



## **Town of Claremont's Safety Induction Manual**

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## 1. Welcome Message

I would like to take this opportunity to welcome you to the Town of Claremont. At the Town of Claremont we consider the employment of every individual to be an important factor in the constant growth of our organisation and we hope that you will become an enthusiastic and valuable member of our team.

We consider our employees to be the most valuable resource available to us, and we encourage the innovative and distinctive ideas that come with staff contribution.

At the Town of Claremont we endeavour to supply all our employees with a safe and healthy work environment in which employees, contractors, customers and visitors are not exposed to hazards. We aim to return employees to their families in the same condition of health as they were when they arrived for work each day.

This manual is intended as a guide to provide you with as much knowledge as possible about the hazards you might face in your day to day work activities and allow you to carry out your duties safely.

Further information regarding your health and safety at work can be obtained from your Manager, or any other member of the management team.

We trust that your experience at the Town of Claremont will be safe, fulfilling and enjoyable. On behalf of the management and staff at the Town of Claremont we would like to welcome you to our team and wish you every success in your future achievements.

Yours sincerely,

Liz Ledger

CEO

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## 2. Introduction

This manual documents the Town of Claremont's occupational health and safety policies and procedures defining the minimum safety standard expected of all staff, contractors and visitors. Compliance with the information in this manual is compulsory.

The Town of Claremont is committed to implementing and enforcing the policies and procedures of this manual. Non-compliance with these procedures will result in disciplinary action and, dependant on seriousness, in dismissal. If it is found that a person did not clearly understand or misinterpreted the instructions and information, further training or induction will be provided. The CEO or your Manager will record any verbal warnings given. If non-compliance continues written warnings will be given. If inappropriate behaviour continues, the Chief Executive Officer will decide on any action to be taken including possible dismissal.

Employees and contractors should only complete tasks that they have been deemed competent to perform. This usually takes the form of safety related training and accreditation. For example, employees should not operate mobile plant unless they have received appropriate training and are competent to do so. Other safety related training will be provided from time to time as and when required.

This manual requires that a number of activities are completed during the year. Additional information on these activities is provided within this manual.

### 3. Occupational Safety and Health Policy



#### **OCCUPATIONAL SAFETY & HEALTH STATEMENT**

Under the Occupational Safety and Health Act 1984, the Town of Claremont has a legal responsibility to make sure it's workplaces are safe and healthy and its employees are not exposed to hazards. To meet this responsibility, the Town of Claremont has developed OS&H procedures and practices that are consistent with the current OS&H legislation, regulations, codes of practice and appropriate national standards.

The Town of Claremont will ensure that all levels of employees, including senior management, employees, contractors and volunteers, understand their roles and responsibilities in accordance with legislative requirements.

The employer aims to meet their objectives by:

- i. Providing and maintaining workplaces, plant, and systems of work such that, so far as is practicable, the employees are not exposed to hazards;
- ii. Providing such information, instruction, and training to, and supervision of, the employees to enable them to perform their work so they are not exposed to hazards;
- iii. Consulting and cooperating with Safety and Health Representatives and other employees at the workplace regarding occupational safety and health issues;
- iv. Providing employees with personal protective clothing and equipment to assist protect them against those hazards.

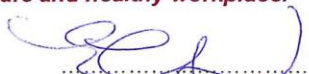
#### **"YOU ARE RESPONSIBLE FOR OS&H"**

Employees, including contractors, volunteers and work experience students are obligated to meet their duty of care by:

- i. Taking care for his or her own health and safety and avoid adversely affecting the safety or health of any other person; by
- ii. Complying with safety and health instructions given by the employer, including the direction to wear personal protective clothing or equipment;
- iii. Reporting hazards, accidents (injuries) and incidents (near misses) in the workplace.

Overall responsibility for implementing the OS&H policy rests with the Chief Executive Officer. The HR Advisor is responsible for initiating and driving safety and health strategies on behalf of the CEO. In addition there is an OSH Committee which consists of OSH representatives from each workplace. Your workplace representative is there to represent you in regard to any OS&H concerns you have, and to assist you in achieving your obligations under the above policy objectives.

***Your contribution to the effective management of health and safety issues is essential in ensuring a safe and healthy workplace.***

  
.....  
Chief Executive Officer

.....  
Employee Name

**Effective date:** December 2013 **Last Review Date:** August 2016 **Next Review Date:** August 2018

### 3.1 Legislation

The Safety and Workers' Compensation legislation applicable to Town of Claremont include the following:

*Occupational Safety and Health Act 1984 and Regulations 1996*

*Workers Compensation and Injury Management Act 1981 and Regulations 1982*

In the Town of Claremont the person responsible for providing Occupational Safety and Health support and advice is the HR Advisor. The person responsible for Injury Management is Executive Manager Corporate & Governance.

The *Occupational Safety and Health Act 1984* requires an Employer to:

- provide and maintain safe workplaces, plant, and systems of work
- provide information, instruction, training and supervision
- consult and co-operate with safety and health representatives and other employees
- provide adequate personal protective equipment (PPE) where it is not practicable to avoid the presence of hazards

The *Occupational Safety and Health Act 1984* requires an Employee to:

- comply with the employers instructions to ensure their own and others safety and health is not jeopardised during the course of work
- use and maintain personal protective equipment
- report to their supervisors any hazards, injuries or accidents
- not to adversely affect the safety and health of another person through any act or omission at work

To ensure consultation and co-operation regarding occupational safety and health issues, regular meetings are held at Town of Claremont to discuss safety. There is an Occupational Safety and Health Committee and safety will be discussed at toolbox meetings and staff meetings. Check with your Manager for details.

### 3.2 Hazard Identification and Reporting

The risk management process of identifying hazards, assessing their risk and implementing appropriate controls is the most effective means to provide and maintain a safe work environment. As required by the Occupational Safety and Health Act 1984, the responsibility for controlling hazards in the workplace lies with the employer and all employees. Where it is not possible for the employee to control the hazard they are to report it to their line management.

All hazards at the Town of Claremont will be identified through the completion of inspections, Job Safety Analysis, and those reported to management by employees, contractors and visitors. Where a hazard is identified a hazard report form should be completed and an assessment will be made on how to control the hazard. The hazard report form should be completed by both the person who identified the hazard and the Manager. The hazard report should document what the hazard is, where it is, who is exposed, the risk of an injury and what action was taken to remove the hazard from the workplace.

Once the hazard has been reported it is to be entered onto the risk register (Refer to Hazard management Register) and tabled at the OSH Committee or toolbox meeting.

These reports will be acted upon immediately and the hazard or incident fully investigated by the Manager and OSH Rep where applicable. Outcomes will be communicated back to employees and contractors.

### **At Risk Behaviour**

If you see someone take a risk with safety:

- Stop
- Talk to them
- Explain the risk
- Explain the safe way

If they ignore you and still take the risk, report it to your Manager.

### **Workplace Hazards**

Anyone who sees something that is unsafe should:

- Fix it – provided you are competent to do so safely
- Make it as safe as you can
- Report the condition to your Supervisor

If you are concerned that a work-area or task poses an immediate risk of severe injury, you may cease work in that area or on that task but you must also report to your Supervisor and remain available for other tasks. If you do not agree with your supervisor about the safety related to a task or area you should discuss the issue with the Safety Co-ordinator.

Accident/Incident/Hazard Report forms may be found on the intranet, under OSH>Documents.

## **3.3 Risk Assessment**

The following procedures are to be followed when identifying safety and health hazards, assessing their risks and implementing risk controls. This procedure can be used to prevent hazards from occurring or reoccurring.

### **Steps in the Risk Management Process**

1. Hazard Identification
2. Risk Assessment
3. Hazard Control
4. Ongoing Evaluation



## 1. Hazard Identification

Hazard identification is the process of identifying hazards in the workplace or for a work procedure. Hazards can be identified in the workplace by observation, report or inspection. Workplace hazards can be included into the following groups:

- **Physical** hazards from physical objects that result in cuts, trips, falls and include noise;
- **Ergonomic** hazards such as lifting and moving materials and inappropriate design of a computer workstation;
- **Chemical** hazards such as toxic gases, noxious fumes and corrosive liquids;
- **Biological** hazards such as infectious diseases;
- **Electrical** hazards from exposed electrical wires; and
- **Radiation** hazards from sun exposure, gauges x-rays.

For further information and assistance in identifying hazards in your work area please consult your Manager. Checklists to assist in the hazard identification process are available from this person. Job Safety Analysis can also be completed to identify workplace hazards (Refer to next section).

## 2. Risk Assessment

Risk assessment is the process of assessing all of the risks associated with each of the hazards identified during the hazard identification process. It involves examining and evaluating the likelihood and severity (or consequence) of the potential outcomes in order to prioritise risks for control.

In assessing the risks, the following essential steps are taken:

1. The probability or likelihood of an incident occurring is evaluated.
2. The severity of the potential consequences is calculated or estimated.
3. Based on these two factors, the risks are assigned a priority for risk control.
4. According to the risk rating defined implement strategies to manage risk.

The following table provides guidance on how to assess the level of risk presented by a hazard.

LIKELIHOOD	CONSEQUENCES				
	Insignificant	Minor	Moderate	Major	Catastrophic
<b>Almost Certain</b>	H	H	E	E	E
<b>Likely</b>	M	H	H	E	E
<b>Possible</b>	L	M	H	E	E
<b>Unlikely</b>	L	L	M	H	E
<b>Rare</b>	L	L	M	H	H

**Legend:**

**Extreme:** extreme risk; cease work immediately; contact Chief Executive Officer; make area safe; immediate action required.

**High:** high risk; Chief Executive Officer attention needed; make area safe; Manager advise employees in area.

**Moderate:** moderate risk; Manager notified; monitor risk level; plan preventative action.

**Low:** low risk; manage by routine procedures

Risk assessments should be documented on the hazard report forms, safety inspection checklists and in the risk register.


### 3. Hazard Control (Hierarchy of Controls)

Risk control provides a means by which hazards can be systematically evaluated against a set of control options (the Hierarchy of Controls) to determine the most effective control method(s). This process involves analysing the data collected during the hazard identification and risk assessment processes, and developing a plan to control the risks identified.

The hazard control process starts by considering the highest ranked risks, working down to the least significant. Each risk should be examined with regard to the "hierarchy of controls". This provides a method of systematically evaluating each risk to determine, firstly, if the hazard can be eliminated, and otherwise, to find the most effective control method for each risk.

The "Hierarchy of Controls" should be used at all times when implementing controls to eliminate the hazard or reduce the risk of a hazard at the Town of Claremont.

#### HIERARCHY OF CONTROLS

- 
- **Eliminate the hazard** – Can the hazard be removed completely?
  - **Substitute with a lesser hazard** – Is there a less hazardous process or substance that we can use in place of the present?
  - **Isolate the hazard**
  - **Use engineering controls to reduce hazard** – Can we reduce the hazard through engineering means such as isolation, guards or improving ventilation?
  - **Administrative controls** – Can we implement safe work procedures, signage, training?
  - **Personal Protective Equipment (PPE)** – Can employees wear protective clothing and equipment to minimise exposure?

In many cases, it will be necessary to use more than one control method. Back-up controls (such as personal protective equipment and administrative controls) should only be used as a last resort or as a support to other control measures.

### 4. Ongoing Evaluation

Monitoring and review is the final stage in the process. It is the means by which risk management is kept current and effective, as new hazards and those overlooked in the original process are identified and controlled.

Monitoring and review involves the systematic re-implementation of the original steps of:

- Hazard identification
- Risk assessment
- Risk control

This is to ensure that the process was undertaken properly and that, in hindsight, the conclusions were correct:

- Ongoing monitoring of existing risk control measures to assess their effectiveness in light of changes and fluctuations in the workplace.
- Collection of data on any new hazards which may have arisen and the formulation of new control measures.
- Reviewing the risk management process to ensure that all new hazards identified are controlled.

### 3.4 Workplace Inspections

OSH Reps **will** conduct regular safety inspections of their designated areas of responsibility, and liaise with their managers as to the findings, In accordance with the following schedule:

Type of Inspection	Frequency
Informal safety and health checks of workplace by staff member and supervisors.	Daily
Formal workplace inspection by Manager and/or Safety Co-ordinator accompanied by where appropriate	Monthly to Quarterly

Formal inspections should be completed where possible with at least one employee from that work area. 2 checklists for this inspection are provided in folder **Workplace Safety Checklists-** one for office/library inspections, one for depot inspections. Any hazards identified in this inspection should be entered onto the hazard management register. This information is stored in the HR noticeboard on the N drive.

Inspections should preferably take place at the time when exposure to hazards is greatest.

### 3.5 Job Safety Analysis

Job Safety Analysis (JSA) is a way in which a task can be assessed to identify any associated hazards. The process entails examining a work process (eg changing a vehicle tyre), determining what hazards are present in each step and determining methods to reduce these hazards. Priority to conducting a JSA should be given to those tasks that are considered high or extreme risk as detailed by the risk assessment table above. A JSA should be completed as outlined below utilising the JSA form (Refer to form **F3.6 Job Safety Analysis**).

#### **JOB SAFETY ANALYSIS PROCEDURE**

1. Identify the task and establish the context that the task is going to be assessed.
2. Identify the people who should be involved in the JSA (ie people involved in the work activity, management and specialists if required).
3. Identify and prioritise the tasks to be assessed for the formulation of the JSA.
4. List the job in a logical sequence of steps taken to complete the particular task.

5. List any Hazards associated with each step.
6. Make a determination on the most suitable control measure, remembering to analyse its effectiveness and any new risks that may result from the change in operation.
7. Complete the Job Safety Analysis pro-forma.
8. Implement required control options to ensure safe work.
9. After implementation monitor for any new hazards.

### 3.6 Accident (Incident) Investigation and Reporting

As part of its commitment to eliminating hazards in the workplace, so far as is practicable, The Town of Claremont will:

- Ensure that all accidents are thoroughly investigated.
- Ensure that preventative action has been implemented to minimise the likelihood of accident reoccurring.
- Ensure that all accidents occurring at the Town of Claremont are formally reported and appropriate records are maintained.

Employees are required to report all work injuries, no matter how slight, to your Manager. This is to ensure:

- Minor injuries (e.g. cuts or scratches) are treated and infection is prevented.
- Any hazards in the workplace are identified – as next time it may be a serious injury.
- Employees' entitlements to workers' compensation are protected.

You are required to complete an Accident Report (Refer to form **Accident /Incident/Hazard Report Form**) for all injuries that occur at the Town of Claremont. Your Manager and OSH Rep will investigate the accident as soon as possible following the injury or near miss. Following the investigation of the accident the accident details should be forwarded to the Executive Manager Corporate & Governance Services and to Payroll Officer for assessment and filing. All accident reports will be entered onto Hazard Management Register.

### 3.7 Issue Resolution Process

The Town of Claremont recognises that an individual or group of employees from time to time may have a concern about a safety issue. This concern may be in relation to a work procedure or physical problem in the work environment. In such cases it is important that any issue be resolved promptly and that a safe work environment is maintained.

In the event of an individual or group of employees raising a concern, the following procedures shall be followed:

- The concern should be referred to their Manager immediately.
- If the matter cannot be resolved by the Manager the safety issue should be referred to the Safety Co-ordinator.

- Whilst Safety Co-ordinator deals with the issue, there should be a continuation of normal work unless there is an immediate risk of injury.

If the employee or the Manager feels that the issue is still unresolved and there is the opportunity of serious and imminent harm they can report the issue to WorkSafe WA for assistance. Issues should be dealt with in a formal manner and allowance shall be provided to the Town of Claremont to attempt to resolve the issue internally prior to external parties becoming involved.

### 3.8 Purchasing Procedure

Anyone within the Town of Claremont who is involved in buying new products or engaging with contractors for services should consider all safety aspects of the item or services, to ensure that hazards are not introduced to the workplace.

Specifically when engaging with contractors for services it is important to validate that they have the appropriate licences and experience required to perform the task for which they are being engaged.

Consultation shall be undertaken with the relevant employee when new plant/equipment/substances are being purchased for the first time and where there is the potential for significant detrimental impact on health and safety of any person. Factors which should be considered include:

- Manual handling- is the weight (over 16kg without ability to be lifted by 2 people or by machine), shape or size potentially hazardous.
- Chemicals- the least hazardous available, MSDS sheets supplied on purchase
- Ergonomics- Furniture, computers and chairs allow staff to work with minimum of twisting, bending and repetitive movement.
- Noise- Long periods of repeated exposure to workplace noise between 75 and 85 dB(A) (decibels) present a small risk of hearing disability to some people. As noise levels increase, so does the risk. Above 85 dB(A) the risk increases substantially. (Reference- Code of Practice, Managing Noise at Workplaces, 2002, WorkSafe Western Australia Commission). One of the most cost-effective ways of reducing noise in a workplace is to "buy quiet". Purchasing quiet products can reduce noise levels without additional modification to equipment or the workplace.
- Machinery- meets appropriate Australian Standards, is appropriately guarded, can be serviced and maintained easily.

### 3.9 Hire of Equipment

Hazard management procedures for hired equipment, should be the same as those for equipment belonging to the Town of Claremont. Therefore the following should be observed:

- Obtain a copy of the operator's manual from the hirer.
- Perform a pre-start check on the plant or equipment, as per the Town of Claremont procedures for their equipment.
- Determine personal protective equipment required and ensure this is available.

- Any hazards identified with the equipment will be reported to the Supervisor using the Town of Claremont hazard identification procedure. The Supervisor will then liaise with the hire company regarding any maintenance issues. This process will be documented. The equipment will be tagged out and then returned to the hire company if it is not considered safe to operate.
- The officer hiring the equipment will discuss transport arrangements with the hire company, to determine that the trailer/float or other transport arrangements are appropriate for the equipment.
- If the safety provisions of the hire company are not adequate, the Town of Claremont will consider alternative hire companies within the area.

### 3.10 First Aid Procedure

The Town of Claremont has first aid kits located in each workplace (see evacuation plans for details). In the event of an accident requiring first aid, a qualified first aid officer in the Town will be available to assist. A list of all qualified first aid officers and emergency contact numbers is available on the first aid kit. All first aid treatment received is recorded on the booklet within the first aid kit and as incident reports detailed above.

### 3.11 Manual Handling

The Town of Claremont has many tasks that require manual handling which, if not properly managed, have the potential to cause serious injury. In keeping with its commitment to provide a safe work environment, a strategy has been developed that will identify manual handling tasks, assess the risk factors and determine appropriate control measures including relevant training for employees. A manual handling risk assessment can be accessed on the N Drive within the OSH manual, or from your supervisor. This can be used as a tool to identify any manual handling issues in the workplace.

When performing manual handling tasks, employees must follow safe systems of work provided by the Town of Claremont which include:

- Applying safe handling and storage principles;
- Observing weight limits for lifting, loading or carrying loads;
- Use of specialist equipment where possible;

Where it is not practicable to use mechanical lifting devices, the following safe handling principles should be adopted:

- Always plan a manual lift prior to attempting the lift;
- Ensure that the route taken is clear of obstacles or obstructions;
- Check that the load is not too heavy to lift or carry alone. If the load is too heavy, get assistance either from a fellow worker or use a mechanical lifting device;
- If carrying a load with a fellow employee, always keep in step;
- When carrying a load with a fellow employee, always ensure that you tell each other of any action you are about to perform, such as, lowering or adjusting the load;
- Never carry a load that blocks your vision, as you may trip or run into another object; and

- Keep your back straight throughout the lift.

### STEPS OF MANUAL HANDLING

1. Plan your lift – make sure the path is clear at the load is not too heavy.
2. Bend at the knees when picking up the load.
3. Maintain the natural curve of the spine, don't bend your back to pick up the load.
4. Keep a firm grip on the load.
5. Lower the load putting the weight onto your legs by bending your knees.

### Ergonomics

It is important to correctly adjust your computer workstation to avoid sprains and strains when working in the office. For further information see **Workstation Checklist**.

## 3.12 Hazardous Substances Management

Hazardous substances can enter the body by inhalation, swallowing or by absorption through the skin. After exposure to a hazardous substance, a person may take some time to show signs of ill health. Some substances may also have fire and explosion risks.

Material Safety Data Sheets (MSDS) are information sheets that provide advice about the potential health effects, first aid treatment, handling and storage of hazardous substances. These are available from your Manager and are also located at the storage point of the hazardous substance. These sheets must be consulted prior to using a hazardous substance.

If you have a concern about any chemical or hazardous substance used, you should request an MSDS and seek advice from the Manager. Where required, training and instruction will be provided on the correct use, storage handling and transport of hazardous substances and chemicals.

Liquids such as petrol, kerosene, thinners and other flammable substances are a significant fire risk. Care should be taken when handling flammable substances and these should be kept away from ignitions sources at all times.

If a spillage occurs it must be immediately cleaned up and correctly disposed of, in accordance with the MSDS.

If substances are decanted into smaller containers, the containers must be clearly marked to indicate the contents.

The Town of Claremont will maintain a register of all hazardous substances used within the workplace (Refer to the **Hazardous Substance Register on the HR section of the Intranet**). This register will be updated on an as needed basis i.e when a new hazardous substance has been introduced into the workplace. A

hazardous substance risk assessment checklist has also been provided to assess the hazardous substances present in the workplace and record information in relation to location of use, nature of the substance, current controls in place and possible effects (Refer to forms in the **Hazardous Substance Register**).

Any disposal of dangerous or hazardous substances will be conducted in accordance with legislation and the MSDS.

### 3.13 Isolation and Tag-out

Electrical and mechanical isolation of plant must be conducted whenever there is a risk of injury to persons from the inadvertent start up of plant during maintenance, cleaning or repair.

If electrical hazards are identified with plant it is not to be used. Attach an "OUT OF SERVICE" tag. These yellow and black tags are used to prevent accidents relating to plant requiring repairs or alterations. An example of when OUT OF SERVICE TAGS are likely to be used could include a drill with a frayed cord, or a large lathe awaiting repairs.

The other isolation tag relating to plant is the red and white "DANGER" tag. This isolation tag is used to prevent anyone starting up an item of plant while it is being worked on. The connecting circuitry must be disconnected and, if practicable, a locking device such as a padlock, attached. All electrical repairs must be carried out by a qualified person.

#### Tagging Procedure

1. Where an item of plant may expose any person to any hazards if used, maintained or worked on: **The employee shall:**
  - if applicable and safe to do so, turn off the equipment at the power source and ensure all potential sources of energy, which may cause the plant to operate have been isolated.
  - immediately complete and affix the appropriate tag in a prominent position to the item of plant (eg. on main isolation switch).
  - notify the Manager immediately.
2. **The Manager/supervisor shall:**
  - verify that the tagging is completed and affixed.
  - where necessary (and possible) physically remove the plant to a suitable location to ensure the plant is not inadvertently used while tagged.
  - take action to remove the hazard and arrange repair or service
3. **Use of Tagged Plant or Equipment**
  - Employees **SHALL NOT** use or operate any plant or equipment which has an isolation tag attached to it. These tags are to be regarded as a lock. Removal of tags will be managed as a performance issue
4. **Removal of Tag**



- **Danger Tag** – may only be removed by the person who placed the danger tag on the piece of equipment or plant. Removal of tags will be managed as a performance issue
- **Out of Service Tag** – may only be removed by the Manager or the authorised person who repaired the equipment/plant. Removal of tags will be managed as a performance issue

### 3.14 Safe Work Procedures

Safe work procedures will be developed where a hazardous activity is identified and it is determined that a safe work procedure is required to ensure that employees and others are not exposed to hazards. A procedure may be developed for activities such as using plant, handling material, working at heights or other.

The Manager for the work area will consult with the affected employees and will develop the procedure. The following principles should be followed when developing a defined procedure. These include:

- Identifying the work procedure;
- Identifying the people who should be included in the procedures development;
- Identifying the job steps in the work activity/task;
- Identifying the hazards associated with each job step, brainstorm with employees; and
- Determining the most appropriate method of control.

Once developed the procedure should be communicated to all persons that use the equipment or are involved in the work activity. The procedure should also be prominently displayed in the work area.

A Job Safety Analysis form can be used when developing procedures (Refer to form **Job Safety Analysis**).

### 3.15 Specific Workplace Hazards

#### Plant

Working with plant presents specific safety issues in the workplace. Care is required at all times and the following basic safety precautions should be followed:

- All moving machinery is potentially dangerous. Treat it with respect.
- Do not start any machinery in motion or turn on any electricity, gas, steam, air, oil, acid or water unless you are authorised to do so and then only after you have made sure that no one is in a position of danger.
- Machine guards are for protection and must not be removed, or made inoperative, except by authorised persons for the purpose of carrying out repairs and adjustments.
- All guards must be replaced before restarting machinery.
- Repairs in the vicinity of, or to moving parts, must only be carried out with machinery stopped, isolated and locked out.

A pre-start check should be completed daily to ensure the vehicle is operating correctly, and to identify faults at an early stage. These checklists must be given to your Supervisor who can then forward any requests for repairs to the appropriate area eg in-house mechanic, or external provider. There is a

requirement that plant is maintained in accordance with manufacturers and legislative guidelines. It is essential that an adequate record of any maintenance on plant is kept for future record. This can either be accomplished through log books provided with the plant.

### Hand Tools

Common hand tools used in the workplace include drills, hammers, screwdrivers etc. Use of hand tools can result in cuts, bruises and amputations, particularly to the hands, forearms, stomach and upper thigh. Hand tools also present manual handling risks. You must ensure that you use the correct hand tool for the task required, the hand tool is in sound condition and that it is regularly maintained.

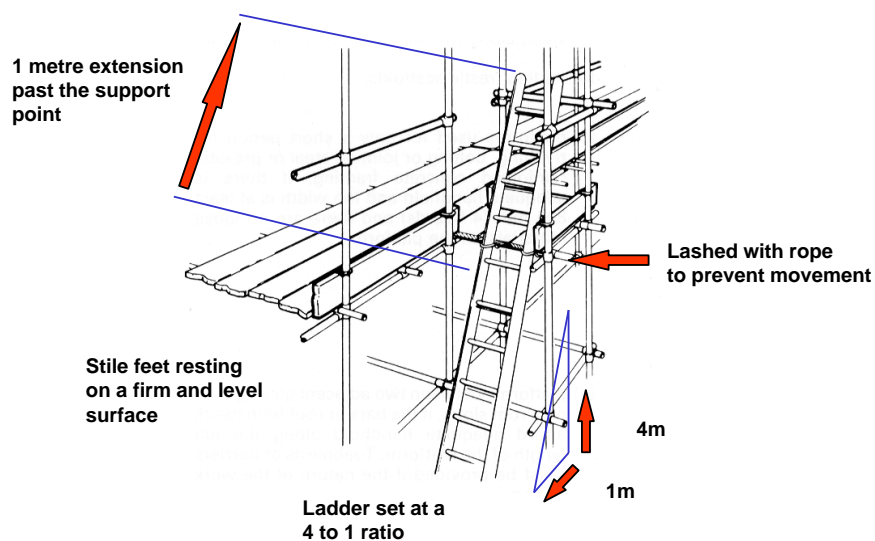
### Use of Ladders

Ladders should be used as a means of access to a work area not as a work platform.

#### DO NOT WORK FROM A LADDER

Always ensure that:

- The ladder is the right height for the task. This will avoid reaching or stretching;
- Metal or wire bound ladders are never placed close to energised “live” power lines;
- The ladder extends at least one metre above the stepping off point;
- The ladder is in good condition and not damaged;
- There is a firm level work platform, free from obstructions to step onto;
- The ladder is securely fixed;
- The ladder is not too close or too far away from the support structure. The distance is 1 to 4. That is, if a ladder is four metres high the distance from the base of the ladder and the support structure is one metre; and
- The ground is firm, stable and level.



## **Working at Heights**

Legislation requires that where there is the likelihood that a person may fall, steps should be taken to reduce the risk. If there is a risk of a person falling, the Town of Claremont will consider all possible means of reducing the risk. This will include:

- The use of scaffolds or other types of working platforms (e.g. elevating work platforms, scissor lifts or cherry pickers);
- Ensuring that ladders are in good condition and used correctly;
- Providing adequate supervision and assistance, if necessary;
- Ensuring that all holes and openings are protected to prevent a person falling;
- Erecting signs or barricading indicating the presence of holes or openings;
- Ensuring that all edges are protected to prevent a person falling; and
- Ensuring that no person walks directly on fragile or brittle roofing material (e.g. asbestos cement (AC) sheeting).

Where it is not practicable to provide some of the above, fall arrest systems and devices must be used. Employees will be trained in the correct use, storage, care and maintenance of fall arrest systems and devices.

All anchorages will be checked to ensure that they can support the load imposed if a person falls.

## **Electrical Safety**

Extreme care must be taken when working with any electrical appliances, equipment, cords etc.

The following electrical rules apply when working for the Town of Claremont :

- Only qualified electrical workers are to carry out electrical work;
- If an electrical fault is noticed, promptly report it to the Supervisor or manager
- All portable electrical equipment is to be tested and tagged prior to use on site and at regular intervals as defined by Australian Standard AS/NZS 3760:2000;
- Electrical appliances, equipment and cords should be inspected prior to use and any damage or faults reported. Damaged equipment must have an "OUT OF SERVICE" tag attached described in the Isolation and Tag-out section above.
- Follow isolation/lock out/tag out procedures when working on plant or machinery;
- If drilling into a wall, ensure that you know the location of electrical cables;
- When working near energised "overhead" power lines, ensure that you maintain a safe distance (at least 3 metres);
- Ensure that tools are properly insulated. Tools with damage to insulation on handles should be replaced;
- When working on equipment connected to an electrical supply, ensure the electrical supply is disconnected by turning off the main switch, removing fuses or turn off circuit breakers and attach a "DANGER" or "OUT OF SERVICE" tag;
- Ensure that you use the correct fire extinguisher for electrical fires; and
- Cords wound onto a reel can overheat when used. Fully unwind the cord before using it.

## Welding and Cutting

- All leads, earths, clamps, welding machines, hoses, gauges, torches and cylinders are inspected before use.
- Ensure that methods are in place to contain sparks and slag.
- Remove all combustible material from around the work area to prevent fire.
- Do not weld inside a closed vessel or tank that has not been properly evacuated or cleaned.
- If necessary use an exhaust system, blower or respirator.
- Always ensure that fire extinguishers are in close proximity or you are aware of the location of extinguishers.
- Check to see if a "Hot Work" permit is required.
- Ensure that hoses or welding leads are protected from damage.
- All work must have a separate and adequate earthing. Earth connections must be made from each welding machine.
- Do not leave welding rods in the holder.
- Always turn off machine when work is finished or when leaving work at the end of a shift.
- Always wear appropriate personal protective equipment (ie. helmet, gloves, footwear, glasses etc).
- Ensure that all leads are adequately insulated from the machine connection to the electrode holder.
- When working in close proximity to others, ensure that precautions are taken to prevent people being exposed to arcs, flashes or fumes eg. welding screens are positioned correctly.
- Ensure gas cylinders are secured at all times whether in storage, transit or use.
- When connecting regulators to cylinders, carefully open the valve slightly and immediately close. This is known as "cracking" and will blow out any foreign particles such as dust or dirt. After regulator is connected, stand to one side of gauge and open cylinder valve slowly.
- Open oxygen cylinder valves wide open.
- Do not exceed 15 psi on the torch side of the regulator when using acetylene.
- When lighting a torch, open the fuel gas valve on the torch before opening the oxygen valve. Use an approved lighter, not matches, cigarette lighters etc.
- Keep oil and grease away from oxygen regulators, hoses and fittings.
- Welding or cutting gas cylinders are not to be taken into enclosed or confined spaces.
- Never leave a torch in an enclosed or confined space because of the potential hazard or leakage.
- Never use oxygen as a substitute for compressed air or other gases.

### 3.16 Personal Protective Equipment

Personal protective equipment is required to be worn when working for the Town of Claremont. Instruction and training will be given on the correct use, care and storage of personal protective equipment and clothing provided.

When working for the Town of Claremont the following personal protective equipment is required in designated areas such as:



- **High visibility vest**
- **Steel capped shoes/boots**
- **Safety glasses**
- **Hearing protection**

### 3.17 Safety Signs

Safety signs advise people of the existence of hazards, provide directions and general information and/or indicate the types of personal protective equipment or clothing required. It is the responsibility of the employee or contractor to adhere to safety signage. Failure to do so may result in disciplinary action, including dismissal.

Signs and notices are not to be removed or interfered with unless authorisation is given. All damage to safety signs will be reported.

Safety signage may include:

- personal protective equipment required;
- areas restricted entry;
- fire fighting appliances and equipment; and
- emergency exits.



### 3.18 Housekeeping

There is an expectation that the employees will keep their area free from rubbish and waste material. It is essential that a high level of housekeeping is maintained to reduce fire risk levels and the occurrence of infestation as well as reduce workplace incidents such as slips and trips. Employees are also asked to keep the lunch room clean and tidy and wash any crockery and utensils used, and use the dishwashers provided.

### 3.19 Training

It is the employer's responsibility to ensure that all employees, and others employed at the workplace, are competent to complete their assigned tasks. To fulfil this requirement the Town of Claremont should have a training plan for each employee/employee group.

All training shall be recorded on a central Training Register; this may be electronic or manual. Copies of the training certificates shall also be placed on the individual personnel files.

### 3.20 Inductions

All new employees are required to complete an induction prior to the commencement of employment with the Town of Claremont. The induction will involve the persons Manager discussing this procedure

manual and new employees completing the Induction Checklist at the end of this manual. Visitors and short term contractors may also require an induction, dependent on the nature of their visit. Visitors in high-risk areas or who are visiting for an extended period of time shall be subject to a full induction.

### 3.21 Smoking in the Workplace

As an employer, the Town of Claremont has a duty to protect the health of all employees from the ill effects of cigarette smoke at work and therefore has a smoke-free environment policy. Accordingly, the following conditions form part of our smoke-free environment policy:

1. Mandatory smoke-free areas include inside all buildings, stairwells, toilets, fire escapes, entrance areas and all vehicles.
2. When smoking outside of the building, please ensure that entrances and exits to the building are not blocked and that cigarette butts are responsibly disposed of. Designated smoking areas have not been specifically set up, but smoking is to be away from doorways and air conditioning entry points or open windows. At the depot smoking is not permitted near the fuel or chemical sheds.
3. Non-compliance with the smoke-free environment policy will be viewed as a serious matter.

Whilst all efforts will be made to help individuals meet the requirements of this policy, the Town of Claremont will take appropriate action, including disciplinary action to ensure all staff comply with this policy.

### 3.22 Fitness for Work

An individual who is in a state (physical, mental and emotional) which enables the employee to perform assigned tasks competently and in a manner which does not compromise or threaten the safety or health of themselves or others is considered fit for work. An individual may be unfit for work for a variety of reasons including the adverse effects of fatigue, stress, alcohol or other drugs and a range of physical and mental health issues.

- The Town of Claremont's policy with regard to Fitness for Work is that all employees must present themselves for work free from the influence of illegal drugs and alcohol. The Town of Claremont has adopted a zero tolerance with regard to alcohol in the workplace. The appropriate disciplinary action will be taken for any breach of the Fitness for Work policy.

Employees are not allowed to bring or consume alcohol or illegal drugs in the workplace. The workplace includes any company vehicles and any premises where employees are representing the Town of Claremont. It is well recognised that drugs and/or alcohol can make any job dangerous.

It can cause:

- impaired eyesight
- slower reaction time
- lessened concentration
- poor judgement
- poor co-ordination.

Illegal drugs are defined as:

- Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture or storage is illegal or regulated under any federal, state or local law or regulation;
- Any drug including, but not limited to, a prescription drug used for any reason other than that prescribed by a medical practitioner; and
- Inhalants used illegally

In the event of a serious accident or incident involving personal injury or damage to property, an investigation by external authorities such as WorkSafe may require employees to undergo a test to determine whether alcohol or illegal drugs were a contributing factor.

Any employee who is under medical instructions to take prescription drugs that might adversely affect safety at work is advised to inform the supervisor prior to commencing work.

Where there is reasonable suspicion that an employee is under the influence of alcohol or illegal drugs Manager may ask that employee to leave the premises and prevent them from working. To ensure their safety, the employee is not to leave the site in control of a vehicle. This may result in another employee driving the affected employee home.

Where alcohol has been provided by the employer for an arranged function the onus is on the employee to drink at a safe level to avoid danger to themselves or others, including driving over the legal alcohol limit. Employees under the age of 18 will not be permitted to consume alcohol at work related functions.

### 3.23 Emergency Procedure

In the event of a fire or an emergency you will be instructed to evacuate. Location of exits, fire extinguishers and assembly area are located on the site map located at prominent positions throughout the workplace.

Obey any direction given to you by management. You should cease whatever you are doing, stop machinery if safe to do so and leave the building by the nearest and safest exit route.

Assemble at the designated assembly area, which is located at:

No 1 Claremont – grassed park area to East of building

Operations Centre - grassed area on Shenton Rd or Football oval.

Museum - park at side of museum.

CCH/Library - garden area at eastern side of town hall.

Swimming Pool - points directly north of front entrance adjacent to Davies Rd, grassed area south side 50m pool.

Golf Course- grassed area near car park

Please remain at the emergency assembly area until given direction to leave the area by the fire brigade, fire wardens or your Manager.

### 3.24 Visitors

The safety of visitors within Town of Claremont premises must be ensured as a requirement of the Occupational Safety and Health Act 1984.

Permission to be on Town of Claremont premises beyond the reception area must be given by an authorised officer.

Visitors must be made aware of the nature of hazards within the workplace. All staff have a responsibility to ensure that all visitors are aware of safety precautions and are wearing equipment that is required for the area they are in.

All staff that are responsible for a visitor must provide basic instructions regarding emergency procedures and are responsible for their visitor during an evacuation. Staff members are to accompany all short stay visitors at all times.



It is essential to ensure that the work environment allows safe access/egress of visitors at all times. This can be achieved by ensuring that all walkways remain clear of obstacles.

Visitors are restricted from entering the depot unaccompanied. Visitors to the depot or road worksites shall wear a high visibility vest or high visibility clothing when on site, except in the depot lunch room/office.

## 4.0 Induction Checklist

**Employee Name:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

Indicate with a  that the following issues relating to employment at \_\_\_\_\_ have been addressed with the employee. Write N/A where items are not applicable:

### Orientation



Shown employee facilities

--

Conducted tour of premises

--

Introduced to staff

--

Phone extension organised -if applicable

--

Workstation assigned -if applicable

--

Building Access Card – if applicable

--

Email Address Organised – if applicable

--

Duties and expectations explained

--

Provided with copy of Internet & Email Policy & Dress Code

--

Given employee info and pay forms

--

### Occupational Health & Safety

Employee Obligations (legislation)

--

Hazard Identification and Reporting

--

Workplace Inspections

--

Job Safety Analysis

--

Accident Reporting

--

Issue Resolution

--

First Aid

--

Manual Handling

--

Hazardous Substance Management/MSDS

--

Isolation and Tagout

--

Personal Protective Equipment

--

Safety Signs

--

Housekeeping

--

Smoking Policy

--

Fitness for Work (Drugs and Alcohol)

--

Emergency Procedures

--

Other safety procedures (list)

--

**Taken through induction by:** \_\_\_\_\_ (Name)

I certify that a complete induction as per the above checklist has been carried out and induction questionnaire completed.

**Employee Signature:** \_\_\_\_\_

**Induction Date:** \_\_\_\_\_

Please return this completed checklist to the HR Advisor for filing.

<b>SAFETY INDUCTION QUESTIONNAIRE FORM</b>	
--	--

Name: ..... Position: .....  
 .....  
 Department: ..... Date: .....  
 .....  
 Inductor Name: ..... Inductor Signature: .....  
 .....

- 
1. Explain your "duty of care" requirements?  
 \_\_\_\_\_
  2. What do you do if you have an issue with safety?  
 \_\_\_\_\_
  3. What signal informs you to evacuate the building?  
 \_\_\_\_\_
  4. Where is your evacuation "muster point"?  
 \_\_\_\_\_
  5. What is a Material Safety Data Sheet (MSDS)?  
 \_\_\_\_\_
  6. How do you know when to use personal protective equipment (PPE)?  
 \_\_\_\_\_
  7. What is the function of the Health and Safety Representative?  
 \_\_\_\_\_  
 \_\_\_\_\_
  8. How do you report hazards in the workplace?  
 \_\_\_\_\_  
 \_\_\_\_\_
  9. What benefits arise out of conducting risk assessments?  
 \_\_\_\_\_
  10. Why is it important to report all accidents and incidents?  
 \_\_\_\_\_
  11. When can you refuse to work?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_