

# General Health and Safety Policies and Procedures

## Rules for Health and Safety

Sheforce has a number of health and safety rules that must be adhered to by employees, apprentices, trainees, labour hire personnel (workers) and contractors at all times. These will be reviewed from time to time and added to as the identification of new initiatives to deal with health and safety problems arise.

General rules for Sheforce are:

- Safe and healthy work practices shall be always adhered to.
- Report faulty plant or equipment.
- Report all hazards and incidents immediately to a Sheforce representative.
- Follow all instructions and use all equipment in the manner intended.

It is everyone's responsibility to ensure all individuals are assisted in working in a healthy and safe manner.

## Managing non-compliance

Workers of Sheforce who fail to comply with the health and safety requirements of the company, or those which demonstrate consistently poor Health and Safety performance, will be subject to disciplinary measures which may include termination of employment.

Sufficient training, explanation and assistance shall be given to all workers to ensure they fully comprehend what is required of them. However, management will not tolerate unsafe behaviour and non-compliance with the Health and Safety policies and procedures.

For non-compliance not deemed 'serious misconduct' or 'life threatening' a warning and discipline process following procedural fairness will apply. This involves two warnings with the third a final warning and non-compliance thereafter resulting in termination. At all times decisions will be based on facts, the chance for a fair hearing, support person and relevant legislation.

For serious misconduct or life-threatening situations (including dishonesty or fraud) instant dismissal or termination may occur.

Contractors to Sheforce shall be subjected to the same disciplinary and warning system as its workers. Copies of such actions shall be forwarded to the contractor's management for their records. Under certain circumstances, a contractor may be refused the right of entry to the premises of Sheforce due to non-compliance with its health and safety policies and procedures.

A record of and disciplinary action is to be completed for each incident and warning and help on the workers file.

### **Personal Protective Equipment (PPE)**

Sheforce shall ensure that all workers have full access to the appropriate PPE needed to safely undertake their work. It should only be necessary to use this equipment when other options which seek to eliminate or control (i.e. substitute, isolate, engineer and administrate) the risk are not practicable or when the use of PPE complements more effective control measures.

The PPE requirement should be directly linked back to the Host Employer WHS Inspection Checklist and the PPE requirements.

For apprentices and trainees, the PPE requirements will be discussed at the onboarding meeting. Where the host employer does not specifically provide the required PPE, Sheforce will provide access either directly or through a purchase order that allows the purchase of necessary equipment.

- For the Sheforce consultants and office staff, PPE is available in the office and should be carried when visiting worksites.
- All PPE used by Workers shall comply with the relevant Australian Standards. Specific PPE shall be used in certain instances depending upon the nature of the task being undertaken.
- Sunscreen should be applied regularly, and a broad-brimmed hat/helmet worn when working out of doors.
- Safety helmets must be worn when the hazard identification / risk assessment demonstrates there is a risk of head injuries.
- Ear plugs / earmuffs should be worn wherever high noise levels have been identified.
- Safety glasses or goggles should be compulsory when using power tools or in the vicinity of electric arc welding.
- Gloves should be worn when handling substances that may either cause abrasive injuries, biological illness or contamination, or chemical harm. Safety Data Sheets (SDS) should be consulted to ascertain the appropriate type of glove.
- Respiratory protection should be worn when in contact with hazardous fumes, dust or fibres – the SDS will indicate the correct type of respirator for the task being undertaken.

## **Plant and Equipment**

It is the responsibility of both the worker and the Employer/PCBU, to ensure that all plant and equipment is fit for its intended use.

The following should be ensured:

- All plant and equipment are registered in the '*Plant and Equipment Register*'.
- Records and servicing details must be kept and maintained current.
- Hazard identification and risk assessment documentation should be provided for each type of plant and equipment (*Risk Management Form*).
- Documentation verifying a worker's ability to operate the equipment must be provided i.e., drivers licence etc.
- The manufacturer's manual for operational guidance must be accessible if not on each item of plant.
- A checklist for each piece of plant and equipment should be completed by the operator each time it is used or at least on a daily basis (*Plant and equipment Inspection Checklist*).

## **Working in Isolation, travel and accommodation**

If you are required to work in a location independent of other people or that you consider is isolated ensure you do the following:

- Identify and assess any hazards involving the route travelled, method of travel (including duration), site and accommodation issues.
- Advise another person, preferably your direct report (Line Manager/Field Officer), and discuss any concerns.
- Include the travel details in your outlook calendar which should advise of your travel itinerary, location of job, estimated time of arrival and duration of job.
- Discuss with your manager and seek prior approval for any travel outside normal hours or requiring overnight accommodation. You should ensure any overnight stay meets minimum safety requirements and the location is known along with arrival and departure confirmations.
- Ensure adequate communication on site (mobile phone coverage), first aid and emergency response (i.e. fire extinguisher)

On your return, it is essential you contact your Direct Report immediately and inform them that you are no longer in the isolated area.

## **Housekeeping**

It is the responsibility of all workers and contractors to ensure appropriate standards of housekeeping are maintained at all times. Everyone has the right to a healthy and safe workplace and a responsibility to ensure this happens. All workers are responsible for cleaning up any mess that they make and leaving the area and equipment in a clean and tidy condition.

## **Smoke Free Workplace**

In accordance with the obligations of the Safety, Health and Environment Legislation to ensure a healthy and safe workplace Sheforce maintains a smoke free workplace. This policy applies equally to all management, workers, contractors and visitors.

Smoking is not permitted within the boundaries of Sheforce offices, near the entrances or within vehicles. Failure to comply with this requirement will lead to disciplinary action.

## **Waste Management**

Sheforce will undertake all efforts to ensure their compliance with Environmental Policy and obligations under the Legislation.

The collection, disposal, and recycling of waste should be planned and maintained to minimise disruption and hazards in the workplace. All waste shall be disposed of in the most appropriate and environmentally sensitive way possible. If necessary, for compliance, suitably qualified specialist contractors shall be engaged for disposal.

Particular care must be taken when handling/disposing of sharps (e.g. syringes, needles, blades, scalpels, broken glass etc.). Handling objects such as these put the Worker at risk of serious disease if the proper precautions are not taken. Appropriate PPE (i.e. cut resistant gloves) should be worn, dark areas be illuminated so all sharps are visible and the object disposed of in the appropriate way (sharps container).

## **Manual Handling**

Manual Handling is a term used to describe everyday activities that require the use of force by a person/people to lift, push, pull, carry or otherwise move or restrain an object. Such as carrying, stacking, pushing, pulling, rolling, sliding, lifting or lowering loads.

Many risks arising from manual handling can be controlled and Sheforce will endeavour to minimise these risks as much as possible by:

- Ensuring that plant and equipment used in the workplace is designed and constructed in such a way that the risk to the worker's health and safety is as low as practicable.
- Ensuring that work practices involving manual handling are designed to minimise any risk to the worker's health and safety.
- Training workers in safe manual handling practices and in risk identification, assessment and control of manual handling risks.
- Controlling the risks in relation to manual handling injuries.
- Evaluating and reviewing effectiveness of control measures on a regular basis.

As manual handling involves a person exerting force, it is one of the areas that the individual (worker and contractor) has the most control over and therefore should take most responsibility for.

## **Mobile Phone Use**

Mobile phones are an essential part of our work as we are on a variety of sites and travelling to host employers and clients. To ensure safety, they must not be used while operating, supervising or in the vicinity of plant and equipment (including vehicles) on a work site.

Mobile phones may be used in a car in line with relevant legislation. For example, hands free with bluetooth while driving on public roads.

You should take care when using a mobile phone and not be on a phone when walking down stairs, or looking at screens while walking in the street.

## **Noise and audiometric testing**

All noise levels greater than 85db over the duration of a shift or greater than 140db in one off or short-term exposure shall require specific control measures and noted on the relevant SWMS or Risk Management form. Workers exposed at any time to these levels will be required to undertake audiometric testing prior to commencement (no later than 3 months within commencement) and every two years after this date.

## **Outdoor Work and Sun Safe Policy**

Sheforce is committed to providing a safe workplace without risks to health for its workers who work outdoors and this includes protection from injury and illness by the sun and other extreme weather conditions.

- Employer/PCBU responsibilities
- Provide shirts that are long sleeved with collars.
- Ensure appropriate headwear is provided i.e. broad brimmed hat.
- Provide SPF 50+ sunscreen and ensure it is accessible at all times when work outdoors is required.
- Arrange outdoor work when practicable outside peak UV radiation hours.
- Ensure all vehicles have adequate cabins which provide protection from the elements where practicable.
- Provide shaded areas/shelter during breaks.
- Provide information, instruction, training and supervision as necessary.
- Take appropriate action if a worker is not following the recommended sun safe preventative measures.

## **Worker responsibilities**

Workers must always cooperate with the sun safe policy. Long sleeve shirts and broad-brimmed hats have been provided and must be worn. Workers are encouraged to wear trousers and apply sunscreen to exposed areas of skin at 2 hourly intervals.

If shorts are worn and/if sleeves are rolled up or are short sleeve shirts when working outdoors, workers must ensure they apply sunscreen at 2 - 3 hourly intervals.

All Workers are encouraged to visit the Cancer Council Australia website, [www.cancer.org.au](http://www.cancer.org.au) or Cancer Helpline 13 11 20, to answer any inquiries they may have regarding reducing the risk of skin cancer or identifying symptoms.

## **Drugs and Alcohol**

Sheforce is concerned about factors that affect the ability of staff to perform tasks safely, in a healthy manner and productively. The use of alcohol and other drugs (including prescription medication) can affect work performance and the safety of staff, customers and members of the public.

The objective of this policy is to facilitate Sheforce commitment to providing a safe, healthy and productive workplace. This policy will apply to all people in the workplace.

Sheforce has a policy of zero tolerance on drugs and alcohol. Anyone that has taken drugs or alcohol that affects performance should not under any circumstances operate any plant, equipment or vehicle, enter work areas or attend any customer site on behalf of Sheforce.

Any person that has been prescribed drugs that have the potential to affect performance must be authorised to work by their medical practitioner.

## **Employer/PCBU responsibilities**

Sheforce will implement this policy and address any issues that may contribute to the use of drugs or other alcohol and action will be taken when:

- A worker or contractor is, through the effects of alcohol and other drugs, is in such a state as to endanger his or her own safety or the safety of any other person at work
- A worker or contractor is found in possession of, supplying or other, illicit drugs on the premises or in the vehicles; or
- Work performance is affected.

## **Worker responsibilities**

Workers will not be adversely affected by alcohol or drugs during work hours and must at all times carry out their duties and responsibilities in a healthy and safe manner. Workers have a responsibility to be fit for duty.

Workers who have concerns about working with any other worker due to possible use of alcohol or other drugs should consult the manager or supervisor. All expressions of concern will be treated with confidence.

## **Drug and alcohol management procedures**

Alcohol or other drugs will not be consumed during work. Staff must at all times have a Blood Alcohol Content of 0.00% when driving or operating plant or equipment. Persons above this blood alcohol limit will not drive or operate plant and equipment.

Any worker or contractor who has consumed alcohol or drugs that affects performance will not be allowed to work until he or she is deemed fit to safely and productively perform the job. If the worker or contractor attends for duty and tests positive or is affected by alcohol or drugs they will be directed to a hospital for testing or sent home via taxi or driven by a company representative. They will not be paid for the lost time unless leave is available. Disciplinary action may be taken.

If the Sheforce Executive/Management becomes aware that an individual's work performance has deteriorated sufficiently to be of concern or that the worker or contractor has repeatedly placed himself or herself or others at risk of incident or injury, the details will be documented. A formal interview will be arranged to advise the worker of the problem and offer help. If the problem continues, a second interview will be arranged to caution the worker, offer help and warn of disciplinary action (which may include termination). If a third interview is required, the worker will be subject to disciplinary action which can include dismissal.

Staff who participate in a rehabilitation program may use existing leave, or if it is appropriate, some leave without pay may be granted.

Where a worker is taking prescribed drugs and is unable to safely and adequately perform the required work, they should advise the supervisor or manager. Attempts will be made to adjust the work practices if reasonably practicable.

Illicit drugs for example, marijuana, amphetamines and heroin, are not permitted on the Sheforce premises or to be used during working hours under any circumstances. An individual found in possession of or using illicit drugs will receive a written warning and if it occurs again they will be dismissed.

The sale, transfer or manufacture of illicit substances in the workplace will result in instant dismissal. This includes the distribution of prescription drugs.