

Final Trim Operators

Workplace Safety Manual

2018



Final Trim Operators Pty Ltd is committed to providing all employees of Final Trim Operators with a work environment that is safe and free from hazards so far as reasonably practicable.

This commitment is a serious concern when placing workers at host-worksites to ensure our workers understand their safety requirements to help reduce any hazards encountered during their working hours.

Final Trim Operators Senior Management is committed to positioning Final Trim Operators at the forefront of safety within the Labour hire industry and is willing to allocate the resources necessary to lead the organisation in to an era where safety is considered at all levels and clearly understood by all.

Health and Safety Principles

Final Trim Operators Pty Ltd applies the following principles in line with safety and health legal obligations and other requirements;

- Planning for the identification of hazards, assessment and control of risks in all workplaces (internal & External) and with all tasks and work practices;
- Adherence with all health and safety legal obligations and other requirements related with company activities and services;
- Establishing, maintaining and monitoring sustainable health and safety objectives and targets;
- Establishing, maintaining and reviewing all health and safety management plans;
- Providing safe working environments through the reporting, identification, assessment and control of hazards and their associated risks.
- Provision of all necessary human, physical and financial resources to achieve safety initiatives;
- Defining, documenting and communicating all areas of accountability and responsibility for employees/workers of Final Trim Operators Pty Ltd;
- Providing and maintaining appropriate training and development to ensure everyone has the knowledge and skills to carry out their duties in a safe manner;
- Maintaining supportive consultation and involvement with employees and stakeholders to manage OSH issues;
- Establishment and maintenance of all essential safety management systems to ensure continuous improvements are maintained and documented;
- Emergency preparedness and response processes are identified, implemented and practiced in all workplaces;
- Achieving continuous improvement through monitoring and review of all policies, procedures and measurable objectives in line with legal obligations and other requirements;
- Facilitating and maintaining employee health surveillance where hazards associated with fatigue and drug use are identified;
- Investigations, corrective actions and preventative actions are required for all incidents to minimise residual harm and the risk of recurrence;

About Your Work Health and Safety Manual

The purpose of this Handbook is to provide employees of Final Trim Operators Pty Ltd with a comprehensive reference guide to policies, safety systems and employment information.

It is for these reasons that you are required to familiarise yourself with its contents. This does not mean memorising the entire contents of the Handbook. It does mean that you understand the sectioning of information throughout the Handbook and are able to look it up quickly and efficiently.

Personal and Professional Conduct

Final Trim Operators expects its employees to maintain a high standard of conduct and workplace safety performance to make sure the business maintains its good reputation with clients, other workers and suppliers. Safe personal and professional conduct contributes to a good work environment for all.

All workers under Final Trim Operators' employ are required to:

- Read, understand and adhere to all policies and procedures within this document
- Complete a site-based induction and pre-start prior to commencing works;
- Ensure their own safety and health and that of other persons at the workplace;
- Treat all suppliers, customers and clients in a professional manner at all times;
- Maintain open and honest communication with work colleagues; and,
- Work with health and safety as the highest priority at all times.

Final Trim Operators' workplace policies and processes are regularly monitored and reviewed to remain compliant with all National Legal Obligations and Other Requirements.

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1.0. Working Hours

Workers are instructed by the Final Trim Operators Recruitment Consultant of their working hours when starting a new assignment. Once assigned to a site, the site supervisor will inform the worker of the working hours required. Workers must make sure they write in the correct working hours in their timesheets before they are signed by the site supervisor. If a site supervisor has no more working hours to assign to the worker, the worker must inform the Final Trim Operators' recruitment team as soon as possible so that another assignment can be arranged for them.

Employee Name: John Baker Week ending: 29 May 2016 **Final Trim Operators**
 Position: Labourer Client Name: XYZ constructions RECRUITMENT SPECIALISTS
 Supervisor Name: Adam Even Site location: Wellard 1300 083 599
 Timesheet Number WA **004081**

Safety Check List : Please tick each box to confirm your site safety induction and sign below

<input checked="" type="checkbox"/> I have been Inducted at this site	<input checked="" type="checkbox"/> I have signed relevant site SWMS	<input checked="" type="checkbox"/> I understand site emergency procedures
<input checked="" type="checkbox"/> I have completed Pre-starts	<input checked="" type="checkbox"/> I understand my role on site	<input checked="" type="checkbox"/> I know where First Aid is located on site
<input checked="" type="checkbox"/> I know where the muster point is	Employee Signature <u>John Baker</u>	

Please state if lunches have been taken. If your lunch break is not marked clearly 1/2hr will be deducted.
TIMESHEET MUST BE SIGNED BY SUPERVISOR OR PAYMENT WILL NOT BE MADE
 Timesheet MUST be emailed to timesheets@finaltrimoperators.com.au by 12noon EACH SUNDAY.

Employee & Supervisor to complete					Supervisor Signature			OFFICE USE ONLY		
Day	Date	Start	Lunch	Finish						
Monday	23/5	7:00	1:30	4:30pm	<u>AE</u>					
Tuesday	24/5	6:30	1:30	3:30pm	<u>AE</u>					
Wednesday	25/5	7:00	1:30	4:30pm	<u>AE</u>					
Thursday	26/5	7:00	1:30	4:30pm	<u>AE</u>					
Friday	27/5	7:00	1:30	3:30pm	<u>AE</u>					
Saturday										
Sunday										

As supervisor, I confirm that the hours above are correct for payment & invoicing and confirm they will not be disputed.
TIMESHEET MUST BE SIGNED DAILY BY SUPERVISOR OR WAGES WILL NOT BE PAID.

1.1. Filling In Timesheets

- Submit your timesheet by taking a CLEAR picture and emailing or texting it to timesheets@ftworkforce.com.au.
- Make sure you include the timesheet number when taking the picture of the timesheet. The picture should be of the WHOLE timesheet.
- Signed timesheets must be handed in BEFORE Sunday 12pm each week if they are to be paid for on the following Thursday.
- It is YOUR OWN responsibility to have your timesheet completed, signed and handed in. Giving it to your supervisor DOES NOT GUARANTEE SUBMISSION.
- If you changed job locations during the week, use a new timesheet for the new location as it will have to be signed by a different site supervisor.
- Make sure your direct site supervisor (only) signs your timesheet to approve your hours. Your pay cannot be processed until the timesheet is signed.
- Workers are not paid for a half hour lunch break if working 8 hours or more so please enter your lunch break in the timesheet. If you decide not to take a lunch break, you will still not be paid for the half hour lunch to comply with legal obligations.

2.0. Site Inductions

Before commencing work on any work-site your host-employer is required by law to complete a site induction to make sure you are aware of their site safety processes with regards to the specific tasks you will be undertaking.



To ensure this step is completed to Final Trim Operators' safety standards, your supervisor will be sent a copy of our Site Induction Verification [SIV] form for you to complete and return to your recruitment officer by photo-email or photo-text message (hr@ftworkforce.com.au) **before you commence work.**

Failure to complete and return a copy of your SIV form to your recruitment officer **before commencing work will be considered a breach of your duty as an employee of Final Trim Operators Pty Ltd, which may result in early termination.**

The following topics are covered within your Site Induction Verification form;

- The organisation's health and safety policies and procedures
- Details of the job/ job descriptions
- Safe Work Methods/JSA's and instruction for the safe use of equipment
- Electrical Hazards, RCD's, Testing, Lockout & Tagging procedures
- Potential hazards, hazard controls and reporting procedures
- Personal protective equipment requirements
- Minimum Personal Protective Equipment
- Supervision and training provided and maintained for all tasks
- Workplace/site communication processes outlined/instruction provided
- Injury Management Processes communicated with worker
- Hazard, incident, injury reporting procedures
- First Aid Treatment facilities and trained providers identified
- Emergency evacuation procedures/ individual responsibilities
- Site specific safety signage explained and understood
- Hazardous Substances/Chemicals – Risk Assessment
- Hazardous Substances/Chemicals – Risk Assessment, Training + MSDS provided
- Work hours and rest/break period(s) allocated/explained
- Identifying lunch rooms and amenities
- Site Traffic Management instructions/training provided
- Manual Tasks Techniques

A copy of a standard Site Induction Verification [SIV] form is attached in this document's appendices.

3.0. Training and Instruction

Instruction and training is required from all workplaces for the tasks you are required to undertake.

These instructions must be provided by your Site Supervisor or Leading Hand before you commence your work tasks/activities.



Training can be divided into the following three categories:

- **Certifiable** (license or certificate obtained – mostly high-risk)
- **Competency** (training is provided to ensure you are competent with your tasks)
- **Informative** (information and educational based training)

3.1. High Risk Work

All 'High Risk Work' requires a high risk license or certificate of competency. Some examples of high risk work include:

- Working in conjunction with heavy mobile plant/equipment;
- Risk of a person falling more than 2 meters;
- Tasks are likely to disturb asbestos;
- Work in or near a shaft or trench greater than 1.5 meters or a tunnel;
- Tilt-up or precast concrete works;
- Work in areas with extreme temperatures;
- Work on a telecommunication tower;
- Temporary load-bearing support for structural alterations or repairs;
- Use of explosives;
- Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians;
- Work on or near energised electrical installations or services;
- Work in or near water or other liquid that involves a risk of drowning;
- Demolition of load-bearing structure;
- Work in or near a confined space;
- Work on or near pressurised gas mains or piping;
- Work in an area that may have a contaminated or flammable atmosphere;
- Work in an area with movement of powered mobile plant; and/or,
- Diving work.

Do not commence work until you are provided with sufficient instructions and training as such that you are confident to complete your tasks in a safe manner.

If you are not confident with completing your tasks, stop what you are doing and ask for help from your supervisor.

If you do not receive assistance from your supervisor you must report this to your Final Trim Operators' Representative.

4.0. Fitness For Work

Final Trim Operators Pty Ltd considers the health, safety and wellbeing of all employees to be of the utmost importance to the organisation. Final Trim Operators Pty Ltd is committed to their Duty of Care under all current and relevant legal obligations as an employer/person conducting a business or undertaking (PCBU), to provide and maintain a safe workplace and safe systems of work to prevent employees'/workers' exposure to hazards.

Final Trim Operators Pty Ltd recognise that it is everyone's responsibility to present themselves fit for work each day so they do not endanger themselves or others while at work.

This includes informing Final Trim Operators Pty Ltd of any ongoing Drug or Alcohol problem that may have an adverse impact on work performance or the health and safety of fellow workers.

Impairment of a person's ability to work safely while under the influence of Drugs or Alcohol places not only the impaired person(s), but also exposes other persons in the area to the risk of a hazardous event/occurrence.

While Final Trim Operators Pty Ltd does not wish to intrude into the private lives of employees, if drugs and alcohol have a direct impact on an individual's work performance or safety standards, it is Final Trim Operators' responsibility to clients and workers to intervene.

A person's fitness for work can be impaired from a number of factors, either individually or in combination such as medical conditions, stress, substance abuse and fatigue. Final Trim Operators Pty Ltd is committed to:

- Increase awareness of the negative and harmful effects of drugs and alcohol in the workplace by the inclusion of this policy in the Final Trim Operators Pty Ltd Induction;
- Provide assistance to employees who are identified as having difficulty with being able to present themselves as fit for work; and,
- Promoting a safe and healthy workplace and encourage all employees to maintain a healthy lifestyle.

Final Trim Operators' Fitness for work Policy shall endeavour to eliminate hazards by conducting Drug & Alcohol testing at the following times of employment:

- **Monthly** – potential employees will undergo random swab (saliva) tests pre-mobilisation;
- **Urine testing** – Prior to placement with companies that require laboratory testing/analysis;
- **Random Testing** – employees will be subjected to random site swab testing as required; and,
- **Hazard causation** – employees may be required to undertake a Drug and Alcohol Test if the site supervisor suspects that they may be under the influence of illicit substances or following their involvement in an incident or near miss.

Breaches of these requirements will prompt an investigation which may result in corrective action, counselling or termination of employment.



Final Trim Operators endeavours to eliminate hazards by conducting Drug & Alcohol testing at the following times of employment:

- **Pre-employment** – All potential employees will undergo swab testing prior to induction;
- **Urine testing** – Prior to placement with companies that require full testing;
- **Random Testing** – employees will be subjected to random testing as required; and,
- **Hazard causation** – employees may be required to undertake a Drug and Alcohol testing if the site supervisor suspects that they may be under the influence of substances or following their involvement of an incident or near miss.

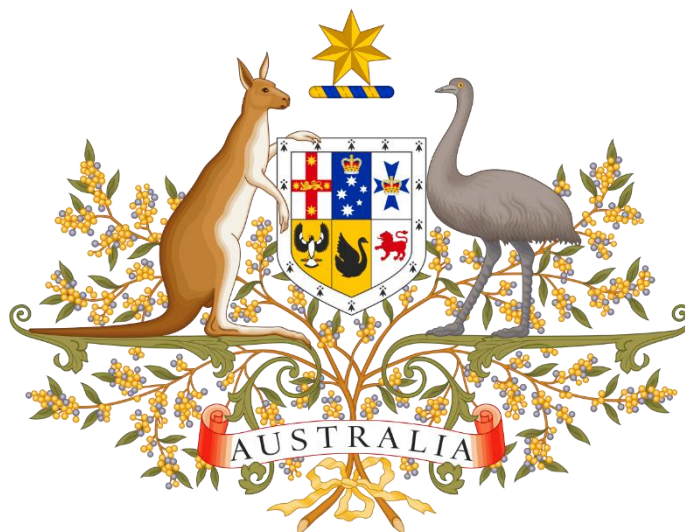


Breaches of these requirements will prompt an investigation which may result in disciplinary action or termination of employment.

5.0. Duty of employers

As an employer, Final Trim Operators Pty Ltd is bound by Australian National Legislation, which describes the duties of an employer and person conducting a business or undertaking (PCBU) as follows;

1. An employer shall, so far as is practicable, provide and maintain a working environment in which his employees are not exposed to hazards and in particular, but without limiting the generality of the foregoing, an employer shall;
 - a. provide and maintain workplaces, plant, and systems of work such that, so far as is practicable, it's employees are not exposed to hazards;
 - b. provide such information, instruction, and training to, and supervision of, his employees as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards;
 - c. consult and co-operate with safety and health representatives, if any, and other employees at his workplace, regarding occupational safety and health at the workplace;
 - d. where it is not practicable to avoid the presence of hazards at the workplace, provide his employees with, or otherwise provide for his employees to have, such adequate personal protective clothing and equipment as is practicable to protect them against those hazards, without any cost to the employees; and,
 - e. make arrangements for ensuring, so far as is practicable, that;
 - i. the use, cleaning, maintenance, transportation and disposal of plant; and,
 - ii. the use, handling, processing, storage, transportation and disposal of substances, at the workplace is carried out in a manner such that his employees are not exposed to hazards.
2. In determining the training required to be provided, regard shall be had to the functions performed by employees and the capacities in which they are employed.



6.0. Duty of Workers



As an employee, you are also bound by national Australian Statutory Acts and Regulations, which describe the duties of an employee/worker as follows.

Duties of employees:

1. An employee shall take reasonable care to:
 - a. ensure their own safety and health at work; and
 - b. to avoid adversely affecting the safety or health of any other person through any act or omission at work.
2. Without limiting the generality of subsection (1), an employee contravenes that subsection if they:
 - a. fail to comply, so far as they are reasonably able, with instructions given by the employer for their own safety or health or for the safety or health of other persons;
 - b. fail to use such protective clothing and equipment as is provided, or provided for, by the employer in a manner in which they have been properly instructed to use it;
 - c. misuse or damage any equipment provided in the interests of safety or health; or,
 - d. fail to report forthwith to the employer;
 - i. any situation at the workplace that they have reason to believe could constitute a hazard to any person and they cannot self-correct; or
 - ii. any injury or harm to health of which they are aware that arises in the course of, or in connection with, their work.
3. An employee/worker shall co-operate with the employer in the carrying out by their employer of the obligations imposed on them under this Act.



7.0. What To Expect From The Host Employer

The host employer is also bound by national Australian Statutory Acts and Regulations as described in the previous section.

Host site-supervisors must provide a site-specific induction to you when you report to work on their site for the first time. At some host employer sites a formal induction may not be provided. In these instances, Final Trim Operators' site induction form will be provided to you before you commence work. This document must be reviewed with you by the host-supervisor and must be completed and returned to Final Trim Operators by email or text message before you start work.



IF YOU DO NOT RECEIVE AN SITE INDUCTION YOU CANNOT START WORK

(Report this to final trim operators immediately)

When Final Trim Operators places you on a job at a host-employers' workplace/site you must be provided with clear instructions for the job/tasks you are expected to undertake. If the host-employer changes the job or position you have been assigned to, you must report it immediately to Final Trim Operators.

In the interests of employee/worker health and safety, Final Trim Operators does not recognize any job-task or position which has not been formally pre-risk-assessed and approved to commence.

Failure to report new job-tasks is considered an omission of duty as an employee/worker and may result in cessation of payment.

NEVER OPERATE PLANT OR EQUIPMENT OR PERFORM DUTIES WHICH YOU ARE NOT FAMILIAR WITH OR HAVE NOT BEEN TRAINED/CERTIFIED/LICENCED TO UNDERTAKE.

8.0. Managing Risks in the Workplace

8.1. Introduction

This manual is designed to provide you with an understanding of the hazards which you may be exposed to in the workplace.

Safety is the responsibility of every person. Final Trim Operators' employees may be assigned to work at various locations, each with their own particular hazards. We want to emphasize the importance Final Trim Operators place on being 'Safety Conscious'. We encourage you to observe all safety signs and practices that are in place for **YOUR PROTECTION**.

In light of this, each employee is required to assess work place hazards when they arrive to commence work at their assigned location. Site Inductions will explain the company's policy on health and safety and should explain any particular hazards, which may present a risk to your health or safety.

If you are at a site where no formal induction is provided to you, you must inform Final Trim Operators immediately to ensure you are given sufficient site-based information to protect yourself from harm.

8.2. What is a hazard?

A hazard is considered to be a source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these (Standards Australia / Standards New Zealand, 2009).

Hazard examples;

1. Heavy Mobile Plant/Machinery/Traffic;
2. Exposed moving parts on machinery/equipment;
3. Unlabelled Chemicals;
4. Exposed Electrical Current; or,
5. Heavy or Awkward Manual Tasks.

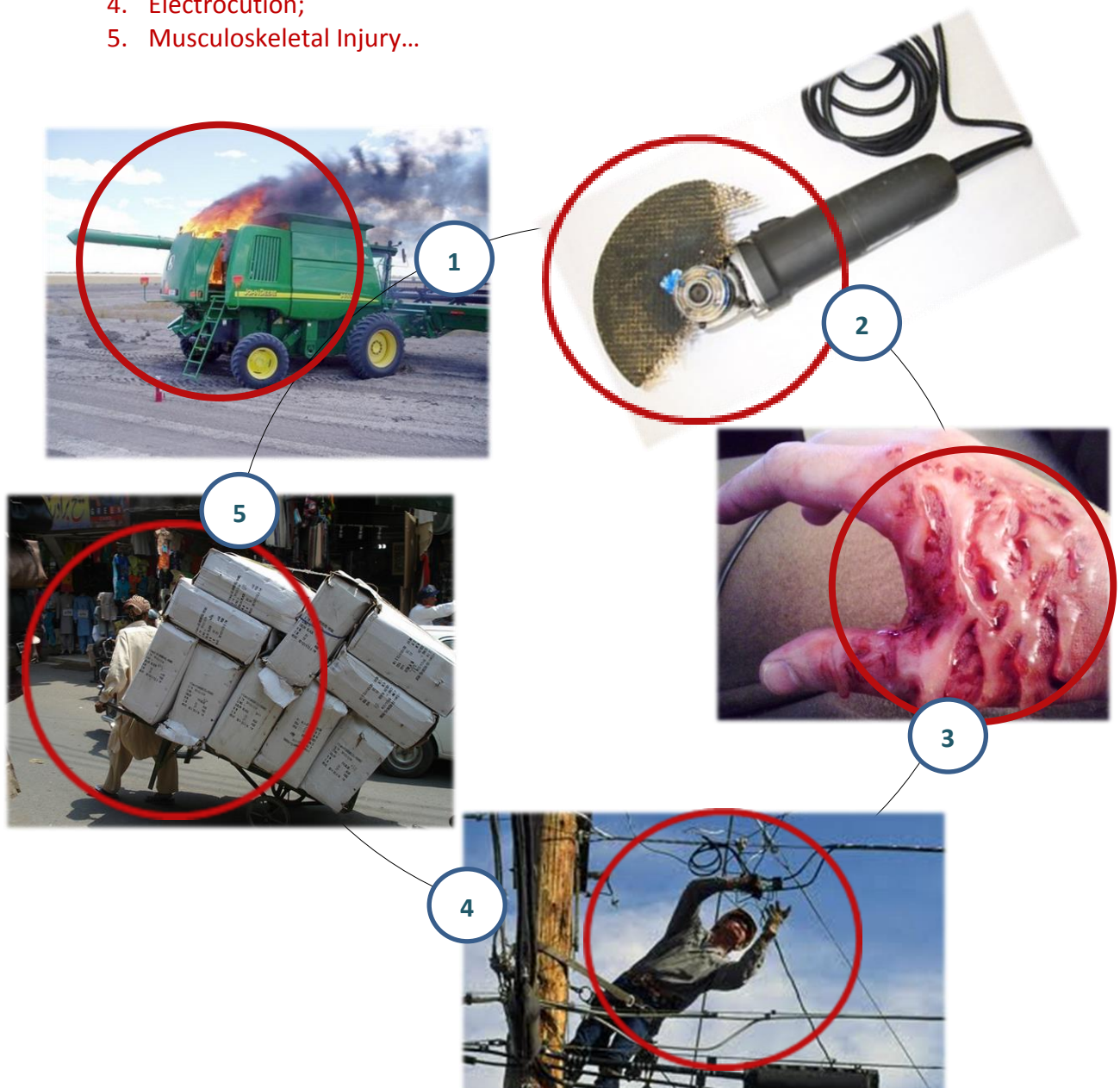


8.3. What is risk?

In relation to any potential injury or harm, risk is the likelihood and consequence of that injury or harm occurring. (Standards Australia / Standards New Zealand, 2009)

Risk examples:

1. Plant / machinery malfunction;
2. Contact with exposed moving parts;
3. Dangerous Chemicals (fumes, vapours);
4. Electrocution;
5. Musculoskeletal Injury...



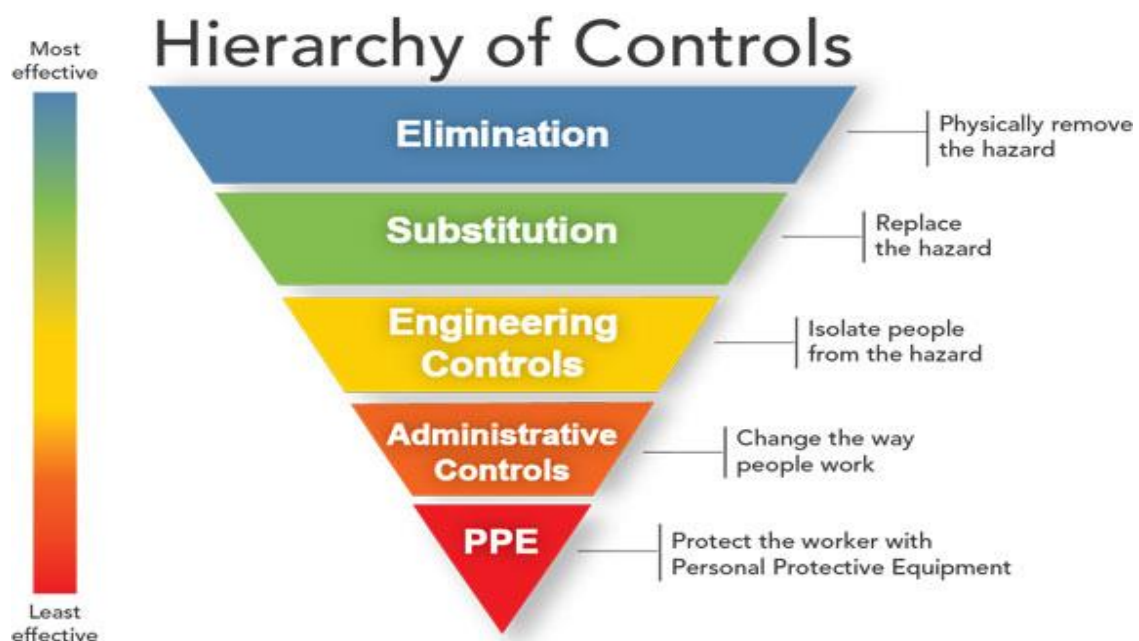
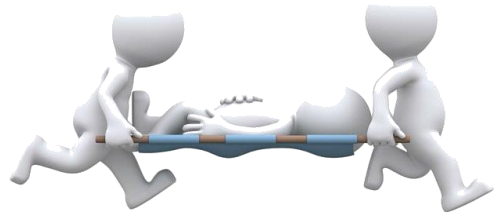
8.4. Building a Reporting Culture

Final Trim Operators promotes and encourages prompt reporting of any and all hazards, incidents and situations which may cause or lead to harm.

All hazards and incidents must be reported immediately and without delay!

Why the urgency?

- | | | |
|----------------------|---|--|
| 1. Early Reporting | = | Early Treatment |
| 2. Early Treatment | = | Early Recovery |
| 3. Early Recovery | = | Reduced 'down-time' (D.T) |
| 4. Reduced Down-Time | = | 1. Reduced risk of permanent injury;
2. increased likelihood of <u>full</u> recovery; and,
3. smooth/stress-free transition back into your pre-injury job. |



How does it work?

Working from top to bottom (in order of importance), each control method is used to either eliminate, substitute, apply engineering controls, administrative controls and/or Personal Protective Equipment (PPE) to reduce or remove the risk of a hazard causing harm.

9.0. Workplace Injury and Rehabilitation

All employees are required to actively partake in their injury management and return to work process.

As an employee, your requirements include *(but are not limited to)*:

1. reporting any injury immediately without delay;
2. completing the Workers' Compensation Claim Application form;
3. providing original copies of your Certificates of Capacity in a timely manner;
4. Attending all medical and other appointments arranged by Final Trim Operators and/or your treating doctor;
5. communicating with Final Trim Operators, your Site Supervisor and Treating Doctor in an open and honest manner;
6. carrying out agreed actions in the Return to Work Program (RTWP) to the best of your ability;
7. immediately informing Final Trim Operators of any difficulties with the RTWP;
8. actively participating in all aspects of rehabilitation; and,
9. advising of any changes in your contact details or residential address.

Failure to participate in your Return To Work Program may result in cessation of payment.



10.0. Workplace Fatigue

What is fatigue?

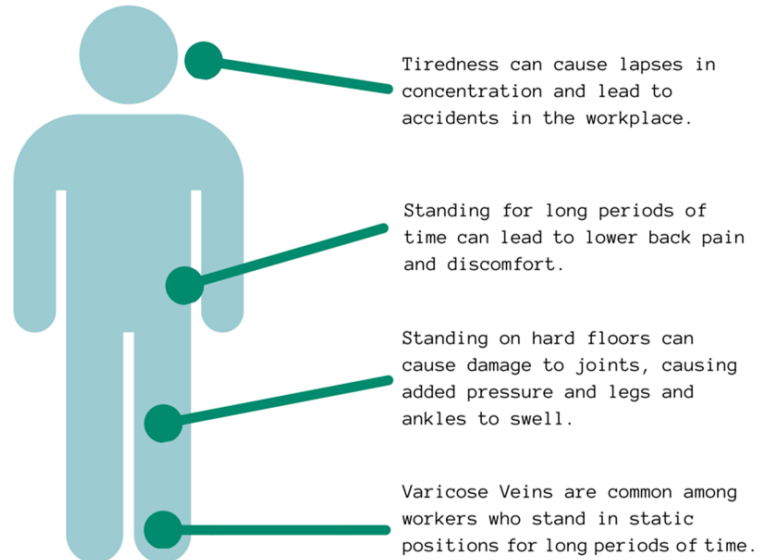
'Fatigue' is a general term used to describe the feeling of being tired, drained or exhausted.

Effects of fatigue:

- Poor judgment;
- slower reactions to events;
- decreased skills.

Signs and symptoms of fatigue:

- Feeling drowsy;
- Headaches;
- Dizziness;
- Difficulty concentrating;
- Blurred vision or impaired visual perception;
- A need for extended sleep during non-work days (weekends).



11.0. Working in hot conditions

The effects of heat stress range from discomfort to life threatening illnesses such as heat stroke.

Heat Stress may come from:

- hot climatic conditions;
- heavy work in moderately hot conditions;
- hot work processes (such as welding or working in foundries);
- radiant heat from the surroundings;
- work where heavy protective clothing must be worn; or,
- any combination of these factors.

Measures of Prevention:

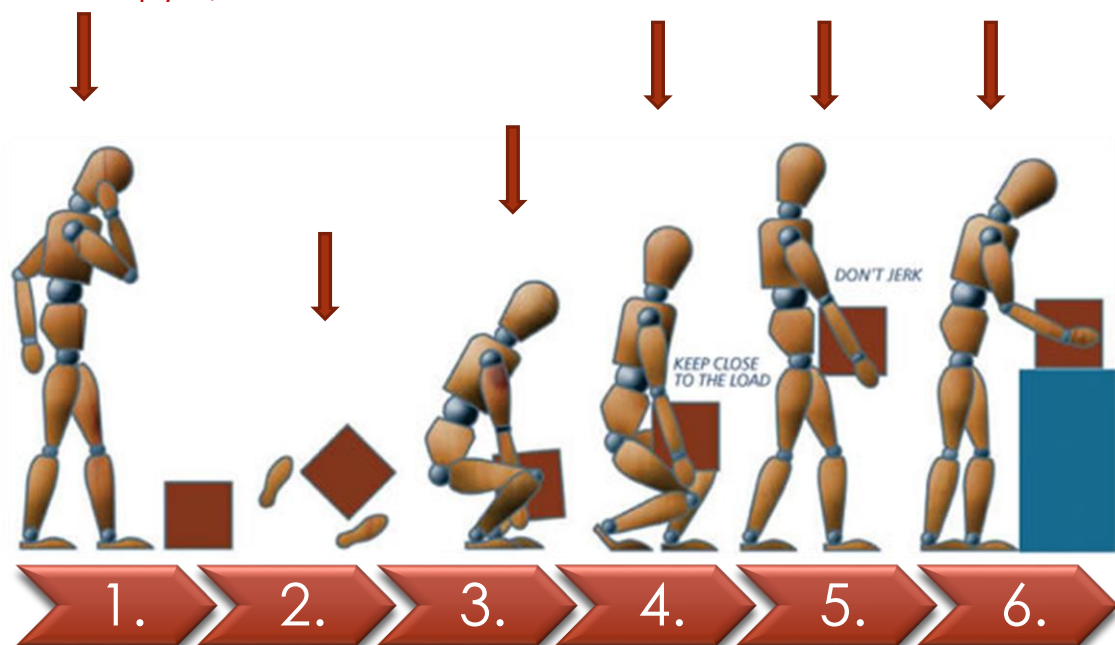
1. Drink cool fluids frequently,
2. take rest-breaks in cool/shaded areas,
3. increase air circulation in your environment,
4. use barriers as protection from heat sources,
5. where possible, share the workload,
6. maintain a healthy lifestyle, and;
7. wear light sun-protection clothing and lotion.



12.0. Manual Tasks

By far the most common cause of workplace injuries is a result of heavy or repetitive manual tasks from using incorrect methods. When lifting objects, the following steps should be observed:

1. Plan the lift and which direction you are going;
2. Take up a balanced position facing that direction and place one foot beside the object and one behind;
3. Your leg muscles are stronger than your back muscles so bend your knees to pick up the object;
4. As you lift, keep the object close to your body, **keep your back straight** and let your legs do the lifting;
5. Use a firm grip and **do not jerk or twist your body** while carrying an object;
6. When placing the load down, make sure your back remains straight and you bend your knees to lower the load.
7. If the load is too heavy, break the load down to smaller sizes, ask someone to help you, or use a mechanical aid.



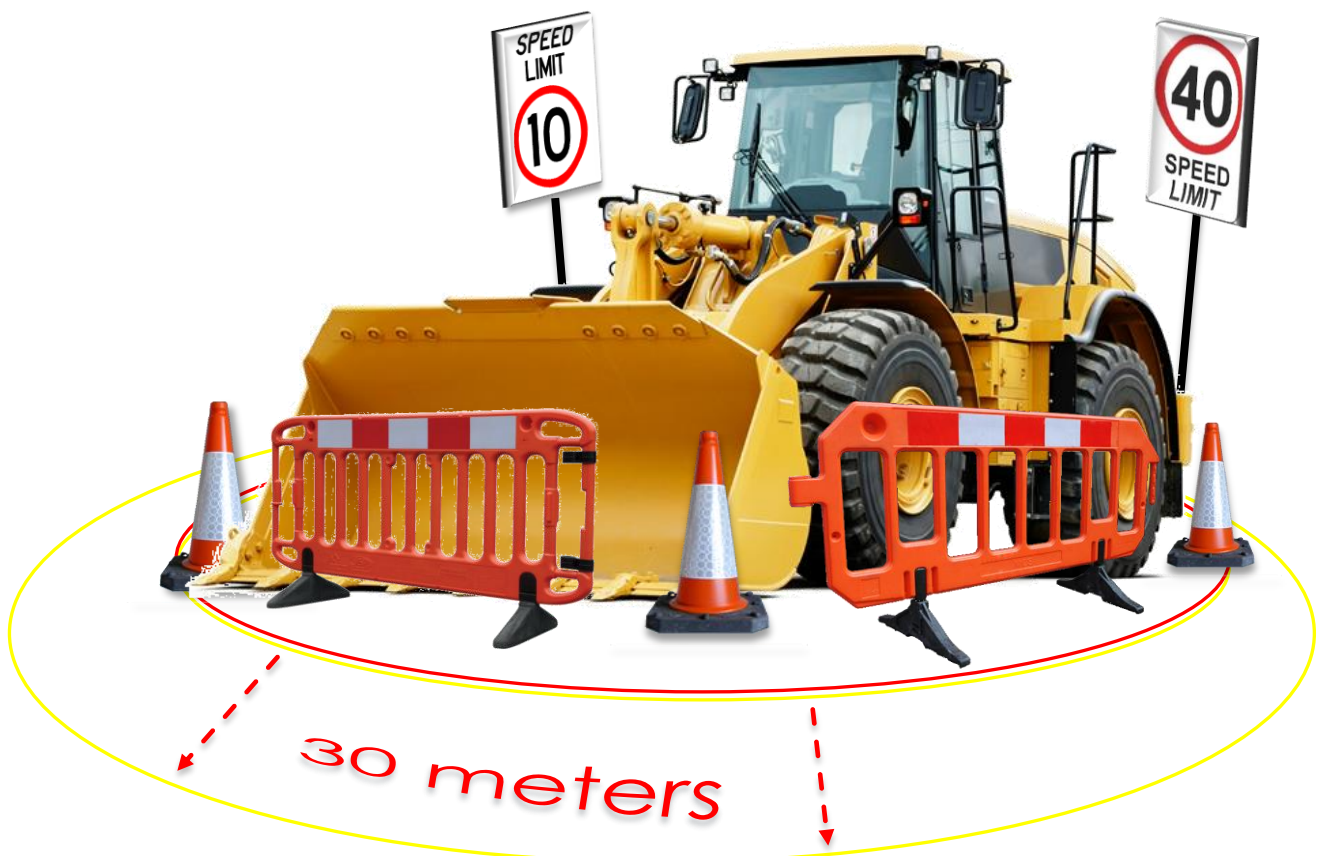
13.0. Mobile Plant Safety

Mobile Plant Operation is one of Final Trim Operators' critical risks and most common job-placement positions.

Working in and around mobile plant means any activity that potentially exposes persons to the operating zone of moving machinery and/or equipment.

In order to prevent the risk of persons coming into contact with mobile plant, there are a set of critical risk rules which must always be followed when mobile plant/equipment is present:

- Maintain communication with all persons/operators at all times (2-way radio or hand signals).
- Pre-start check all components before operation;
- Ensure that tyre pressures are even and sufficient guarding covers hazardous moving parts;
- Always wear your seat belt during operation;
- Always go up and down grades slowly;
- Never exceed your machine's safe working load;
- Report any faults or damages immediately;
- Never leave plant un-attended without the hand brake engaged and motor switched off;
- When parked ensure the loading arm (and attachments) is on the ground;
- **Maintain a minimum of 30 meters distance from all mobile plant (exclusion zones).**



14.0. Cranes and Overhead Lifting Devices

Mobile cranes and lifting operations apply to all mobile plant which is used to lift, suspend, carry or lower a load.

You must be trained and authorized before operating any overhead lifting device such as cranes and booms.

-
- Always travel with the load as low as possible;
- Never overload lifting devices beyond their capacity (<90%);
- Ensure that slings, hooks, plate dogs and other lifting aids have a **Safe Work Load (SWL)** capacity at least 10% (10%<) greater than the load you are lifting;
- Load charts must be fitted to the lifting plant and clear to read;
- Lift only one load at a time;
- All plant and their loads must be well balanced/levelled and secured before lifting;
- Do not walk, work or stand under or near any suspended loads;
- Ensure servicing log books are available and current;
- Ensure inspections and maintenance is current;
- Check plant registration is displayed (especially cranes greater than 10 Tonne); and,
- All lifting plant must be fitted with appropriate operational lighting and load lifting alarms.

You should always wear at least the minimum work wear which includes **steel capped safety boots, safety glasses, long sleeved shirt, helmet and long trousers.**

Any practice you find to be dangerous to yourself or others at any location should be reported to your site supervisor or Final Trim Operators immediately.

Under the Occupational Safety & Health Act (1984), it is the employee's duty to ensure their own safety and health at the workplace, and avoid adversely affecting the safety or health of any other persons through any act or omission at work.



14.1. Personal Protective Equipment (PPE)

a. Safety Boots And Other Clothing

Every site will require that you wear safety boots with steel caps. Other protective equipment such as helmets, gloves, goggles, and safety glasses must be worn in the areas where this has been advised via signs, or as directed by your site supervisor.



Always dress in long trousers and shirts for added personal protection. When working outside a wide brimmed hat must be worn for protection against UV radiation from the sun. Apply a 30+ sunscreen cream to any exposed areas of your body at regular intervals while working outside.

Waterproof pants and coats with waterproof boots must be worn during wet conditions.

When working with machinery, do not wear loose or tattered clothing to avoid getting your garments caught while operating the machinery.

b. Ear Protection

Hearing protection must be worn when the noise levels are expected to be in excess of 85 Db(a). As a guide, heavy city traffic would have a noise level of approximately 85 Db(a).

Ask your supervisor if you are not sure about the noise level of the equipment you are operating. Disposable earplugs will reduce noise levels by approximately 20Db.

How to use earplugs:

- With clean hands roll the plug into a tight small cylinder.
- Immediately insert one plug firmly into each ear.
- Hold in ear for approximately 1 minute allowing plug to swell and gently fit your ear canal.
- Allow plug to remain snug in ear canal during noise exposure.
- To remove, pull plug straight out of ear canal and discard plugs.

When fitting disposable earplugs, avoid touching the area of the plug that comes into contact with the inner area of your ear. This will prevent ear infections from germs on your fingers. If in doubt, use a new pair of plugs.

Never wear hearing protection in areas, which are not designated for such equipment, as this may not allow you to hear the approach of mobile or other equipment around you.



Earmuffs may also be worn by themselves or in conjunction with earplugs, but remember that too much noise suppression can be dangerous.

c. **Gloves**

Gloves may be issued for protection from burns and cuts and must be worn in designated areas. Do not use gloves, which have become oily or have developed holes.

Gloves will protect your hands from small injuries, which may be caused through handling timber, rubbish, or building material.



d. **Eye Protection**

At some locations, eye protection such as safety glasses or goggles must be worn to protect your eyes from foreign objects, chemicals and fixed objects.

When using a metal grinder, a full-face shield plus safety glasses must be worn. Tinted safety glasses must be worn when working outside for protection against UV radiation from the sun.



e. **Breathing Protection**

In some locations breathing apparatus must be worn for protection against dust, chemicals and gasses.

Make certain that the apparatus used is the correct type for the area you are working in. Disposable type dust masks are **NOT SUITABLE** for filtering chemicals, gasses, and asbestos dust and should only be used to filter fiberglass, sawdust and household dust.



Always check that you have the correct type of filter cartridge fixed to your breathing apparatus.

Treat all confined spaces with caution and ensure that you have a safe work procedure to follow that has been approved by your supervisor.

Where it is required that employees work in confined spaces, it is required that they can demonstrate documented evidence that they have received confined spaces training.

14.2. Compressed Air

Compressed air is a very dangerous medium. If a stream of compressed air is directed at the skin, air bubbles may enter the blood stream and cause serious illness or even death.

When using compressed air remember these rules.

- Never loosen fittings until the valve at the source of compressed air is shut;
- Never use compressed air to 'cool off' or dry yourself;
- Never kink a hose that is used for compressed air;
- Never point a stream of compressed air at yourself or others;
- Always check that the hose you intend to use has the correct pressure rating;
- Treat pneumatic tools with respect, they are just as dangerous as power tools;
- Never use compressed air to blow away dirt or cleaning.

14.3. Electrical Safety

Only qualified Electricians may perform electrical repairs, maintenance, or installation work. If you suspect that electrical equipment is faulty, **CEASE USING IT IMMEDIATELY** and notify your supervisor.

Arrange for someone to stay and ensure that other people do not try to use the apparatus until the situation is safety dealt with.

Never switch on a light or use electrical appliances when standing in water. Rubber boots WILL NOT give total protection.

Safety tips on electrical safety;

- Always consider electrical equipment alive unless it is tested to prove otherwise.
- If an electrical appliance requires adjusting or cleaning, **SWITCH OFF THE POWER AND PULL OUT THE PLUG (not by the cord).**
- Report any defective electrical appliances, cords or wiring.
- Do not operate electrical equipment unless you are authorized.
- Operate electrical equipment in accordance with specified safe working procedures.
- Only qualified persons are allowed to work on electrical equipment and appliances.



If you believe someone has come into contact with an electrical current **DO NOT TOUCH THAT PERSON**. If you do you will also become electrocuted. If possible, turn off the source of the power and drag the person clear.

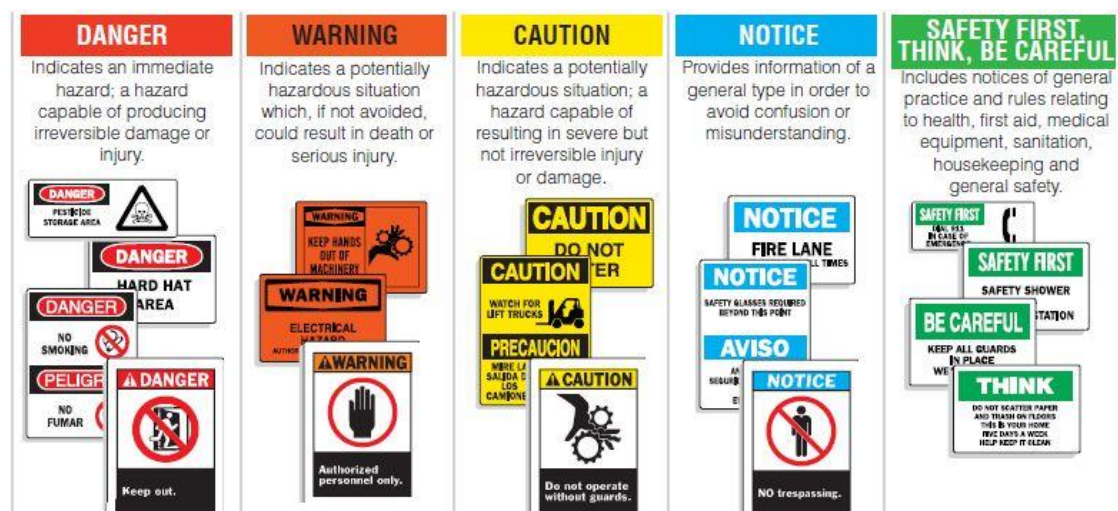
If the electricity cannot be turned off, the patient must be pushed or pulled away with a non-conductive material such as dry wood, rope, clothing, and rubber or plastic.

14.4. Alcohol And Drugs

Never report for work if you are affected by the use of alcohol, prescribed medicine that causes you to become drowsy or other drugs that might affect your judgment and therefore your safety and the safety of others.

14.5. Safety Signs

Industrial safety signs are designed to protect you in the workplace.



There are five types of signs that are colour coded depending on the nature of the warning.

- Red, white and black signs are strictly prohibitive and warn of forbidden actions.
- Orange and black signs present warnings of potentially hazardous operations.
- Black and yellow signs indicate a caution to be careful of dangers in the work area.
- Blue and white signs provide informative instructions on safety requirements.
- Green and black signs provide rules and processes relating to health and safety.

14.6. Manual Tasks

By far the most common cause of workplace injuries is due to manual handling using incorrect methods, particularly when lifting objects from the floor. When lifting objects, the following should be observed:

- Plan the lift and which direction you are going;
- Take up a balanced position facing that direction;
- Place one foot beside the object and one behind;
- Your leg muscles are stronger than your back muscles so bend your knees to pick up the object.
- As you lift, bending your knees with your back straight
- do not jerk or twist your body.
- Keep the object close to your body using a firm grip.
- When placing the load down, make sure your back remains straight and you bend your knees to lower the load.
- If the load is too heavy, break the load down to smaller sizes, ask someone to help you, or use a mechanical aid.



14.7. Fire Equipment & Control

Always familiarise yourself with the location of fire extinguishers in your workplace. There are a variety of fire extinguishers that are used for specific types of fires. Before using any extinguisher make sure that the one is suitable.

WHICH ONE?	RED	BLUE	RED WITH BLACK BAND	RED WITH WHITE BAND
TYPE OF FIRE	H2O	FOAM	CO2	POWDER
WOOD, PAPER, TEXTILE, RUBBISH	YES	YES	YES	YES
FLAMMABLE LIQUIDS, PETROL, OIL, FATS KEROSENE	NO	YES	YES	YES
LIVE ELECTRICAL EQUIPMENT AND FLAMMABLE GASES	NO	NO	YES	YES
VEHICLE & BOAT PROTECTION	NO	NO	NO	YES



14.8. Housekeeping

Housekeeping is an important aspect of safety in the workplace.

- Always keep material out of defined walkway and other access passages.
- Do not mix chemicals such as acid and caustic based substances, as this will cause an explosion.
- Roll up cables and hoses after use.
- Never leave water, oil or other liquids on floor areas. If you spill liquids, clean them up as soon as possible to avoid slipping.
- Remember that a tidy workplace will make the job safer for you.



14.9. Ladders

Never use a ladder which appears to be in disrepair or has rungs broken or missing. Observe the following guidelines when using a ladder.

- The ladder should be placed so the distance from its foot to the wall is $\frac{1}{4}$ the length from the foot of the ladder to the rest point at the top of the ladder.
- If possible, place a warning sign to warn people that overhead work is being carried out.
- Extend the ladder at least one metre above the point to be reached.
- Secure the top of the ladder.



14.10. Welding & Grinding

Welding should only be carried out by a qualified tradesperson or someone adequately trained to do so.

Always work in a ventilated area to avoid being overcome by fumes from the welding process. If this is not possible, use a fume extraction system. A screen must be placed around the job in such a way as to protect the eyes of personnel in the immediate area.

Ensure that a fire extinguisher is within 8 metres of the area in which you are welding. Any combustible material such as timber, paper or inflammable liquids should be removed from the immediate area.

When welding, the following PPE must be worn:

- Welding helmet with correct welding lens.
- Long leather gloves.
- Long trousers and sleeves.
- Safety boots.



- Safety glasses or helmet with clear lens if chipping slag from the job. Never look towards the arc of any welding system unless it is through a welding lens. Only authorized employees may use a grinder and the following must be observed when doing so.

- Wear a full-face shield.
- Always wear earmuff or plugs.
- Check the condition of the wheel before commencing.
- Check that the correct wheel for the job is attached to the grinder.
- Check the surrounding area for the safety of others and remove any flammable material.
- Ensure guards are correctly fitted.



14.11. Reporting Incidents And Hazards

It is every person's responsibility to report incidents or potential causes of incidents including near-miss incidents to their supervisor.

When accidents or hazards are reported, the workplace will become safer for all employees.

If you are involved in an accident or see another employee injured, report the incident immediately to your supervisor. A report must then be completed so that formal investigations can begin.

You will be required to complete an incident report with the Final Trim Operators Safety Co-ordinator



14.12. Working At Heights

Any work at height that cannot be eliminated and there is a risk of injury to employees from falling shall require a fall protection device. Wherever tasks are envisaged that may require work at height, the following action shall be adhered to.

Avoid or minimise the work at height by re-designing or re-scheduling the job.

Provide a safe platform, ie, scaffolding, elevated work platform.

Prevent falls with guardrails, mesh or nets etc.

Restrict falls with harnesses, fall arrester, static line etc.

Harnesses that incorporate buttock straps are to be used when working at heights. Harnesses are to fit snugly to prevent injury.

Employees required to undertake such work will be required to provide documented evidence (e.g. Ticket) for working at heights training and/or elevated work platform (EWP) training.

If the employee cannot provide such evidence, Final Trim Operators may choose to organize such training prior to the commencement of work.



14.13. Hazardous Chemicals

Employees may come into contact with chemicals that are potentially hazardous in the working environment and must take certain precautions including the following.

- When using a chemical substance read the corresponding material safety data sheet and safety instructions prior to use.
- Use protective clothing when handling chemicals eg.. Overalls, gloves, face shields, leather aprons, safety glasses, goggles and if required, respirators when preparing or using chemicals.
- Different chemicals don't mix and may be dangerous together.
- Avoid skin contact, breathing in, swallowing or splashing of items.
- Ensure correct storage procedures are followed.
- Use barrier creams to protect skin from long-term exposure to chemicals.
- Any sign of discomfort – seek first aid immediately.
- Under no circumstances should chemicals be decanted into another container such as coke bottle or empty plastic bottles.



14.14. Working In Confined Spaces

From time to time it may be necessary to work in a confined space. These can include manholes, tanks, bins, silos, vats, piping, pumps, wells, surge vessels and boilers.

The hazards of working in these locations may include lack of oxygen, the presence of toxic, corrosive, flammable or explosive gasses, liquid, vapours and dust or the disturbance of any substance which may be present or flood into working areas.

A confined space may be also defined as any area from which it is difficult to escape or in which you may become trapped.

Persons who are required to work in confined spaces must have the appropriate training.



14.15. Safety & First Aid Representatives

When reporting to a site for work, make sure you are acquainted with the Safety Representative or person responsible for safety for that site, as well as the First Aid Officer.

14.16. Heavy Mobile Plant

Only authorized personnel are permitted to operate mobile plant on site. You must be the holder of a current competency certificate applicable to the plant being operated.

Mandatory processes when operating mobile plant include the following:

- ROPS is fitted (except track mounted excavators);
- Operator's manual provided;
- Reverse alarm is functional if fitted;
- Active revolving light is functional;
- Side mirrors are fitted;
- Seatbelt is fitted and functional;
- Lifting point has SWL stated or load chart provided;
- When parked place the bucket on the ground;
- Ensure that tyre pressures are even;
- Know where the compliance plate is located and read it;
- Always go up and down grades slowly;
- Do not exceed the safe working load;
- Never leave plant un-attended without the hand brake engaged;
- Always wear the seat belt when you are driving the plant;
- Always report any faults immediately; and,
- Routine servicing / maintenance is carried out.



14.17. Cranes and Overhead Lifting Devices

You must be trained and authorized to operate an overhead lifting device such as cranes and booms.

General observations while operating this equipment are as follows:

- Always travel with the load as low as possible;
- Do not load the crane beyond its capacity. The Safe Working Load (SWL) will be shown on the crane;
- Ensure that slings, hooks, plate dogs and other lifting aids have a SWL in excess of the load you are lifting;
- The load must be well balanced and secured before lifting;
- Do not walk, work or stand under or near any suspended loads of overhead cranes, mobile cranes or forklifts;
- Lift only one load on a crane at one time;
- Load charts must be fitted and clear to read;
- Ensure log book is available and current;
- Ensure inspection and maintenance is current;
- Check plant registration is displayed (cranes greater than 10 Tonne); and,
- Cranes are fitted with appropriate lights and alarms.



14.18. Slips, Trips And Falls

A slip trip or fall can cause injury to the arms, legs, back, neck or head. Neck and head injuries can cause damage to the spinal cord and nervous system. Many employees have suffered permanent disabling injuries or death as a result of a fall.

Your employer can reduce the risk of slips, trips and falls by providing a suitable non-slip floor surface and good lighting and safe work procedures. In some workplaces floor surfaces can be chemically treated to increase traction and ramps provided where floor levels change.



You should follow instructions and safe work procedures provided by your employer, which may include:

- sweeping materials including metal shavings up regularly;
- cleaning all spills immediately;
- making sure there are no trailing electrical cords on the floor; and,
- keeping the floors and walkways free of materials, steel, boxes, tools, equipment and rubbish.
- Practice general good housekeeping habits. Report ANY slip, trip or fall to your supervisor immediately.

14.19. Power Tools, Equipment and Machinery

Power tools and machinery can be extremely dangerous if not used correctly. It is important that you receive instructions and guidance before operating powered tools, equipment or machinery. If you are asked to operate tools or machinery and are not familiar with them, tell your supervisor who will arrange training or alternative duties.



Before operating any powered tools or equipment a pre-start check must be conducted to ensure all parts, guarding and power cords are in safe working order. During the pre-start make sure that the electrical cable is tested & tagged with the appropriate colour-code for the current month and cords must be free of cuts fraying or bare wiring.

All powered tools, equipment, machinery and plant is required to have appropriate guarding in place to protect you from hazards associated with their use including; moving parts, electricity, heat & cold, fumes, radiation, bright light etc..

As well as guarding, always make sure that the equipment you are operating has an isolation (emergency stop) switch in an easy-to-access location to cut power to your equipment / machine in the event of an accident.

If, during the course of your work, you need to relocate to a different area with your equipment / machinery, you must ensure your equipment is switched off and all moving parts have stopped before relocating.

If you are concerned with the condition of your tools and / equipment, or the training you have (or haven't) been provided, stop work and contact Final Trim Operators immediately.

ELECTRICAL TAGGING COLOUR GUIDE:

Colours	Period
Red	December – February
Green	March – May
Blue	June – August
Yellow	September – November



14.20. Outdoor Work

Caution should be observed when working outdoors particularly when exposed to direct sun light. Rays from the sun may cause skin and other cancers especially between the hours of 10am and 3pm. Always wear adequate sun protection including long sleeve shirts and long pants, gloves, wide brimmed hat and sunscreen. Always remain hydrated by drinking cool water regularly.



14.21. Evacuation Procedures

When arriving at a worksite, ensure that you understand the procedure on site in case of an emergency that requires the evacuation of premises. You should know where all the exits and fire extinguishers are located, the Fire Warden for your area of work and the muster point to proceed to when an evacuation is necessary.

It may not be possible to obtain your personal belongings during an evacuation. If possible leave any plant or equipment you are using in a safe condition, for example, leave all load lowered to the ground and switch off machinery. Once at the muster point, never go home or re-enter the building unless asked to do so by the fire warden.

14.22. Hazards And Injuries

a. How to report hazards and unsafe work practices:

If you become aware of any hazards in your workplace that are likely to affect either you or someone else's health or safety, you are required to by law to report it to your supervisor and Final Trim Operators. If the hazard can be corrected safely by yourself it is your duty to correct that hazard. **All hazards must be reported immediately.** A near miss (when an event occurs which could have caused injury or loss) must also be reported to your site supervisor and Final Trim Operators immediately.

b. What to do if you are injured:

If you become injured while in the workplace you must immediately report it to your site supervisor and Final Trim Operators.

In all cases, as a priority, seek appropriate first aid or medical attention as soon as possible. All injuries must be reported immediately. Once Final Trim Operators is advised of an injury to one of its employees, Final Trim Operators and the host-employer will investigate the accident in an attempt to find out the cause of the injury and identify methods of avoiding a future occurrence of the same accident.

A workers' compensation claim form must be completed by the employee as soon as possible when an injury or illness had occurred.



15.0. Injury Management Program & Return To Work

The intent of this policy is to describe the Rehabilitation and Return to Work process that Final Trim Operators has developed and that will apply where an employee sustains an injury which requires medical treatment from an approved medical practitioner or suffers a work related illness whilst performing work for Final Trim Operators.

This policy applies to all Final Trim employees.

Occupational rehabilitation aims to provide an early and safe return to work for employees suffering from a work-related injury or illness by using the workplace itself as a vital part of the rehabilitation process.

Final Trim Operators is committed to the rehabilitation of all injured or ill employees back to the work force.

Final Trim Operators will facilitate a return to work program for employees who are injured or ill at work as soon as possible and to provide information to assist an injured and/or ill employee to a speedy recovery.

Final Trim Operators aims to manage the process of rehabilitation by determining the needs of the injured and/or ill employee by liaising with the employee, the nominated treating doctor, our workers' compensation insurance provider and other relevant team members.

It will in consultation develop and implement the injured and/or ill employee's return to work plan in conjunction with the employee, the workers' compensation insurance provider, the nominated treating doctor and the workplace rehabilitation provider.

Final Trim Operators if able will provide suitable alternative duties for an injured and/or ill employee as an integral part of the rehabilitation and return to work process.

Final Trim will consult with employees and where applicable any employee representatives, to assist the rehabilitation and return to work process to operate effectively.

Final Trim will provide employees with information about workers compensation claims including choice of nominated treating doctor and accredited workplace rehabilitation provider;

Final Trim will maintain records of injury management and return to work statistics and develop responses to continually improve Final Trim Operators health and safety management systems and return to work processes.

16.0. Workplace Violence, Aggression and Bullying

Final Trim Operators is committed to providing a work environment free from violence, aggression and bullying.

Workplace violence and aggression are defined as actions or incidents that may physically or psychologically harm another person and are present in situations where workers and other people are threatened, attacked or physically assaulted at work. Bullying at work can be defined as repeated unreasonable or inappropriate behavior directed towards a worker, or group of workers, that creates a risk to health and safety.

Violence, aggression and bullying are serious occupational safety and health issues in Western Australia and are considered unlawful under the Occupational Safety and Health Act (1984) (The Act). Bullying incidents may include aggression and escalate into violence. Similarly, repeated violence and aggression towards other employees is often associated with bullying.

Final Trim Operators applies a preventative approach towards violence and aggression in the workplace and has established a systematic response to all violence and aggression occurrences.

In order to facilitate preventative measures towards violence, aggression and bullying, Final Trim Operators provides consultation with all workers, supervisors and managers, responds to and investigates all hazards identified and provides procedural information based training. All actions taken will be regularly monitored to maintain their effectiveness.

Final Trim Operators encourages all employees to report workplace violence, aggression and bullying and ensures all employees who make complaints, or witnesses, are not victimised. Disciplinary action will be taken against any person who bullies a co-employee, which may result in warning, transfer, counselling, demotion or dismissal.

17.0. Issue Resolution

A basic right of all employees, under both statutory and common law, is to refuse to work under potentially hazardous conditions, without fear of reprisal or retribution.

This procedure outlines the process used to resolve safety concerns occurring within workplaces employing Final Trim Operators' services.

Fair and consistent management of disputes or resolution of concerns is a key factor in maintaining harmonious working relationships and promoting safety awareness.

This procedure should be utilised on all Final Trim Operators controlled sites or where there is no better system operated by the host-employer.

Safety concerns should be raised initially with the site Supervisor.

Where a worker has concern for personal injury or effect on health if the work is to continue, the worker should cease the work, take measures to ensure nobody else is endangered and notify their Supervisor.

The employee should hold themselves available for work and remain on site until directed otherwise by the Supervisor.

Workers should not be penalised for raising such concerns and continue to draw their normal pay and entitlements, providing they remain available for work and accept reasonable work whilst the issues are resolved.

The issue should be discussed with the site Safety Representative, where available, and referred to the Final Trim Operators Safety Manager for input and discussion with the host-employer.

Where necessary, the issue should be reviewed with the Safety Manager for feedback to the host-employer. If the issue cannot be resolved by consultation, it may have to be referred to the relevant Government Inspectorate who will bring down a ruling following an investigation.

The Final Trim Operators Safety Manager is responsible for following through on all issues raised by their workers and providing feedback to the worker of the status of remedial actions.

18.0. Licenses and Certification

Workers are prohibited from operating all plant and machinery without the appropriate license or certification for that specific plant or machinery.

Final Trim Operators will obtain a copy of each worker's current license or certification applicable to the requirements of their job/position during the initial induction process and requires reasonable notification of expiry from workers.

Any workers operating plant with an expired license or certification will receive immediate and permanent termination of employment through Final Trim Operators.

19.0. Sexual Harassment

Sexual harassment is an unlawful act under both State and Federal law. It is defined as conduct or behavior of a sexual nature what is unwelcome. This can be taken to mean behavior not invited or solicited by the person at whom it is directed.

Final Trim Operators is committed to providing a safe working environment which is free from sexual harassment of its employees, contractors and visitors to the company's offices. Sexual Harassment will not be tolerated and the company is committed to the elimination and prevention of sexual harassment in the work place.

The work place is defined as any location a Final Trim Staff member is occupying while engaging in activities directly related to his/her role at Final Trim Operators.

Unsubstantiated allegations of sexual harassment that are designed to put pressure on a staff member are considered workplace bullying and will be treated as such. Sexual harassment can constitute a single act that can include physical, verbal or visual actions.

Actions and consequences;

Final Trim will treat all reports of sexual harassment seriously and all reports will be investigated properly, confidentially and impartially. Managers and supervisors must ensure that all employees or witnesses who report an incident of sexual harassment are not victimised.

Final Trim will act immediately and firmly to address sexual harassment issues. If a sexual harassment complaint is made and substantiated against a person, then they will be subject to disciplinary action ranging from demotion, transfer or termination of employment. The harasser may also be personally liable to pay compensation if a formal complaint is lodged and substantiated in a court of law.

20.0. Social Media Usage and Guidelines

Final Trim Operators acknowledges its employees have the right to contribute content to public communications on websites, blogs and business or social networking sites not operated by Final Trim Operators. However, inappropriate behavior on such sites has the potential to cause damage to Final Trim Operators, as well as its employees, clients and/or suppliers.

For this reason, all employees must agree to not publish any material, in any form, which identifies themselves as being associated with Final Trim Operators or its clients or suppliers.

All employees must also refrain from posting, sending, forwarding or using, in any way, any inappropriate material including but not limited to material which:

- is intended to (or could possibly) cause insult, offence, intimidation or humiliation to Final Trim Operators or its clients or suppliers;
- is defamatory or could adversely affect the image, reputation, viability or profitability of Final Trim Operators, or its clients, or suppliers; and/or
- contains any form of Confidential Information relating to Final Trim Operators, or its clients or suppliers.

All employees must comply with this policy. Any breach of this policy will be treated as a serious matter and may result in disciplinary action including termination of employment.

Other disciplinary action that may be taken includes, but is not limited to, issuing a formal warning, directing people to attend mandatory training, suspension from the workplace and/or permanently or temporarily denying access to all or part of Final Trim Operators' computer network.

For the purposes of this policy, the following definition applies:

Social Media includes all internet-based publishing technologies. Most forms of Social Media are interactive, allowing authors, readers and publishers to connect and interact with one another. The published material can often be accessed by anyone. Forms of Social Media include, but are not limited to, social or business networking sites (i.e. Facebook, LinkedIn), video and/or photo sharing websites (i.e. YouTube, Instagram), business/corporate and personal blogs, micro-blogs (i.e. Twitter), chat rooms and forums and/or Social Media.

21.0. Final Trim Operators’ Company Vehicles

Certain staff members will be allowed to use Final Trim company vehicles to perform their specific roles.

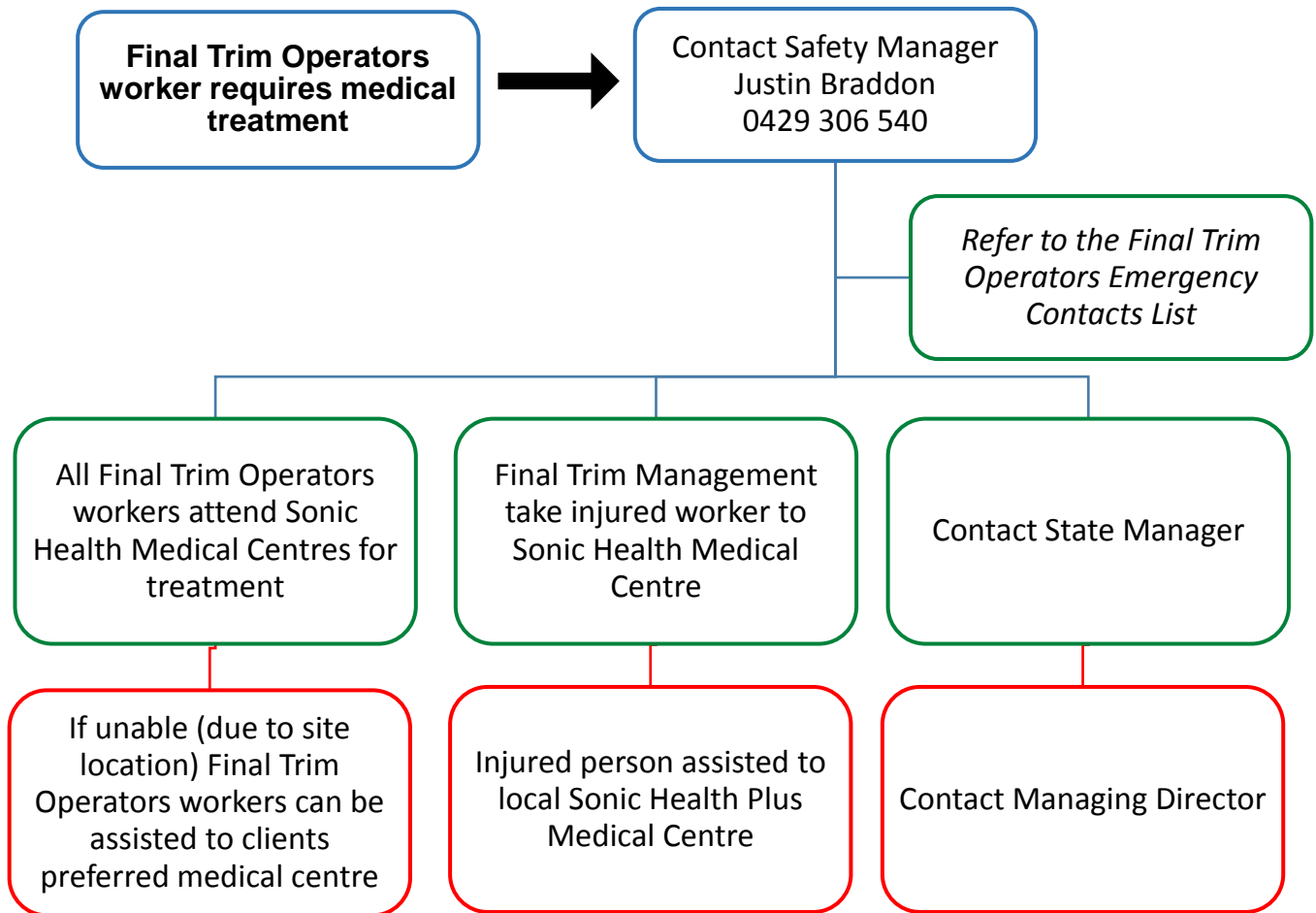
It is the responsibility of staff members with company vehicles to:

- Drive responsibly and courteously
- Maintain the vehicles in a clean and roadworthy condition at all times
- Immediately report any incidents or accidents to management
- Provide Management with their current Drivers’ License and inform management of any related changes
- Use the vehicle for work-related purposes only
- Ensure that the vehicle is not driven by unauthorized individuals.

Appendices

#.	Document Title	Page #.
1.	Injury Management Flowchart	29.
2.	Site Induction Verification [SIV]	30.
3.	Hazard / Incident / Accident Report	32.

Medical Treatment Procedure



Emergency Contacts

Justin Braddon	WHS Manager	0429 306 540
Daniel Perkins	WA Recruitment	0488 331 515
Peter Kelly	QLD State Manager	0439 397 355
Luke Neuwert	NT Recruitment	0438 413 568
David Mikardo	NSW State Manager	0429 314 378

After Hours (24 Hours) 1300 880 832

Site Induction Verification [SIV] Form

Notes for SUPERVISOR:

Please ensure you complete this checklist with the new Final Trim Operators worker prior to commencement of any work duties at your workplace/site.

Worker's name: Starting Date:
.....

Job Description / Section: Starting Time:

Workplace / Site Address:

Client Company's name: Supervisors name:
.....

Tick all of the topics that were covered in the induction:

	YES	NO	N/A
The organisation's health and safety policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of the job/ job descriptions have been communicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe Work Methods/JSA's and instruction for the safe use of equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards, RCD's, Testing, Lockout & Tagging procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential hazards, hazard controls and reporting procedures communicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal protective equipment requirements, correct use and maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum Personal Protective Equipment has been issued to worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervision and training provided and maintained for all tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workplace/site communication processes outlined/instruction provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Injury Management Processes communicated with worker (who to report to)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazard, incident, injury reporting procedures communicated with worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid Treatment facilities and trained providers identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency evacuation procedures/ individual responsibilities communicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site specific safety signage explained and understood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Substances/Chemicals – Risk Assessment, Training + MSDS provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work hours and rest/break period(s) allocated/explained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch room and amenities identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Traffic Management instructions/training provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee has read and understood the Manual Tasks techniques (next page)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

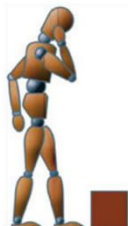


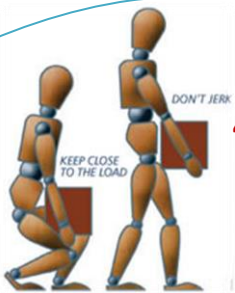

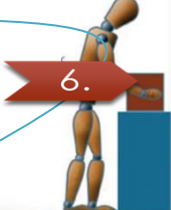



Correct Techniques for Manual Tasks: Please;

- review and discuss the document below with each FTO worker at your site;
- outline what manual task issues are relevant to your worksite; and,
- outline risk control strategies available at your workplace (eg, use of trolleys, lifting aids, lifting methods etc).

Important: Please discuss all Safe Work Procedures with our worker for: High Risk Tasks, Mobile Plant, Machinery and any Dangerous or Hazardous Substances and Chemicals - Introduction to the site OH&S Representative.

Manual Tasks

When handling objects, the following steps should be observed:

1. Plan the lift and which direction you are going; 
2. Take up a balanced position facing that direction and place one foot beside the object and one behind; 
3. Bend your knees and use your leg muscles to pick up the object; 
4. As you lift, keep the object close to your body and keep your back straight; 
5. Use a firm grip and do not jerk or twist your body while carrying an object; 
6. When placing the load down, make sure your back remains straight and bend your knees to lower the load; 
7. If the load is too heavy, break the load down to smaller sizes, ask someone to help you, or use a mechanical aid; 
8. Avoid awkward or prolonged postures; 
9. Make sure you take regular breaks when operating equipment/tools causing vibration. 

I have received and understood the induction as outlined above.

Workers signature: Date:

Supervisor's signature: Date:

Once Completed - Please send a copy to Final Trim Operators

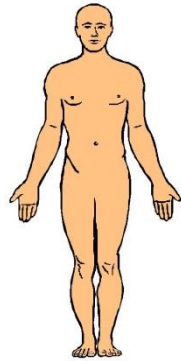
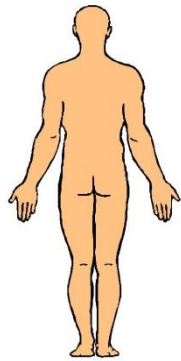
HAZARD / INCIDENT / ACCIDENT REPORT

Report must be completed within 24hrs of Incident notification.
Throughout this document, Hazard, Incident or Accident shall simply be referred to as 'Incident'.

Employee Given Name		Surname		Occupation	
Address					
Host-Employer (Client) Name					
Location where Hazard Identified					
Site Supervisor			Witness(es)		
Date Hazard Identified			Time Identified		
Date Reported			Time Reported		

INCIDENT TYPE <small>Please Select (X)</small>	
Near Hit	
Minor Injury	
MTI	
LTI	
Damaged Equipment	
Production Loss	

PLANT OR EQUIPMENT DAMAGED		
Item Damaged		
Responsible Party <small>Please Select (X)</small>	Employer	
	Client	
	Employee	
	Other <small>(Please specify Below)</small>	
	Right Wrist	

INDICATE INJURED AREAS	
	

FULL DETAILS & DESCRIPTION OF HAZARD AND/OR DAMAGE		
HAZARD/DAMAGE DESCRIPTION:		
<div></div> <div></div> <div></div>		
ACTIONS TO PREVENT RECURRENCE:		
ELIMINATION		
<div></div>		
SUBSTITUTION		
<div></div>		
ISOLATION		
<div></div>		
ENGINEERING		
<div></div>		
ADMINISTRATIVE		
<div></div>		
P.P.E		
<div></div>		
REPORT COMPLETED BY FULL NAME	SIGNATURE	DATE
WITNESSED BY	SIGNATURE	DATE

From 1 January 2010, this Fair Work Information Statement is to be provided to all new employees by their employer as soon as possible after the commencement of employment. The Statement provides basic information on matters that will affect your employment. If you require further information, you can contact the **Fair Work Infoline** on **13 13 94** or visit **www.fairwork.gov.au**.

► The National Employment Standards

The *Fair Work Act 2009* provides you with a safety net of minimum terms and conditions of employment through the National Employment Standards (NES).

There are 10 minimum workplace entitlements in the NES:

1. A maximum standard working week of 38 hours for full-time employees, plus 'reasonable' additional hours.
2. A right to request flexible working arrangements.
3. Parental and adoption leave of 12 months (unpaid), with a right to request an additional 12 months.
4. Four weeks paid annual leave each year (pro rata).
5. Ten days paid personal/carer's leave each year (pro rata), two days paid compassionate leave for each permissible occasion, and two days unpaid carer's leave for each permissible occasion.
6. Community service leave for jury service or activities dealing with certain emergencies or natural disasters. This leave is unpaid except for jury service.
7. Long service leave.
8. Public holidays and the entitlement to be paid for ordinary hours on those days.
9. Notice of termination and redundancy pay.
10. The right for new employees to receive the Fair Work Information Statement.

A complete copy of the NES can be accessed at **www.fairwork.gov.au**. Please note that some conditions or limitations may apply to your entitlement to the NES. For instance, there are some exclusions for casual employees.

If you work for an employer who sells or transfers their business to a new owner, some of your NES entitlements may carry over to the new employer. Some NES entitlements which may carry over include personal/carer's leave, parental leave, and your right to request flexible working arrangements.

► Right to request flexible working arrangements

Requests for flexible working arrangements form part of the NES. You may request a change in your working arrangements, including changes in hours, patterns or location of work from your employer if you require flexibility because you:

- are the parent, or have responsibility for the care, of a child who is of school age or younger
- are a carer (within the meaning of the *Carer Recognition Act 2010*)
- have a disability
- are 55 or older
- are experiencing violence from a member of your family or
- provide care or support to a member of your immediate family or household, who requires care or support because they are experiencing violence from their family.

If you are a parent of a child or have responsibility for the care of a child and are returning to work after taking parental or adoption leave you may request to return to work on a part-time basis to help you care for the child.

► Modern awards

In addition to the NES, you may be covered by a modern award. These awards cover an industry or occupation and provide additional enforceable minimum employment standards. There is also a Miscellaneous Award that may cover

employees who are not covered by any other modern award.

Modern awards may contain terms about minimum wages, penalty rates, types of employment, flexible working arrangements, hours of work, rest breaks, classifications, allowances, leave and leave loading, superannuation, and procedures for consultation, representation, and dispute settlement. They may also contain terms about industry specific redundancy entitlements.

If you are a manager or a high income employee, the modern award that covers your industry or occupation may not apply to you. For example, where your employer guarantees in writing that you will earn more than the high income threshold, currently set at \$136,700 per annum and indexed annually, a modern award will not apply, but the NES will.

► Agreement making

You may be involved in an enterprise bargaining process where your employer, you or your representative (such as a union or other bargaining representative) negotiate for an enterprise agreement. Once approved by the Fair Work Commission, an enterprise agreement is enforceable and provides for changes in the terms and conditions of employment that apply at your workplace.

There are specific rules relating to the enterprise bargaining process. These rules are about negotiation, voting, matters that can and cannot be included in an enterprise agreement, and how the agreement can be approved by the Fair Work Commission.

You and your employer have the right to be represented by a bargaining representative and must bargain in good faith when negotiating an enterprise agreement. There are also strict rules for taking industrial action. For information about making, varying, or terminating enterprise agreements visit the Fair Work Commission website, www.fwc.gov.au.

► Individual flexibility arrangements

Your modern award or enterprise agreement must include a flexibility term. This term allows you and your employer to agree to an Individual Flexibility Arrangement (IFA), which varies the effect of certain terms of your modern award or enterprise agreement. IFAs are designed to meet the needs of both you and your employer. You cannot be forced to make an IFA, however, if you choose to make an IFA, you must be better off overall. IFAs are to be in writing, and if you are under 18 years of age, your IFA must also be signed by your parent or guardian.

► Freedom of association and workplace rights (general protections)

The law not only provides you with rights, it ensures you can enforce them. It is unlawful for your employer to take adverse action against you because you have a workplace right. Adverse action could include dismissing you, refusing to employ you, negatively altering your position, or treating you differently for discriminatory reasons. Some of your workplace rights include the right to freedom of association (including the right to become or not to become a member of a union), and the right to be free from unlawful discrimination, undue influence and pressure.

If you have experienced adverse action by your employer, you can seek assistance from the Fair Work Ombudsman or the Fair Work Commission (applications relating to general protections where you have been dismissed must be lodged with the Fair Work Commission within 21 days).

► Termination of employment

Termination of employment can occur for a number of reasons, including redundancy, resignation and dismissal. When your employment relationship ends, you are entitled to receive any outstanding employment entitlements. This may include outstanding wages, payment in lieu of notice, payment for accrued annual leave and long service leave, and any applicable redundancy payments.

Your employer should not dismiss you in a manner that is 'harsh, unjust or unreasonable'. If this occurs, this may constitute unfair dismissal and you may be eligible to make an application to the Fair Work Commission for assistance. It is important to note that applications must be lodged within 21 days of dismissal. Special provisions apply to small businesses, including the Small Business Fair Dismissal Code. For further information on this code, please visit www.fairwork.gov.au.

► Right of entry

Right of entry refers to the rights and obligations of permit holders (generally a union official) to enter work premises. A permit holder must have a valid and current entry permit from the Fair Work Commission and, generally, must provide 24 hours' notice of their intention to enter the premises. Entry may be for discussion purposes, or to investigate suspected contraventions of workplace laws that affect a member of the permit holder's organisation or occupational health and

safety matters. A permit holder can inspect or copy certain documents, however, strict privacy restrictions apply to the permit holder, their organisation, and your employer.

► **The Fair Work Ombudsman and the Fair Work Commission**

The **Fair Work Ombudsman** is an independent statutory agency created under the *Fair Work Act 2009*, and is responsible for promoting harmonious, productive and cooperative Australian workplaces. The Fair Work Ombudsman educates employers and employees about workplace rights and obligations to ensure compliance with workplace laws. Where appropriate, the Fair Work Ombudsman will commence proceedings against employers, employees, and/or their representatives who breach workplace laws.

If you require further information from the Fair Work Ombudsman, you can contact the **Fair Work Infoline** on **13 13 94** or visit **www.fairwork.gov.au**.

The Fair Work Commission is the national workplace relations tribunal established under the *Fair Work Act 2009*. The Fair Work Commission is an independent body with the authority to carry out a range of functions relating to the safety net of minimum wages and employment conditions, enterprise bargaining, industrial action, dispute resolution, termination of employment, and other workplace matters. If you require further information, you can visit the **Fair Work Commission** website, **www.fwc.gov.au**.

The Fair Work Information Statement is prepared and published by the Fair Work Ombudsman in accordance with section 124 of the *Fair Work Act 2009*.

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