplace or
- f) formwork or false work at a workplace

Edge protection must be provided.

Also, if there is a risk of a 3 metre fall in situations other than a) and b) above then edge protection and/ or a fall injury prevention system must be in place and utilised.

These requirements will always be implemented in conjunction with our risk assessment process which will include consideration of, but not be limited to:

- The materials that make up the structure to be worked on
- The weather conditions
- Condition of footwear
- Time allowance for the task (don't rush)
- Tools required for the task – Reduce the need to constantly go up and down the ladder
- Are there others working in the vicinity?
- Identification of other hazards that have the potential to change or influence a common task
-

This procedure applies to all personnel plant and/or equipment involved in work at heights.

It includes, but is not limited to:

- scaffolding and elevated work platforms, (construction and access)
- work on roofs
- working on ladders, (installation and work restrictions)
- working on building maintenance units
- working adjacent to opening, excavations, pits, and/or shafts
- working on elevated work platforms
- Refer to the Working at Heights Safe Work Procedure.

MANUAL HANDLING POLICY

In accordance with Workplace Health and Safety expectations CRAMER & NEILL will ensure the risks associated with manual handling are reduced so far as is practicable and that all workers are trained to assess the risks of manually handling loads before attempting to lift via construction white cards and company induction.

CRAMER & NEILL recognises that the industry they operate in requires manually intensive work and that the risk of a manual handling injury is one of its greatest risks.

CRAMER & NEILL undertakes to ensure that the risk is known and understood through its company induction process and that wherever practicable reduced.

Under the principle of duty of care each worker needs to commit to ensuring they assess each task being mindful of:

- the force applied by the person/persons and the actions and movements involved
- the range of weights handled
- duration and frequency of movements
- time and distance over which an object is handled
- the availability of mechanical aids
- the layout and condition of the workplace and the work organisation
- postural requirements imposed by the manual task
- the skill, strength and experience of the personnel
- the nature of the object/material being handled
- any other relevant factors

Any risk control measure implemented will be re-assessed to ensure implementation has been successful.

It is the policy of this company to ensure the above principles are applied to prevent the injury of its workers and reduce manual handling. The Manual Handling Code of Practise provides greater insight into manual handling for all those who require extra training or assistance.

Refer to the Manual Handling Safe Work Procedure.

CONFINED SPACE POLICY

A confined space means an enclosed or partially enclosed space which;

- is not intended or designed primarily as a workplace
- is at atmospheric pressure during occupancy; and
- has restricted means of entry and exit

And which either;

- has an atmosphere containing or likely to contain potentially harmful levels of contaminant
- has or is likely to have an unsafe oxygen level; or
- is of a nature or is likely to be of a nature that could contribute to a person in the space being overwhelmed by an unsafe atmosphere or a contaminant

(Contaminant means any substance, the presence of which may be harmful to safety or health).

CRAMER & NEILL does not consider working in a roof space as a confined space but does recognise that it is a practice that has a risk attached to it.

Therefore it is our practice to ensure that the risk is managed by having the power turned off (except for exceptions as per working live policy), appropriate PPE is available at all times, plentiful hydration opportunities and knowledge of two entry/exit options whenever possible. (Space where tiles are removed and knowledge of buildings roof space access and the quickest route to it in an emergency)

Risk assessment must include an awareness and understanding of the known risks associated with confined space work in this industry.

All work undertaken in Confined Spaces must be in compliance with the Occupational Health and Safety Act 1995 and Regulations 2008 and also the relevant Australian Standards.

Refer to the Confined Space Safe Work Procedure.

NOISE PROTECTION POLICY

Noise-induced hearing loss can result from a single exposure to a loud noise or from prolonged exposure to excessive noise in the workplace. Such loss is additional to that experienced through normal ageing.

Noise-induced hearing loss is irreversible; it can cause difficulty in communication and tinnitus (ringing in the ears).

Under the OHS Act and Regulations, the conserve hearing CRAMER & NEILL must manage noise above 85dBa over an 8-hour day, and 140dBc peak exposure level.

Health monitoring

CRAMER & NEILL offers health monitoring to all staff exposed to significant noise requiring hearing protection. Monitoring includes a baseline assessment as soon as the worker commences work, or before commencing work, if possible. This initial assessment is followed by another test within the first 12 months to check for a threshold shift. Assessments are also undertaken upon termination of employment.

Refer to the Noise Protection Procedure.

WORKING ALONE POLICY

In the course of work carried out by CRAMER & NEILL at times workers are required to work on their own or outside the metropolitan area. Workers are deemed to be “alone” when they cannot be seen or heard by another person, and/or will not expect a visit from another person for some time.

To this end we wish to ensure that workers working alone or in an isolated location understand the importance of implementing, and sticking to, procedures.

Where possible workers will not be required to work alone, however where a situation arises that requires a worker to work alone or in an isolated location the following applies:

- A form of communication is provided e.g. phone
- A ‘phone contact with management’ process has been agreed to ensure contact
- CRAMER & NEILL provides a serviced and reliable vehicle
- Agreement on start and finish times where practicable
- Refer CN-13.6 Remote Travel Procedure for details

Management is responsible to issue tasks for workers and determines levels of communication required to work alone or in isolation on a job to job basis.

Workers are responsible for taking all reasonable or practicable steps to ensure their own safety when working alone or in isolation and to follow direction and instruction given to them.

ELECTRICAL SAFETY POLICY

This policy is to ensure CRAMER & NEILL's employees understand and comply with regulatory and legislative requirements related to electrical work and safety.

This policy applies to any employees working on or near wiring or installing electrical equipment.

Roles and responsibilities

Supervisor's responsibilities will include:

- Anticipate all work hazards and utilize all safeguards as necessary
- Ensure that all employees are properly trained to be undertake scheduled work, instructed in the safe operation of electrical equipment and aware of all hazards associated with the use of these electrical devices
- Initiate any necessary administrative action required to enforce safety practices
- Review qualified employees to ensure they are capable of handling their specific job duties

Employee's responsibilities will include:

- Follow CRAMER & NEILL's policies and procedures and instructions of the responsible tradesman or supervisor
- Bring to the attention of the supervisor any potentially hazardous situations such as discrepancies between instruction, procedures, policies and manual instructions, misapplication of device etc.
- Recognise that malfunctioning electrical equipment must be repaired or replaced before use. (Follow tag out procedure)

CRAMER & NEILL's responsibilities include:

- Providing technical assistance in defining hazardous operations, designating safe practices and selecting proper devices
- When necessary, recommend the development of standards operating procedure for electrical equipment and devices in use
- Review and approve standard operating procedures upon request
- Evaluate potential electrical hazards during facility inspections to ensure compliance with existing polity and other safety guidelines
- Request equipment testing, tagging out of service equipment and taking corrective action where necessary
- Support employees training relative to electrical safety
- Develop and revise company electrical safety policy periodically, or when regulatory changes occur

Refer to Electrical Safety Safe Work Procedure

COMPANY VEHICLE POLICY

CRAMER & NEILL is committed to providing roadworthy vehicles sufficiently fitted out with appropriate safety equipment, cargo barriers and adequate storage units to ensure the safety of occupants who use or travel in the vehicle.

It is the vehicle operator's responsibility to ensure the vehicle is kept clean and tidy throughout and in a roadworthy condition with tools and equipment correctly stored and contained.

Operators are also responsible for the daily or scheduled maintenance checks as determined by management or site specific requirements. Regular maintenance, servicing and repair of breakdowns, insurances and registrations of the vehicle are the responsibility of CRAMER & NEILL.

Vehicle operators must have and carry the appropriate current licence for the type of vehicle they are operating. Vehicle operators must advise the company immediately of any variations, or any additional conditions placed on their licence.

All statutory and workplace road rules shall be adhered to at all times. Vehicle operator's found to be in breach of these rules including speeding and parking fines shall be responsible for any fines or penalties incurred through breach of the rules and may lose their right to operate the vehicle.

Any faults with the vehicle or involvement in any accident or incident must be reported to CRAMER & NEILL immediately.

Vehicles are to be used for work purposes only and operators are not permitted to use vehicles after hours or for private use without management approval.

No person shall operate the vehicle whilst under the influence of any illegal drugs or over the statutory limit for alcohol consumption. Company disciplinary procedures including dismissal shall apply for breach of this requirement.

CRAMER & NEILL will not be held responsible for any insurance claims made if the above requirements are not followed.

Refer to the Company Vehicles Procedure.

EXCAVATION AND EARTHWORKS POLICY

This work policy applies to all excavation and trenching work carried out on CRAMER & NEILL work sites of depths of 1.5 metres or greater.

The purpose of this procedure is to outline the requirements and procedures for trenching and excavation and to identify known hazards associated with trenching and excavation situations.

All work undertaken relating to trenching and excavation must be in compliance with the Occupational Health and Safety Act 1995 and the Occupational Health and Safety Regulations 2008 Subdivision 9 S 310, and the relevant Australian Standards.

Safe Work Method Statements are required for working in trenches below 1.5 meters deep as they are a high risk activity.

Definitions

Excavation or Trench - An excavation or trench is any penetration that exceeds 1.5 metres or more from the surface that is a shaft, pit, trench or hole

Excavation or trench is defined as digging, grading, tunnelling, trenching, and/or drilling below grade. Penetrations to slab, including asphalt and sidewalk, are also treated as excavation.

Refer to the Excavation and Earthworks Safe Work Procedure.

SUB-CONTRACTOR MANAGEMENT POLICY

This policy is written to demonstrate CRAMER & NEILL's commitment to ensuring work performed by sub-contractors complies with all other policies and procedures.

In accordance with the CRAMER & NEILL Workplace Health and Safety Policy, it is the responsibility of each subcontractor to ensure the work undertaken by them and their worker's is conducted in a safe manner.

The subcontractor shall ensure that all their workers have been adequately trained and are competent to carry out the work as required.

The subcontractor and their workers shall undertake work at all times in a manner that ensures their own and other's safety and abide by any additional safety information provided as necessary.

Refer to Sub-Contractor Safety Management Procedure.

YOU, SAFETY AND DUTY OF CARE

Wherever you work you are required by law to act with care for others. This is called Duty of Care

Duty of Care means that you must:

- Comply with reasonable instructions.
- Follow correct procedures when you are doing your job.
- Not put your fellow workers or the public at risk.
- Work safely and wear appropriate Personal Protective Equipment (PPE)
- Report incidents, accidents or near misses.

Emergency Telephone Numbers	
Medical	000
Fire	000
Police	000
General Manager	
Office	
Other	

WHAT TO DO IN EMERGENCIES

Speak clearly and state:

- Your name
- The exact location or place of the incident
- The type of emergency or accident (what happened)
- The number of injured persons and the nature of injuries
- Whether First Aider is or is not in attendance
- What action is being taken at the scene

Then ask for this information to be repeated back to you.

- LISTEN CAREFULLY
- Do not hang up until told by the person at the other end.
- Remember; always know the location where you are working and how to describe it.
- Always know where to find the nearest:

EXIT TELEPHONE FIRE EXTINGUISHER FIRE ALARM

WHAT TO DO WHEN AN INJURY OCCURS TO YOU OR TO SOMEONE ELSE

Minor Injuries

- No matter how minor, all injuries must be reported to your Supervisor as soon as possible.
- Obtain treatment from a First Aider.
- Ensure your injury and treatment is recorded by a First Aider.

Serious Injuries

- Check that YOU are safe. Do not place yourself or others at risk.
- Check that the injured person is not in further danger.
- Make the injured person comfortable. DO NOT MOVE THEM unless their life is threatened.
- Call or send for assistance. Telephone 000
- Wait with the injured person until help arrives.
- Do not disturb the site of a serious accident or move any equipment in the area unless it is necessary to make the area safe.
- All injuries big or small must be reported to your supervisor, the General Manager or the office as soon as possible.

REHABILITATION

CRAMER & NEILL believes that any employee injured in the course of employment is entitled to the best available care and return to economic well being in the shortest possible time.

To this end, CRAMER & NEILL is committed to ensuring the rehabilitation (early return to work) process starts as soon as possible, in a manner suitable to doctor, employee and company.

CRAMER & NEILL is committed also to providing suitable paid employment for an injured worker as part of this rehabilitation/early return to work process.

The name of the Workplace or Rehabilitation / return to Work
Co-ordinator is-

Name:	
Contact Phone Number:	
Contact Email Address:	

The accredited rehabilitation provider below is available to assist in the rehabilitation of those workers who suffer a workplace injury or illness.

Remember - You have the right to choose your own accredited provider.

WHAT TO DO IF FIRE OCCURS

As soon as a fire is detected:

- Raise the alarm
- Report it your supervisor
- Assess the situation
- Only attempt to control the fire if you are trained and confident to do so
- DO NOT PLACE YOUR LIFE AT RISK
- Attract attention of others nearby
- If you are not in immediate danger, stay at your workplace
- Your Supervisor will order evacuation if necessary

GENERAL INFORMATION

		Type of Fire, Class and Suitability						Comments	D Metal Fires
Pre 1997	Current	Extinguishing Agent	A Wood Paper Plastic	B Flammable & Combustible Liquids	C Flammable Gases	E Electrically Energised Equipment	F Cooking Oils and Fats		
			Water	✓	✗	✗	✗	✗	Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires
		Wet Chemical	✓	✗	✗	✗	✓	Dangerous if used on energised electrical equipment	
		Foam*	✓	✓	✗	✗	LIMITED	Dangerous if used on energised electrical equipment	
		Powder	(ABE)	✓	✓	✓	✓	✗	Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different
			(BE)	✗	✓	✓	✓	✓	
		Carbon Dioxide	LIMITED	LIMITED	✗	✓	✗	Not suitable for outdoor use or smouldering deep seated A Class Fires	
		Vaporising Liquid	✓	LIMITED	LIMITED	✓	✗	Check the characteristics of the specific extinguishing agent. 5 Yearly servicing must be done by ODS & SGG licenced persons.	
		Fire Blanket	LIMITED*	LIMITED	✗	✗	✓	* Fire Blankets may be used as a thermal barrier against radiated heat and to control a fire in clothes being worn by a person.	

Use only special purpose extinguishers and seek expert advice.

EVACUATION OF YOUR WORKPLACE

A full or part evacuation of your workplace may be ordered as a result of any of the following:

- Fire or explosion in the building you are working in;
- Gas leak;
- Ventilation system contamination;
- Fire in an adjacent building;
- Structural damage to the building;
- Bomb threat;
- Natural disaster; or
- By order of the Emergency Services.

If directed to evacuate:

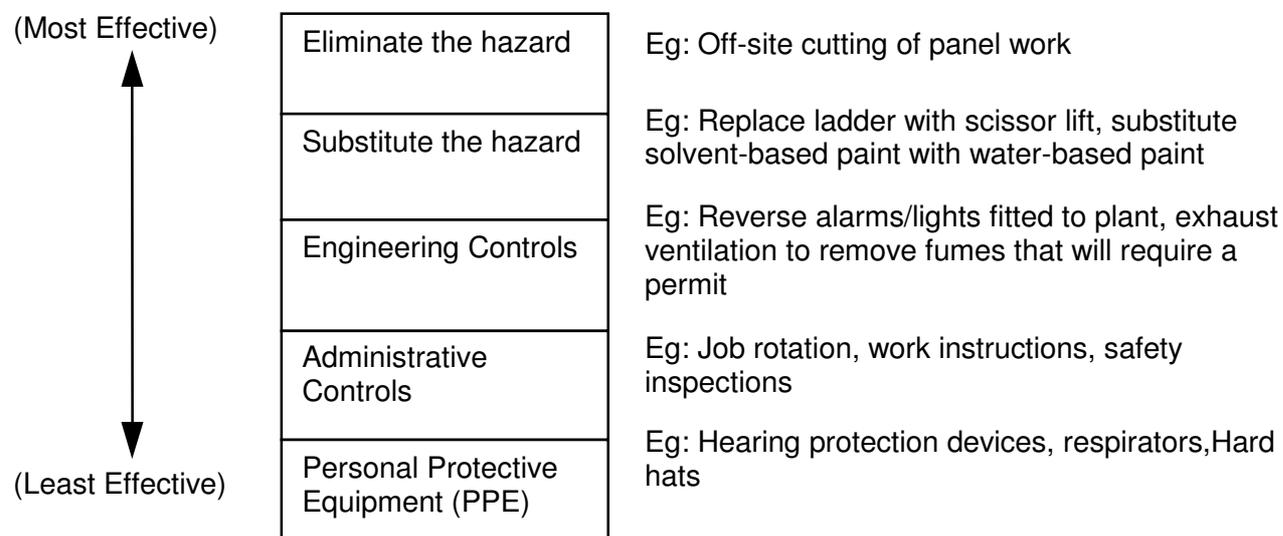
- Follow instructions
- Move calmly to your assembly area
- Wait for roll call and further instructions
- Do not leave the assembly area until directed
- Return to work only when instructed by your Supervisor or other authorised person.

NEVER RUN!

SAFE SYSTEMS OF WORK

CRAMER & NEILL is totally committed to safe places and systems of work through the principles of Risk Control and Safe Work Method Statements.

RISK CONTROL



SAFE WORK METHOD STATEMENTS (SWMS)

SWMS is a process of identifying hazards and setting control measures before commencement of work.

This process comprises 4 basic steps.

- IDENTIFY the hazard
- ASSESS the risk associated with the hazard
- DECIDE on the control measures
- COMMUNICATE the actions to be taken

SWMS's in your workplace will be conducted as a joint activity involving all employees concerned and their supervisors.

By applying the above processes, the risks identified with the task in hand can be controlled and method statements, work instructions/procedures written to provide safe systems of work.

Due to many of the tasks the organisation undertake being common we will, where applicable, utilise generic SWMS.

REPORTING INCIDENTS

It is the duty of all employees to report unsafe working conditions and unsafe work practices to their Supervisor immediately.

If you cannot safely correct the problem yourself, then your Supervisor will investigate and determine the cause and appropriate corrective measures.

Reporting Dangerous Occurrences

Dangerous Occurrences may be:

- Damage to pressure vessels, plant or equipment.
- Damage to any load bearing member or any part of a crane, hoist, conveyor, scaffold etc.
- Any uncontrolled explosion, fire or escape of gas, steam etc.
- Anything that has the potential for death or serious injury.
- Any other such incidents.

All dangerous occurrences (including “Near Miss” incidents) must be reported to your Supervisor immediately.

This is the first step in the Accident Prevention Process and your prompt action can help us achieve our goal of ZERO ACCIDENTS.

HAZARD RESOLUTION

A hazard is anything that may cause harm or damage.

CRAMER & NEILL policy is that action will be taken immediately a hazard (or potential hazard) has been identified.

Hazard resolution procedures must comply with statutory requirements at all times, but will include:

Hazardous Conditions

The condition must be rectified immediately if practicable or effectively managed to reduce the risk posed.

HAZARDOUS WORK PROCEDURE

If the issue involves immediate threat to health or safety, work must cease in that area.

Procedure to be reviewed and issue resolved by suitable joint consultation.

If an issue cannot be resolved by joint consultation, management shall seek assistance from external support if mediation is required. The appropriate Safety authority (e.g. WorkSafe) can be contacted if all other processes are not successful.

If you can fix the problem safely yourself, seek assistance and guidance from your supervisor.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

CRAMER & NEILL will supply appropriate PPE for when risks cannot be otherwise controlled. You have an obligation to use this equipment and keep it in good order.

PPE includes:

- Eye protection
- Hand protection
- Hearing protection
- Foot protection
- Head protection
- Respiratory protection,

But you may also be required to use:

- High visibility safety vests/overalls
- Safety harnesses
- Skin protection
- or other specialised job related PPE.

Make sure that your PPE is correct for the job, fits and/or operates correctly and you know how to use it.

REMEMBER, it is a condition of your employment that you use and look after the PPE supplied to you.

GOOD HOUSEKEEPING

An untidy work area leads to accidents and makes your job harder.

Housekeeping means keeping your work area, your tools and your equipment clean, tidy and in good working order.

Good Housekeeping includes:

- Replacing tools and equipment after use.
- Keeping passageways free of obstacles.
- Keeping floor surfaces in good state of repair.
- Cleaning up around machinery after use.
- Keeping free access to fire fighting equipment.
- Cleaning up spills and slip hazards immediately.
- Ensuring handrails and fall protection is always in place.
- Scheduling the cleaning of windows and lighting.
- Ensuring rubbish bins are used and regularly emptied.

A PLACE FOR EVERYTHING - AND EVERYTHING IN ITS PLACE.

TRAINING

CRAMER & NEILL training of its employees is part of its commitment to Continuous Improvement.

Your training begins with your Induction Course and will continue with training sessions relative to the workplace activities as required.

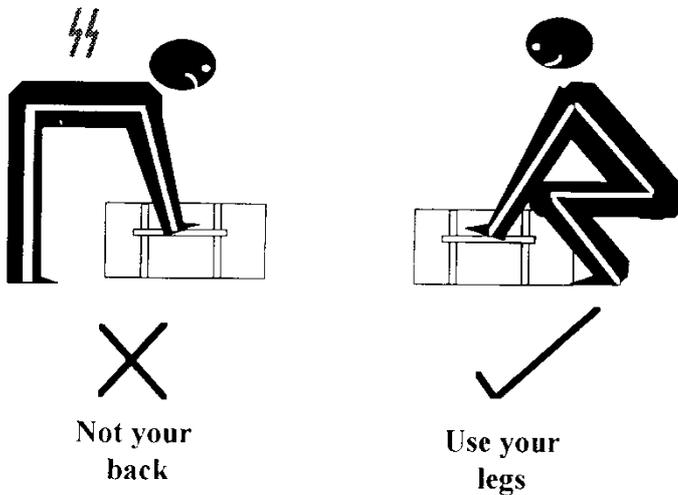
If you are required to do a job that has hazards associated with it that have not been covered in previous training, your Supervisor will ensure appropriate training is available before you commence the job.

You must advise your Supervisor if you have not been trained, or believe you are not competent to carry out any activity you are directed to perform.

Your Supervisor will conduct regular 'toolbox' talks on safety matters and your participation in these and all training sessions is vital to the success of our activities.

MANUAL HANDLING

Incorrect methods used in handling materials cause the greatest number of work injuries. When lifting objects manually, adopt the following procedure:



- Be certain each load is within your lifting capacity and will not obstruct your line of vision.
- Check that your route and lay down area are free of hazards and are adequately lit.
- Obtain a good footing and maintain a straight back posture.
- Bend at the knees.
- Grip the object firmly, using the palms of your hands and the roots of your fingers.
- Lift gradually by straightening the legs.
- Wear gloves when handling hot materials or objects with sharp or ragged edges.
- When an object requires two or more employees to handle, one employee should give the signals for lifting and lowering the object in unison.
- If you can't move it safely, get mechanical assistance.

CHEMICALS

Your work may require you to come into contact with chemicals. This may be as simple as detergent cleansers or as hazardous as acids or solvents.

Whether Low or High risk hazards, you must:

- Be aware of the hazards associated with the chemical you are about to use.
- Know where to find, how to read, understand and follow the Material Safety Data Sheet (SDS) for that chemical.
- Wear the appropriate PPE for the substance you are using.
- Understand the procedures associated with any chemical emergency, e.g. spillage or fire etc.
- If in doubt, ASK

BIO HAZARDS

Wash hands prior to;

- Smoking
- Drinking
- Eating
- Answering phones/ using radios and after Toileting.

NOISE

Noise has become a part of our lives today however; we must do all we can to reduce exposure to noise in our workplaces.

To do this, we must:

- Ensure all new plant and equipment brought into the workplace meets standards set for noise levels.
- Report any increase in the noise level of plant or equipment.
- Consider others and the work environment by controlling noisy activities.
- Wear, and look after any personal hearing protection provided for your use.

HYDRATION AT WORK

Working outdoors and/or in hot conditions causes us to sweat. Losing excess fluids from your body can lead to dehydration. The body's way of getting rid of heat and cooling the skin is by sweating. The action works from the feet upwards, so that the "hottest" part of the body is the head. Sweating maintains our normal body temperature and prevents the potentially fatal condition of hyperthermia (core body temperature rises above 42 Celsius). In heavy, hot work situations you can lose up to three litres per hour.

What you lose in sweat you must replace.

Salt and electrolytes are also lost through sweating, but you only need a small amount of salt to replace this, an extra shake on your food and a healthy diet. Salt levels will not drop if fluid levels are kept up.

Fluid intake must start at least one hour before starting work and continue with at least 375ml every half hour (roughly a soft drinks can size of water). The stomach is slow to empty so if you decide to make up for not drinking by having two litres at lunch time, combined with the food in your stomach, you can be up to 6 to 8 hours behind in fluid consumption and before it is absorbed.

Drinking water is the best way to stay hydrated. Coffee, tea, alcohol and soft drinks increase the amount of fluid lost through the kidneys, so for example every cup of coffee you drink you lose a cup and a half of fluid from your system. These drinks can contribute to dehydration.

Stay Ahead With Your Fluid Intake And Start Early.

CERTIFICATES OF COMPETENCY

Regulations in each State cover the requirements for operation of nominated plant or equipment. Some of the jobs that require certification are, amongst others;

- Basic Driver's Licence
- Scaffolding
- Forklift driving
- Dangerous Goods

You are not permitted to operate nominated plant or equipment without the appropriate certification.

Also, you are not permitted to operate any plant or equipment, certificated or not, without CRAMER & NEILL's authority to do so.

PERMIT SYSTEMS

Some activities may require a permit before operation begins. Permit systems are established to protect yourself, your workmates and equipment. They entail checking systems and clearly defined safety criteria for the time covered by that permit.

Just some of the activities you may be involved in that will require a permit are:

- Confined spaces
- Hot work in selected areas

- Energised equipment
- Pressure systems (i.e. steam, water etc)
- Special entry areas eg: Forklift Operations
- Plant or equipment isolation
- Trenching

Permits are only as effective as the information included on them and how well you abide by that information and instruction.

SMOKING

CRAMER & NEILL believes that its employees are entitled to a place of work free of risk to health.

Smoking is prohibited in any CRAMER & NEILL offices. Smoking is also prohibited in amenities or places intended for food consumption.

This prohibition extends to any other area designated as a no smoking zone.

Please Consider Others.

DRUGS AND ALCOHOL

Persons in the possession of, or under the influence of alcohol or drugs, are not permitted to commence or continue work at any CRAMER & NEILL site or other workplace while in the employ of CRAMER & NEILL.

If you are taking drugs or medicine prescribed by a medical practitioner that may cause drowsiness or lessen your ability to perform your job safely, then you must report that to your Supervisor.

SAFE WORK PRACTICES

Safe work practices are too many and varied to define fully in this booklet but you may be involved in some of those listed below.

Ensure that the method of work you are about to commence has been examined; a Job Safety Analysis carried out and safe work procedures established that you fully understand.

- Material storage/handling
- Rigging/Scaffolding/Welding and Cutting
- Tagging/Isolating
- Compressed air usage
- Hazardous substances
- Crane and hoist operations
- Manual handling
- Elevated work platforms
- Asbestos removal
- Machinery operation
- Working with Biohazards
- Handling Dangerous or Hazardous Goods
- Safe Working at Heights

OFFICE SAFETY

Because injuries may occur in office environments when systems and procedures breakdown, it is important to pay attention to office safety rules:

- Use available office space to best advantage so as to move about without colliding with sharp corners etc.
- Close filing cabinet draws after use.
- Don't "piggyback" electrical plugs.
- Take care when cables etc. must be run across floors.
- If you must climb up, use a ladder, not a chair.
- Watch the stairs - use the handrail.
- Watch your lifting techniques - paper can be heavy.
- Keep EXITS clear.
- Walk don't run – it's safer for everyone

PROTECTING THE ENVIRONMENT

It is everybody's responsibility to protect and care for our environment. CRAMER & NEILL is committed to ensuring that no environmental damage is caused by its business activities and expects that you will in turn:

- Clean up all spills immediately,
- Prevent any spills near drains, or any waterways,
- Not use storm water drains for waste disposal,
- Report excessive noise,
- Dispose of all rubbish in appropriate bins,
- Keep all areas clean and tidy,
- Be aware of excessive air emissions.

If you produce waste material in your work or cause a spill (either liquid or solid) you must report this to your Supervisor.

Clean Up Spills Immediately.

BREACHES OF WORKPLACE SAFETY REQUIREMENTS

If you disregard safety requirements or procedures, the following procedure, designed to encourage improvement in safe working practices, shall take place:

Counselling in the first instance by your Supervisor . This session will be documented.

In the event that you still fail to follow the approved safety requirements and procedures, a formal written warning will be given informing you of the Company's intention to terminate your services if your attitude to safety does not improve.

Should your unsatisfactory behaviour continue then, subject to careful investigation of all the facts, and after you have had the opportunity to offer an explanation, it will be open to the Company to dismiss you with or without notice.

In addition, CRAMER & NEILL House Rules provide that cases of serious misconduct, if proven, could involve instant dismissal.

KNOW YOUR SAFETY PROCEDURES

CONTRACTOR HEALTH AND SAFETY

Definition of a Contractor:

“Any person or business entering into a contractual arrangement to carry out work, or to have work performed by another, directly or indirectly for the Company”.

Contractor Legal Health and Safety Duties

Health and safety legislation sets down strict health and safety duties on all people within the workplace including contractors. Contractors' employees and subcontractors have duties under the Health and safety legislation as summarised:

- to co-operate with your managers on health and safety matters,
- to use the safety equipment provided to you,
- to correct or report unsafe situations to your supervisor,
- to report any incident or injury occurring to you,
- to follow safety rules and safe operating procedures as laid down,
- not to endanger the health or safety of any person,
- contractor Safety and health activities,
- contractors must be aware of the specific OHS Policies and Procedures that relate to the site and/or the work that will be performed.

It is the responsibility CRAMER & NEILL of the contractors' to ensure that all their employees are also made aware of and are familiar with Policies and Procedures that relate to the site and /or the work that is to be performed and that the acknowledgement form in the back of this Handbook is completed by the contractor's employee prior to commencing work.

It is expected that as a contractor you will, amongst other safe working activities:

- Report any hazard that is beyond your control.
- Use the correct plant and substances for the job you are doing.
- Ensure that you have available up to date SDS's for any chemicals you bring onto site. (This includes cleaners and cleaning materials.)
- Bring onto site only electrical leads, tools or appliances that have up to date inspection tags attached.
- Keep areas you work in clean and tidy.
- Use the correct safety equipment and protective clothing for the job.
- Obey rules, signs and instructions and use equipment that you are authorised to use.
- Abide by any the Work Permit Systems required or in use on the site/workplace.
- Use safe lifting technique and get help / mechanical assistance for heavy loads.
- Understand and follow site/workplace emergency procedures.
- Ask if in doubt about any health or safety procedure.
- Get First-aid treatment for any injury you suffer.
- Report all mishaps to site/workplace management.

SAFETY INDUCTION COURSE QUESTIONNAIRE

Employee Name:

Signature:

Date:

Please complete all of the questions by placing, circling the most suitable answer or completing the question when asked.

If you're not sure - ask!

1. What is CRAMER & NEILL's acceptable drug or alcohol level?

2. When, if ever, is it acceptable to not be wearing PPE provided to you?

3. Workplace safety is the responsibility of:
 - a. Project Manager
 - b. Supervisor
 - c. Health and safety Representative
 - d. Everyone

4. Unsafe Conditions exist because of:
 - a. Poor Housekeeping
 - b. Lack of inspections
 - c. Unsuitable plant or equipment
 - d. All of the above

5. If you are injured at work who do you need to report it to?

6. If machinery/plant is unsafe to operate, what should you do?

7. All electrical tools and leads must have inspection tags attached.
 - a. True
 - b. False

8. If you find a damaged electrical lead, who is responsible for reporting it?

9. The objectives of the C&N Safety Policy are to:
 - a. Ensure minimum Workers Compensation claims
 - b. Protect directors from liability claims
 - c. Provide and Maintain a safe workplace to avoid exposing employees to hazards
 - d. Remove the necessity for elected Safety representative

- 10.** The responsibility for maintaining a safe workplace is with:
- Employees
 - Worksafe WA
 - Employers
 - A and C
- 11.** Incident Report Forms are only required when:
- An accident occurs requiring first aid
 - An accident occurs requiring medical attention
 - A potential hazard is identified
 - All of the above
 - An employee cannot contact his supervisor
- 12.** Danger Tags can only be removed by:
- Any authorised electrician
 - The person that placed it there
 - Any employee of the company
 - Any supervisor
- 13.** A confined space could be considered to be:
- A space with less than 500mm height
 - An area which has no power supply or natural light
 - An area where there is restricted entry/exit points
 - Any area with a DO NOT ENTER SIGN erected
- 14.** Personal Protective Equipment is:
- Gloves and Goggles
 - Condoms
 - Safety footwear
 - Overalls or long clothes
 - All of the above
- 15.** Continuous Exposure to excessive sound levels can cause:
- Burst Eardrums.
 - Sympathic bone damage.
 - Fine hairs to lay over and remain that way.
 - Internal bleeding in the ear canal.
- 16.** Hazardous Substances can have three physical effects:
- Pancreatics, Irritants, and Plasmatics.
 - Irritants, Sensitisers, and Asphyxiants.
 - Radiology, Asphyxiants, and Venal Inflammation.
 - Benzodiazepines, Venal Inflammation, and Thoracic dysplasia.
- 17.** An MSDS is a:
- Male Sex Drive Substitute
 - Medical Safety Detail Specification.
 - Medical Specification Data Statement.
 - Material Safety Data Sheet.
 - Manufacturers Safety Data sheet.
- 18.** Manual Handling is any activity requiring the use of force by a person to:

- a. Lift or Lower an object
- b. Push or Pull an object
- c. Restrain or hold an object
- d. All of the above

19. Electrical Work may be carried out by:

- a. Anyone as long as it is below 240 Volts
- b. Any person trained in the use of a multi meter
- c. Only a licensed electrical contractor
- d. A licensed electrical worker

20. In the event of an emergency you should:

- a. Check to see no people remain in the building
- b. Turn off the main electricity isolator switch
- c. Go immediately to the front door
- d. Exit from the safest point and go to the assembly area
- e. Place your head between your legs and kiss your arse goodbye

YOU HAVE NOW COMPLETED YOUR INITIAL WORKPLACE INDUCTION

Mark out of 20: _____

Marked By: _____

SAFETY INDUCTION COURSE RECEIPT

I _____ have received, read, understood and acknowledge the CRAMER & NEILL Safety Induction handbook. I agree to the conditions stated in this Safety Induction handbook and/or any other direction by CRAMER & NEILL in relation to Workplace health and Safety.

Employees signature:

Date:

Witness name:

Witness signature:

Date: