

Welcome to your online Onsite Induction course

## Onsite Instructions, Basic WHS, Manual Handling, Hand Held Power Tools, & PPE

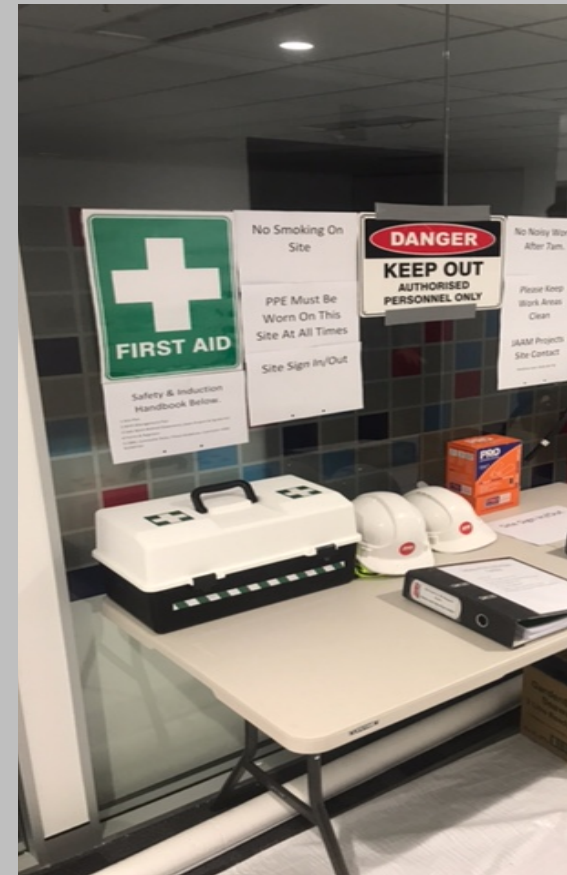
All employee's, contractor's and sub contractors **MUST** complete this on line induction before entrance to all Radiance Sites. An induction card can be printed or a copy stored on your mobile phone. You will be asked to produce your induction number each day at site sign in.



## ON SITE PROCEDURES:

**All personnel** on site, whether an employee, contractor, sub contractor, driver or visitor must sign the visitors book which you will find at the On Site Office daily.

All relevant daily notices and important on site instructions, including: Emergency Evacuation Assembly Points, site maps etc. will be placed on the notice board, or in the induction folders on the site table. **It is your responsibility to read this information!**



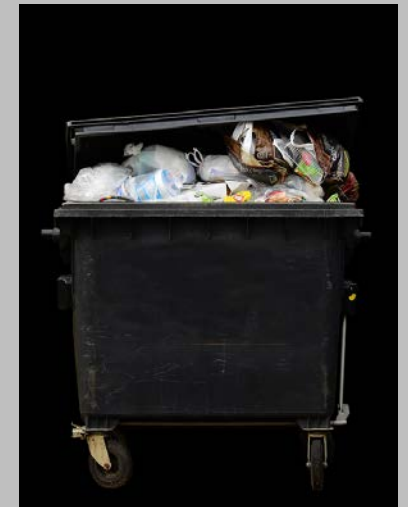
## ON SITE PROCEDURES:

A First Aid kit will be located at the On Site Office/Table. Phone numbers for all local services will also be clearly displayed on the notice board, along with the on site Foreman's name and number, and the Project Manager's name and number. Please call the on site foreman first for all visitor's questions, then phone the Project Manager if contact could not be made with Foreman.



## ON SITE PROCEDURES:

**All rubbish and on site building debris MUST be disposed off, taken off site, or placed in the appropriate waste disposal units by all contractors, and sub contractors. A rubbish removal fee will apply to your company if you do not leave your work site clean!**



All contracting organisations/individuals must fulfil our contractor safety management requirements before commencing work on site. This includes:

1. **Insurance:** public liability, worker's compensation and motor vehicle details must be submitted prior to entering the site and kept up to date.
2. **Qualifications:** details of relevant qualifications and training must be submitted prior to entering the site by the contracting organisation for all workers coming on site.
3. **Licences:** copies of relevant licences or evidence of plant/machinery competencies must be submitted prior to attending site.
4. **Site Safety Rules:** all contracting organisations must ensure that all workers coming on site are provided with the Contractor Site Safety Rules and adhere to these rules. These Rules are outlined in this induction.
5. **Risk Assessment:** a Job Safety Analysis (JSA), Safe Work Method Statement (SWMS) or other suitable risk assessment must be submitted prior to any work commencing.
6. **Induction:** all contracting organisations must ensure that all workers coming on site complete the Contractor Induction Program.

# Basic Workplace Health and Safety

## Duty of care

*All personnel* on site whether an employee, contractor, sub contractor or visitor has a duty of care under the WHS Act.

Employers must so far as practicable provide and maintain a safe system of work where employees and contractors are not exposed to hazards.



**In short, it is everyone's responsibility to provide and maintain:**

- Safe workplaces and equipment.
- Signed subcontractor SWMS (Safe Work Method Statement)

(See onsite Induction Folder for all onsite SWMS)

- Mechanisms for identifying work place hazards.
- Adequate training and PPE as required.

(Contractors are responsible to provide appropriate PPE for the task).

- Adequate supervision and instruction is provided.
- Compliance with statutory obligations is met.





**Employees and Contractors are expected to:**

- Act in a responsible and safe manner at all times.
- Avoid adversely affecting their own health and safety, or the health and safety of others.
- Comply with Drug & Alcohol free standard.
- Follow work instructions and procedures.
- Wear & maintain provided PPE.
- Report incidents, hazards and potential hazards.

**(See Onsite Induction Folder for a copy of Incident Reports if needed)**

- Operate machinery in a safe and responsible manner.
- Comply with company safety & environmental policies.

## FATIGUE MANAGEMENT

It is the individuals responsibility to report for work having had sufficient rest and not affected by drugs or alcohol.

If you are tired or fatigued at any time before or during your shift, it is your responsibility to report this to your manager to determine appropriate duties for you to undertake or if you are required to return home.

If leaving site – don't forget to sign out of site at the Induction Table.

## INCIDENT REPORTING

All accidents, incidents and near miss incidents must be reported to your site contact as soon as is practicable, and within 24 hours.

You will find an incident report in the Induction Folder at the Onsite Table.

**REPORT ALL INCIDENTS NO MATTER HOW MINOR**



## Emergency Response on Job Site

*In the event of an emergency, fire, chemical spill or contamination you are required to vacate the premises or area.*

### **DO NOT RUN**

Move to the designated Emergency Evacuation assembly point (as shown on map at induction table).

Do not stop to pick up any personal belongings or other equipment.

Do not return to the area for any reason, if you suspect others are still in the area, notify the Foreman. Do not leave the site assembly point unless authorised to do so by Foreman.

**Only return to work when the Foreman gives the okay to do so.**

**If you sustain an injury, regardless of how minor you must:**

Seek first aid from the first aid representative.

Report it to your manager and or on-site manager immediately.

If medical treatment is required, you will be escorted to the most appropriate medical center or an ambulance called.

In the event of a medical emergency (life threatening) call 000 and request an ambulance.



# Hazardous Chemicals

## Manual Handling Tasks

Hazardous chemicals can affect your health, causing illness or disease.

Hazardous chemicals may be solvents, pesticides, paints, adhesives, petroleum products, heavy metals or any other substance that is hazardous to health and is used or produced at work.

Hazardous chemicals can take many forms such as liquids, solids, vapours, gases, fumes or dusts.

All chemical containers used must be labelled in accordance to the Code of Practice for labelling of hazardous chemicals.

# Material Safety Data Sheets (M.S.D.S)

It is a requirement under the Work Health and Safety Regulations 2012 that a Material Safety Data Sheet (MSDS) is available for all hazardous chemicals.

A MSDS is a document that describes the properties and safe uses of chemicals and other substances.

MSDS's are supplied by the manufacturer of a product.

A manufacturer is required to supply a current MSDS

An MSDS contains information on:

- List of Ingredients

- Hazards Identification

- Poisons Information

- Inform the user of the nature of the product

- Emergency procedures & First Aid measures

- Storage requirements

- A MSDS has a 5 year duration

MSDS's are located at the following locations;

**Headquarters** - On the wall in the mechanical workshop.

**On the Job site** - in the Job Folder, in the site office and in the work vehicle.

# Hazardous Spills

In the event of a spill occurring, use the onsite spill kit found at the Induction Table to clean up.

The most important thing to remember when cleaning up a spill is **Safety First**. Firstly check the M.S.D.S as to the type of liquid that has been spilled. Put on the correct P.P.E that is required when dealing with the liquid or chemical.

Dispose of the waste as stated in the M.S.D.S  
Complete an incident form and notify the Foreman.

# Hot Works

Hot work includes task such as grinding, welding, cutting, soldering or any task where a flame or heat/spark is produced.

## **Requirements:**

In addition to completing a JSA or SWMS, you must complete a Hot Work Permit (paper copy in the Onsite Folder) and it must be authorised by your supervisor prior to starting any hot work.

- **You must have a fire watcher when work is being undertaken.**
- **You must have fire fighting equipment within reach when work is being undertaken.**
- **Welding should not be carried out on ladders. Carry out work on solid construction, that includes a safe means of access and a way out.**
- **A hot works permit is only valid for 24hrs.**

# Noise

Workers exposed to high noise levels are at risk of suffering permanent noise induced hearing loss. Working in areas where you have to raise your voice, or shout, to be heard above noise levels can lead to messages or instructions being misunderstood.

Noise regulations and standards establish exposure levels and should be adhered to limiting exposure to 85 decibels (A) averaged over 8 hours, with a peak level of 140dB(C).

When using equipment such as chainsaws, generators, grinders and noisy handheld items, workers are required to use personal protective equipment. A risk assessment shall be completed on activities where noise levels require workers to raise their voices when speaking to other workers in the area and the necessary controls implemented

# Manual Handling Safety

## Manual Handling Tasks

Manual handling tasks encompass a wide range of activities, including the use of force for lifting, lowering, pushing, pulling, carrying, moving, holding or restraining an item.

It also includes repetitive tasks such as packing, typing, cleaning, chopping, sorting, using hand-tools and operating machinery. The term is not limited to handling heavy objects.

Manual tasks have been identified as one of the key high risk hazards in all workplaces. At all times, when undertaking manual tasks, ensure that you use the correct lifting techniques.



## Assessing Manual Handling Risks

An effective method of assessing manual handling activities is to look at four specific areas – Task, Individual, Load and Environment.

### TASK

Does the activity involve twisting, stooping, excessive travel, pushing, pulling or precise positioning of the load, sudden movement or any other factors?

### INDIVIDUAL

Does the individual require unusual strength or height for the activity? Is the individual suffering from a health issue or any other limiting factors? Is specialist knowledge or training required?

### LOAD

Is the load stable? How much does the load weigh? Is the load packed securely? Are the contents dangerous?

### ENVIRONMENT

Is PPE provided? Are workplace conditions suitable - no slippery floors or uneven surfaces.

## **Correct lifting procedure:**

- Check the load mass (if it is labelled) to see that it is within your capacity to lift.
- Check that the route and lay-down area is free of obstructions and trip hazards.
- Bend down to the load by bending your knees, not your back.
- Adopt a balanced footing and maintain a straight back during the lift.
- Grip the object firmly, using the palms of your hands and your fingers (wear gloves if required).
- Lift by gradually straightening your legs.
- Avoid twisting at the waist to change direction - turn by moving your feet.

## In summary

- Assess the job before you start.
- If the load is awkward or too heavy for you, then get help.
- If the load is heavy and mechanical aids are available, use them.
- Check for sharp edges or projections.
- Check that there is room to move, room to lift, and clear path to your destination.
- Important: Use your legs when lifting, not your back.
- Remember: If in doubt, discuss with your Supervisor.

**DO LIFT AS A TEAM**



Do lift bulky or heavy loads as a team. Doing so is smart and the safe way to work.

**DO TURN WITH LEGS**



Do move your legs and feet when turning or lowering the load. Avoid twisting at your waist.

**DO USE YOUR LEGS**

Do lift the load using your powerful leg and buttocks muscles. Your feet should be wide apart, head and back upright. Keep abdominal muscles tight and the load in close.



**DO USE EQUIPMENT**

Do use equipment like hand trucks, dolly's, or forklifts to do the heavy lifting. It's much less work and less risk of injury.



**DON'T LIFT BULKY LOADS ALONE**



Don't lift bulky or heavy loads alone. Doing so puts great stress on your low back muscles and spine.

**DON'T TWIST WHEN LIFTING**



Don't twist when lifting, lowering, or carrying any load as this increases your risk of back injury.

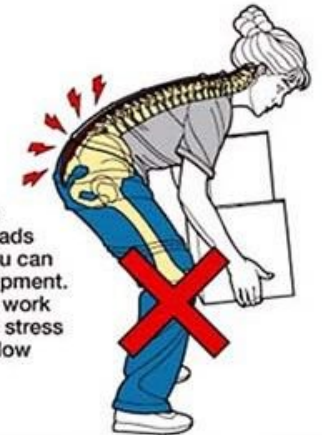
**DON'T USE YOUR BACK**

Don't lift the load with your rear end high and your head low. Use your leg muscles, not your weaker low back muscles.



**DON'T LIFT HEAVY LOADS**

Don't lift heavy loads when you can use equipment. It is less work and less stress on your low back.



# HAND HELD POWER TOOLS

All power tools have the potential to cause injury if poorly maintained, or used incorrectly or carelessly.

**All Power tools on all sites must be tested & tagged by a certified technician!**

**Injuries from hand held power tools can be due to:**

- Using the wrong tool for the job
- Using damaged or faulty equipment
- Using equipment that is unguarded
- Using tools incorrectly or carelessly
- Using tools that are poorly designed
- Ignoring electrical hazards

- Switch off and unplugging cords when not in use
- Ensure loads and sockets are clear from water getting in
- Storing tools safely
- Keeping cutting edges sharp
- Carrying tools carefully
- Not using tools that are unguarded
- Making cuts away from body
- Wearing PPE as needed.

**Important to check the following:**

What hand held power tools will you be using in your job

What are the safe operating procedures

Who will train you in these procedures

What procedures are in place for maintaining tools and equipment

What are the hazards associated with these tools.

## Controls

Keep hands and fingers away from moving loads and equipment (i.e. use of tag-lines)

Always wear appropriate gloves, unless the use of gloves would present a greater risk (i.e. bench grinding)

Increase glove protection if changes occur to the job i.e. temperature, materials, equipment

Refer to MSDS and wear the correct gloves for handling chemicals

# Mobile Plant on Site

**Only workers with a current operator licence or in Queensland a letter of competency are permitted to operate the machinery. The operator must also have their licence on them.**

**Many commercial sites will require copies of service records, a machinery risk assessment, flashing light and a SWMS to allow it on site.**

# PPE – Personal Protective Equipment

## **PPE**

Personal protective equipment (PPE) refers to clothing and equipment worn by employees, students, contractors or visitors to protect or shield their bodies from workplace hazards.

PPE should be used to supplement other means of hazard control, to further minimize the risk of injury

**DON'T FORGET!** All sites are Hi-Vis compulsory areas, and they must be worn at all times.

## Examples of Personal Protective Equipment in the workplace:

- **Helmets** – for head protection (compulsory).
- **Hats & Sunglasses** – for sun and heat protection.
- **Earmuffs & earplugs** – for hearing protection.
- **Safety Glasses or safety goggles**- Eye protection from flying objects, dusts, chemical splashes or flashes from welding equipment.
- **Gloves** – Protection for hands from cuts and abrasions, or from the effects of chemicals or water.
- **Respirators & masks** – to limit exposure to dangerous substances or other airborne contaminants.
- **Safety boots & shoes** – foot protection from various hazards. Note: rubber boots maybe needed when working with chemicals or water.



## **PPE must meet the following standards:**

- Chosen to minimise risk, injury or harm.
- Be suitable for the nature of the task being undertaken.
- Be of a suitable size and fit for each individual.
- Be maintained, repaired or replaced regularly in order to be most effective.
- Be worn by the worker, so far as is sensibly practicable.



THIS PROTECTIVE EQUIPMENT  
**MUST BE WORN  
ON THIS SITE**



## Fitting of PPE

Unless PPE is properly selected, fitted, cleaned, maintained and its use is closely monitored, it will do little to provide proper protection from exposure to hazards.

Incorrectly fitted and/or poorly maintained PPE may increase your risk of injury or disease. Therefore, its important that you are given appropriate instruction how to fit and wear PPE correctly. You must follow these instructions at all times.

Anyone not wearing correct PPE will be asked to leave sites. All clothing should be well fitted so as to minimize risk of injury or harm.

**Remember.....wearing of PPE does not remove the hazard.**

**REMEMBER!**  
Helmets, work boots, Hi-Vis is mandatory on site. But please use all other PPE gear on site as the task at hand dictates.



# DELIVERIES & THROUGH TRAFFIC

Extreme care must be taken when driving around the jobsite, especially when reversing.

Drivers must give way to pedestrians at all times.

Drivers are not permitted to park in a manner that presents a hazard to others.

Our speed limit is 10 km per hour.

Should you drive around the stores/workshops area, extra care must be taken due to the movement of trucks, forklifts and cherry pickers.

## REMEMBER!

Job sites are all Drug & Alcohol Free Sites.

Smoking is only permitted in designated signed areas – NO Smoking indoors or in enclosed areas.



# Ladders & Working at Heights?

Work performed at heights must be considered as part of the site induction and risk assessment. Control measures must be provided to ensure that the work area and access to the work area, is safe and will prevent falls.

Particular risk control measures include:

- *a stable and securely fenced work platform (such as scaffolding or other form of portable work platform); or if not reasonably practicable*
- *secure perimeter screens, fencing, handrails or other forms of physical barriers that are capable of preventing the fall of a person; or if not reasonably practicable*
- *other forms of physical restraints that are capable of arresting the fall of a person from a height of more than 2 metres, If a fall arrest device is provided for use by persons at work:*
- *all anchorage points for the device are inspected before their first use and then on a regular basis, and all persons using the device have received training in the selection, assembly and use of the system, and adequate provision is made for the rescue of a person whose fall is arrested by a fall arrest device.*
- *Particular care must be undertaken when working on or near brittle or fragile roofs.*

# Falling Objects

Any work at heights must ensure that the risks associated with falling objects are controlled by use of the following measures:

- *provision of safe means of raising and lowering plant, materials and debris,*
- *provision of a secure physical barrier to prevent objects falling freely from buildings or structures in or in the vicinity of the place of work.*
- *The wearing of an appropriate head protection is required when: there is the risk of falling objects, when work being conducted overhead, in instances where there is the possibility of head injury arising from the particular work being performed.*
- *the potential of the hazard is identified during work safety assessment.*

At sites, working at height includes any work where a person could fall more than 2m Some examples include:

- Any work performed from a ladder.
- Use of scissor lifts & cherry pickers.
- Before any work is carried out using a ladder, a JSA or SWMS must be completed.
- Any person operating a scissor lift or cherry picker must have an EWP ticket sighted by Foreman & listed on line.

# Scaffolding

Only approved scaffolding that meets the relevant Australian Standards may be used on sites. The use of any ad hoc structures or devices to aid working at heights is prohibited.

Scaffolding above the nominated height must show certification of its compliance and must be erected, inspected and dismantled by a competent person in accordance with AS/NZS 1576.



**Thank you** for completing the **Subcontractor Online Induction** course.

**If you are a subcontractor or owner/operator be sure to upload your compliance documents to** your company online induction file to avoid late payment of invoices etc.

**Compliance Documents are:**

- Public Liability Certificate of Currency
- Workcover Certificate of Currency
- Tickets relating to your trade or Licences relating to your trade

SWMS which should have been previously provided before work commenced or uploaded once again on your company online induction file.