

Landis Controls Pty Ltd

Work Health and Safety Management Plan



Health and Safety

Landis Controls Pty Ltd recognises and is committed under NSW legislation to provide and maintain a safe, healthy and comfortable work environment for its staff, consumers and other visitors.

To help us achieve a safe workplace, we ask people working at Landis Controls Pty Ltd to:

- participate in our efforts to manage work health and safety
- practice safe working habits
- follow all safety instructions and to work safely so they are not injured or cause injury to other people
- report all safety hazards and risks they identify
- report all injury and serious near miss incidents where health or safety of people working for Landis Controls Pty Ltd is at risk
- Wear all appropriate PPE (Personal Protective Equipment)

Safety Induction

All Landis Controls Pty Ltd employees will have a written Job Description and Duty Statement that outlines their safety responsibilities when working for Landis Controls Pty Ltd.

Prior to starting work, all workers (employees and contractors) will receive a general safety induction into the company's business operations.

Further job specific safety instruction and training will be given in the safe operation of all machinery and equipment that a worker will use to perform their work. No employee or contractor is to operate any machinery or use equipment that they are not authorized or trained to operate.

Training

Landis Controls is committed to providing information, instruction, training and supervision to enable workers and contractors to perform their work in a manner that is safe and without risk to their health and safety.

The following has been put in place to achieve this:

- Induction
- Worker / contractor review of qualifications prior to commencement of works, including high risk work licences, statements of attainment, etc.
- On the job training / instruction as identified.

It is a mandatory requirement that no worker / contractor undertakes work activities if they do not have the appropriate skills / knowledge / qualification.

Incidents, Injuries, Near Misses and Hazard – Reporting Procedure

Injury reporting

In the event of an injury the person(s) involved should:

- Seek first aid or medical attention as required.
- Inform their supervisor as soon as possible.
- Complete Incident / Injury / Near Miss Report Form, and submit to the appropriate Manager for Action.
- Assist their supervisor in the investigation and reporting on the incident or accident.

The supervisor of the person(s) involved in the incident is required to:

- Ensure that any injured person is promptly attended to.
- Conduct an initial investigation into the cause of the incident.
- Ensure that all serious injuries are reported to WorkCover NSW <http://www.workcover.nsw.gov.au/> If you are unsure that an injury should be reported, contact SafeWork NSW on 13 10 50 to enquire. Or report to your relevant State Authority.

Fire Emergency

Every employee must know the location of fire extinguishers and fire blankets and be familiar with the fire alarm system.

The first person to observe a fire should:

- Immediately sound the fire alarm by activating nearest fire alarm pull station.
- Report fire to the Fire Brigade 000.
- If possible, use available fire extinguishers to extinguish or contain the fire. If the fire is fuelled by a natural gas or LP gas leak, the gas supply should be shut off prior to extinguishing the fire.
- Immediately evacuate area should initial firefighting attempts fail. Shut off gas supplies, etc. Close door to area to contain fire.

General Emergency Guidelines

In the event of an emergency situation these three guidelines are as follows:

- Assess Risk to Yourself and Others
- Think before acting
- Protect Yourself and Others
- If necessary, remove yourself and others from the area
- Immediately remove any contaminated clothing and wash any part of body contaminated by chemicals. Do not spread the contamination to clean areas
- Attend to anyone injured
- Close off area to personnel (e.g. close doors, post warnings)
- Turn off any potential ignition sources
- Cover spilled powders with suitable liquids to reduce dust
- Border off area of spilled liquids to reduce risk of slips & falls