**The South Australian Mining and Quarrying Occupational Health and Safety Committee**

**Promoting Work Health and Safety in the Workplace**

This workplace industry safety resource is developed and fully funded by the Mining and Quarrying Occupational Health and Safety Committee (MAQOHSC).

**Disclaimer**

**IMPORTANT:** The information in this guide is of a general nature, and should not be relied upon as individual professional advice. If necessary, legal advice should be obtained from a legal practitioner with expertise in the field of Work Health and Safety law (SA).

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**Instructions**

It is important that you completely review this tool prior to use and ensure that where required changes in terminology, titles, etc. are made to ensure that this document will accurately reflect your organisation’s structure.

1. Remove all ***“(insert company name)”*** sections and replace with registered business name
2. Remove all ***“(insert name of quarry/mine)”*** sections and replace with quarry/mine pit name.
3. Remove all ***“(insert senior management position e.g. site manager)”*** and replace with relevant position
4. Remove all ***“(insert location)”*** sections and replace with identified site location
5. Delete cover page, back page, forward and instruction section above once document is completed
6. Delete all MAQOHSC wording on headers and footers and replace with own business name
7. Delete all ***“Note”*** sections from document
8. Ensure that the page numbers in the footer align with the correct page in the document.

**Induction Manual Template**

***(Insert Company Name and Company Logo or Site Photo)***

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1. **Welcome**

Congratulations on your appointment and welcome to the team at ***(insert company name)***. We are excited that you have joined us and look forward to a long, happy and successful partnership together.

We want to ensure that your interactions with other ***(insert company name)*** workers and our stakeholders will reflect the value that ***(insert company name)*** places on people, teamwork, two way communication and our commitment to customer service.

The purpose of this Manual is to introduce you to ***(insert company name)***, and information about your terms and conditions of employment, our expectations around your behaviour, our policies and procedures and an overview of Work Health and Safety requirements.

This manual should be read in conjunction with your Contract of Employment.

This Manual is by no means an exhaustive guide to your employment with us. It has been developed to act as a resource and reference for you.

The policies within this Manual are easily listed and easily accessed via the contents page.

This Manual will be updated as required and as our business evolves and grows. You will be notified of any changes as they occur. If you have any questions about the content please do not hesitate to contact ***(insert contact name)*** on ***(insert contact number)***.

1. **Our Company**

***Guidance note (delete this and example later):***

*In the first paragraph you will need to detail the company’s trading name, if it is a partnership / joint venture, etc.*

*Paragraph two will detail your quarry / mines location, product/s mined, details of any processing of mined ore / product and details of any other leases held.*

*An example is shown below:*

MQ is a mining company focusing on dolomite / quartzite, based in Fleurieu Peninsula. It is an Australian owned company formed in January 1988.

The Company’s prime asset is the ABC Project, located 80km south of Adelaide in the Fleurieu Peninsula region of South Australia. It involves the open cut mining of dolomite / quartzite located in two separate Mineral Leases.

We process extracted rock to produce aggregates, rubbles and sands which supplies and services the Fleurieu Peninsula, the southern part of Adelaide and the lower Riverland area.

MQ also holds an exploration tenement portfolio covering over 11,000 km² within the Fleurieu Peninsula region in South Australia.

***(insert an overview of your company below)***.

1. **What We Do**

***Guidance note (delete this and example later):*** *In this section you should explain what your business does and an overview of products and services offered. Below is an example to get you started.*

At ***(insert company name)*** we provide the following products and services to our stakeholders:

* Concrete and Asphalt Aggregates;
* Gabions and Ballast;
* Cement treated sand and rubbles;
* Quarry sands; and
* Transportation (supply and deliver) of products.
* Additional spaces…

1. **Stakeholders**

***Guidance note (delete this and example later):*** *In this section you should outline the clients and industries that you service. Below is an example to get you started.*

At ***(insert company name)*** we service many businesses from the building and construction industry, we are proud to list the following clients:

***(insert Logos or names of your biggest clients here)***

1. **Our Mission, Vision and Values**

***Guidance note (delete this later):*** *It is important to communicate your purpose or roadmap for success. This includes where you are headed and the expected values and behaviours you want your people to demonstrate on the way.*

* 1. **Mission Statement:**

***Guidance note (delete this and example later):*** *Your roadmap should start with your Mission, it declares your purpose as a company and serves as the standard against which you weigh your actions and decisions. Below is an example of a Mission, Vision and Values Statement.*

***(insert company name)*** mission is to supply and deliver superior products to our stakeholders.

* 1. **Vision Statement:**

Our aim is to be:

* Known for high quality products; and
* Known for excellent service.
  1. **Values:**
* Respected
* Trusted
* Flexible
* Integrity

1. **Your Employment**

***Guidance note (delete this later):*** *In this section you should tailor the information based on the general customs and practices of your business. Below is an example to get you started.*

Your employment with ***(insert company name)*** is essentially governed by your contract of employment and ***(insert company name)*** policies and procedures in conjunction with this Manual. The following section provides general information regarding your pay, conditions and our expectations of you.

* 1. **National Employment Standards**

***(insert company name)*** shall provide you with a Fair Work Information Statement with the Human Resources and Payroll documentation after this induction, which details the National Employment Standards and key details related to employment conditions.

* 1. **Confidential Medical Information**

All direct casual, part time or full time employees are required to complete a medical history form prior to commencing work with ***(insert company name)***.

This confidential medical information gathered ensures ***(insert company name)*** is aware of any conditions you may have so we can manage your employment and ensure your health and safety is not placed at risk while at work.

You will also be required to have a pre-employment medical assessment prior to commencing full time employment. This is arranged and paid for by ***(insert company name)*** and is mandatory for you to attend the appointment or it must be cancelled at least twenty four **(24)** hours prior. Where you have not attended this appointment and no cancellation has occurred, the cost of the booking will be recovered from you.

Additionally, air monitoring and personal health monitoring programs shall be undertaken from time to time. Your cooperation with such initiatives is required to meet legislative requirements, improve working conditions and to assess for early signs of adverse health effects.

* 1. **Human Resources and Payroll**

You will be given the following forms on the first day of starting your new role with ***(insert company name)***. If you have not received them please ask the person who is undertaking the induction process:

* Personal and Emergency Contact Details form;
* Bank Account Details form;
* Taxation Declaration form;
* Medical history form; and
* Super Choice form.

These forms must be fully completed together with other relevant employment documentation and returned to your ***(insert position title)***. You can request a copy of the documentation if you wish to do so. The documentation will be kept securely in your employment file and available on request.

* 1. **Changing of Bank Account or Personal Details**

Please advise your ***(insert position title)*** in writing should you wish to change any pay details like changing or closing your bank account. Please ensure you notify us prior to the date you wish for the change to be active by. You are also asked to advise your ***(insert position title)*** in writing of any changes via the ***(insert name of form)*** form to the following:

* Your Name or Address;
* Medical Conditions;
* Emergency Contacts; and
* Super Fund.
  1. **Pay Days**

You may be required to used time sheets or swipe cards. These must be used or completed daily and signed off by your ***(insert position title)*** and forwarded to Payroll each week***.*** Your pay cycle is ***(insert weekly / fortnightly / monthly)***.

Our pay cycle runs from ***(insert day)*** to ***(insert day)*** over a ***(insert weekly / fortnightly / monthly)*** period and pays are processed on ***(insert day) (insert weekly / fortnightly / monthly)***.

Pays will be automatically deposited electronically into the bank account details provided by you to ***(insert company name)***. Taxation payments are automatically deducted from your pay.

* 1. **Incorrectly Paid**

Upon receiving your pay slip and believing there to be an issue with the summary, you should immediately raise the matter with your ***(insert position title)***. Do not speak with other workers or staff about the issue. The matter will be reviewed and any adjustments will be processed as quickly as possible.

* 1. **Superannuation**

Superannuation is paid in accordance with the South Australian Government’s Superannuation Guarantee Legislation. A superannuation payment is calculated on your ordinary time earnings and is paid into your nominated superannuation fund of your choice. You may also choose to pay a portion of your wages into the superannuation fund.

* 1. **Hours of Work**

***(insert company name)*** adopts a common sense approach to managing work hours. Office / Business hours are generally between ***(insert time to time) (insert weekday to weekday)***.

Your hours of work will depend on business needs and the requirements of the work you are assigned.

***Guidance note:*** *The above will need to modified to suit your particular operation, for example if your operation is a 24 / 7 operation.*

Your ***(insert position title)*** will work with you to establish your standard hours of work and break times.

* 1. **Wage and Performance Review**

Wages are reviewed in line with the applicable award and / or annually. Reviews are conducted with your ***(insert position title)*** and are strictly confidential.

Wages should only be discussed with your ***(insert position title)***, not with other co-workers or staff.

Performance reviews focus on:

* Individual Performance;
* Skills and knowledge; and
* Level of decision-making.

Your performance is reviewed either ***(insert 6 or 12 monthly)***. The reviews are designed to provide feedback on your strengths, weaknesses and any development needs identified by ***(insert company name)*** that will assist you to further your career.

* 1. **Reimbursement of Expenses**

***(insert company name)*** will reimburse employees for pre-approved expenses properly incurred by employees in the proper performance of their duties.

Reimbursement will be subject to employees providing ***(insert company name)*** with receipts or other evidence of payment and of the purpose of each expense, in a form reasonably required by ***(insert company name)*** provided that all claims are made on the appropriate form, signed by the appropriate ***(insert position title)*** and supported with the necessary substantiating documentation.

Reasonable travelling expenses, where incurred in the performance of an employee’s duties, will be reimbursed. The payment of expenses is at all times subject to the prior authorisation of, and at the discretion of ***(insert company name)***.

Generally air travel will be by economy class, with a carrier chosen by ***(insert company name)***.

1. **Leave Entitlements**
   1. **Annual Leave**

Full time and part time workers are entitled to four **(4)** weeks annual leave, based on their ordinary hours of work. This is calculated on a pro-rata basis. Your accrued annual leave will be shown on your payslip.

Any accrued leave shall be paid out at the end of your employment in line with your contract of employment and award terms.

You do not have to complete twelve **(12)** months service before you can take annual leave. You can take it as it accrues in consultation with your ***(insert position title)***.

Casual workers are not entitled to annual leave.

* 1. **Annual Leave Request**

You are required to utilise your annual leave entitlements in consultation with your ***(insert position title)***. ***(insert company name)*** generallyceases trading over the Christmas / New Year period.

Your ***(insert position title)*** will advise you of the time frames for annual leave over the Christmas break.

All employees should avoid accruing more than twenty **(20)** days annual leave without prior discussion with your ***(insert position title)***, e.g. planning a trip away. Annual leave is designed for workers to have a break from work, to relax and spend quality time with family and friends, but most importantly recharge!

* 1. **Annual Leave Documentation**

A ***(insert name of form)*** form must be completed and submitted to your ***(insert position title)*** and approvals obtained at least two **(2)** weeks prior to the annual leave request date.

Annual leave shall not be taken without the appropriate documentation completed and prior approval from your ***(insert position title)***.

* 1. **Annual Leave Payments**

You can be paid ***(insert weekly or in advance)*** while on annual leave. You must clearly document this on the ***(insert name of form)*** form and it must be approved by your ***(insert position title)***.

There is no payment in lieu (cashing out) of annual leave. You will only be paid out your annual leave if you resign or the company terminates your employment.

* 1. **Long Service Leave**

At completion of ten **(10)** years continuous service with ***(insert company name)***, you are entitled to thirteen **(13)** weeks paid long service leave. In South Australia, long service leave is due after ten **(10)** years of continuous employment; however long service starts accruing and is accessible after seven **(7)** years.

* 1. **Absence from work**

Any absence or late arrival due to illness, injury or any other reason, and the expected duration of leave must be personally reported by telephone call to your ***(insert position title)*** as soon as practical (prior to your normal starting time wherever possible). Email or text message in these circumstances is not acceptable.

If you are unable to do this personally, you are requested to ask someone to telephone on your behalf.

Subsequent to this, you must keep your ***(insert position title)*** informed of your progress.

Wherever possible you should make dental, medical, business or other appointments outside your normal working hours.

It is essential that you are ready to commence work at your normal commencement time as other employees and the business depend upon you and your contribution.

* 1. **Sick Leave**

Sick and carers leave comes under the same leave entitlement. It's also known as personal / carers leave.

Full time and part time employees are entitled to sick leave and carers or compassionate leave.

* Full time employees are entitled to ten **(10**) sick days per year.
* Part time employees are entitled to pro rata of ten **(10)** days each year depending on their hours of work.

**Example:**

Tom is a full time employee who works 38 hours per week. Aaron is a part time employee who works 19 hours per week. Tom gets 10 days paid sick and carers leave per year. Aaron gets 5 days paid sick and carers leave per year as he works half the hours Tom works.

Sick leave shall be used when a worker is unfit for work due to illness or injury.

Where a worker has no accrued sick leave left, it is left to the discretion of their ***(insert position title)*** as to whether it is leave without pay or the worker can utilise other leave entitlements.

Sick leave is not to be taken without advising your ***(insert position title)*** and the appropriate documentation forwarded to payroll.

Casual workers are not entitled to be paid sick leave.

* 1. **Doctors Certificates**

A Doctors Medical Certificate is required stating that you are unfit for work when:

* You have two **(2)** days in a row absent from work due to sickness, and
* You are absent on either a Friday or Monday ***(first or last day of shift cycle)***.

Your ***(insert position title)*** may also require a medical certificate that are not related to the above described.

* 1. **Sick Leave Documentation**

It is your responsibility to complete a ***(insert name of form)*** on the day you return to work from sick leave. This form must be given to your ***(insert position title)***, once approved, it will be forwarded to payroll for processing.

* 1. **Carers Leave**

Carers leave should be taken when you are required to take time off work to care for an immediate family member or a member of your household.

Carers leave comes from your sick leave entitlement if / when you need to care for sick dependants. You are eligible for carers leave when a dependent child or family member requires care.

This type of leave is paid at the same rate as your usual pay and to be paid at the same time as your usual pay and cannot be taken on a public holiday.

You are also entitled to two **(2)** days unpaid carers leave on each occasion that you are required to care for an immediate member of your family.

Unpaid leave can only legally be taken when all paid leave is exhausted.

Casual workers are not entitled to be paid carers leave.

* 1. **Compassionate Leave**

You are entitled to two **(2)** days of paid compassionate leave when a member of your immediate family:

* Has a personal illness that poses a serious threat to their life; or
* Has a personal injury that poses a serious threat to their life; or
* Passes away.

You are required to give notice of your intentions to take compassionate leave as soon as practically possible, and you may be required to submit evidence of relevant illness or circumstances in which you’ve requested the leave. Without this evidence your employer has the right to refuse your leave application.

Unfortunately casual workers are not entitled to be paid compassionate leave.

* 1. **Maternity / Parental Leave**

Employees can get parental leave when a child is born or adopted. Parental leave entitlements include:

* Maternity leave;
* Paternity and partner leave;
* Adoption leave;
* Special maternity leave; and
* A right to return to previous job.

Employees who are the primary carer of a newborn or adopted child get eighteen **(18)** weeks leave paid at the national minimum wage. Eligible working dads and partners (including same-sex partners) get two **(2)** weeks leave paid at the national minimum wage. These payments are made directly to the employee.

Employees with greater than twelve **(12)** months continuous service are entitled to twelve **(12)** months unpaid leave for the birth or adoption of their child.

Unpaid leave is a minimum of six **(6)** weeks and a maximum of twelve **(12)** months. You are required to utilise any annual leave entitlement prior to commencing maternity / parental leave entitlements.

You are requested to notify your ***(insert position title)*** of your intention to take maternity / parental leave, but as a minimum, six **(6)** weeks’ notice should be provided.

***(insert company name)*** shall hold a position at the same level and wage for you whilst you are on parental / maternity leave.

For casual employees to be eligible for unpaid parental leave they need to have:

* Been working for their employer on a regular and systematic basis for at least twelve **(12)** months; and
* A reasonable expectation of continuing work with the employer on a regular and systematic basis, had it not been for the birth or adoption of a child.
  1. **Training and Development Leave**

Training and development includes leave requirements to attend external company training courses, seminars or work related study during work hours.

Approval of this leave is at the discretion of your ***(insert position title)*** or as directed by your applicable award. All workers must complete a ***(insert name of form)*** form and be approved by your ***(insert position title)*** before the leave is taken.

1. **Work Environment**

***Guidance note (delete this and example later):*** *In this section you should tailor the information based on the general customs and practices of your business. Below is an example to get you started.*

* 1. **Company Uniforms and Image**

***(insert company name)*** provides workers with company uniforms to portray a professional image. When your probationary period has been completed, ***(insert company name)*** will issue you with a set of company uniforms.

As the apparel becomes worn out or damaged, you are to speak with your ***(insert position title)*** who will arrange to replace the non-serviceable items. It is your responsibility to keep the uniform washed and presentable.

Footwear shall be issued to you that is safe for the environment you are to be working in and shall be worn at all times.

You will need to comply with any further safety and personal protective equipment requirements of the site.

* 1. **Car Parking**

Car parking is provided by ***(insert company name)*** for workers while at work. It is your responsibility to:

* Take care and adhere to sign posted speed limits when entering or exiting ***(insert company name)*** property or car parking areas and any other traffic directions signposted;
* Travel over speed bumps with caution;
* Do not obstruct fire / emergency equipment, access points or keep clear areas; and
* Other requirements as detailed in the site Traffic Management Plan.
  1. **Work Areas**

As workers work in office areas, mobile plant and control rooms and can often rotate from job to job, it is important that your workstation or cabin of mobile plant remains clean and tidy at all times, free of boxes, papers and magazines. Our expectation is that your workstation or mobile plant will be cleared and tidied at the end of every day.

Any items that require storage should be put away, hard copy paper files should be kept to a minimum, with soft copies of files stored on the relevant shared drive electronically. Laptops should not be left on desks overnight unless you have your own lockable office.

Mobile plant cabins shall be swept out at the end of every shift with any rubbish removed and placed in the relevant bins provided. Dash boards will be wiped over and windows and mirrors cleaned.

* 1. **Amenities**

Please keep the kitchen and bathroom areas clean at all times, cleaning up after use. You should be mindful that these are public areas and you should be respectful to others by always cleaning up after yourself. If you use dishes then wash them immediately after use.

If there are any issues with these facilities you should notify your ***(insert position title)*** immediately.

* 1. **Security**

There will be no entry into ***(insert company name)*** premises during outside of normal business hours.

It is the responsibility of every ***(insert company name)*** worker to ensure that keys / security passes issued to workers are kept in safe custody. Keys / security passes must be returned upon request from ***(insert company name)*** management. If building access devices are lost or misplaced, you must notify your ***(insert position title)*** immediately so that they can be cancelled.

Workers within their area of control shall ensure all confidential / sensitive documents are locked away at night. You should make sure that your personal belongings and valuables are locked away and secured. Personal property is not covered by Company insurance.

***(insert company name)*** management reserves the right to inspect any vehicle, bag or container at its discretion upon a worker entering or exiting the company property.

* 1. **Meeting Rooms**

If you need to book or use a meeting room please ensure that you book through the Receptionist / Office Manager / booking system. Please tidy up after meetings, take away your dirty cups, files, papers, etc. Place chairs back in position and clean all work areas..

* 1. **Printing**

Save costs on printing wherever possible by printing on both sides of paper. Please pick up all printed matter off the printer and ensure that the printer is stocked with paper at all times. Colour printing should be kept to a minimum.

* 1. **Recycling Bins**

Please recycle where you can using the appropriate bins. Only paper and cardboard with NOcompany, client or candidate information is to be placed into these bins. NO general rubbish is to be placed in these bins.

* 1. **Security Disposal / Shredders**

Paperwork with any sensitive or confidential ***(insert company name)*** information needs to be disposed of by either being shredded or placed into the locked security disposal bin. The key for this bin will be the responsibility of the ***(insert position title)***. Documents to be placed in the security bins include but are not limited to:

* Company and Client Information;
* Forms and Policies; and
* Terms and conditions.
  1. **Waste Bins**

Most individuals will have waste bins under their desk. These bins should be used for any items which are not recyclable e.g.; plastics, metal, pens, food scraps, etc. Please use your discretion and be mindful of disposing food scraps in the office. Liquids should not be poured / placed into bins.

* 1. **Questions or Concerns**

Your ***(insert position title)*** is responsible for you when you are on site and any problem or change affecting your employment should be referred to them. If your ***(insert position title)*** is unable to resolve your problem, they may direct you to an appropriate person or obtain the information and get back to you with an answer.

1. **Work Health and Safety**
   1. **Work Health and Safety Responsibilities**

***(insert company name)***, as the Person Conducting a Business or Undertaking (PCBU) (your employer) shall ensure so far as is reasonably practicable:

* The health and safety of you and other workers while at work; and
* Other persons (visitors and volunteers) are not put at risk from work carried out as part of the business activities.

In addition, ***(insert company name)*** shall ensure so far as is reasonably practicable, that we supply and maintain:

* A work environment without risks to health and safety;
* Safe plant and structures;
* Safe systems of work;
* The safe use, handling and storage of plant, structures and substances; and
* Any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety at the workplace.

Managers, Supervisors, Superintendents and Team Leaders represent ***(insert company name)*** management to ensure that safe systems of work are implemented in the workplace.

As a worker, you have a duty and obligation to:

* Take reasonable care that your actions or words do not adversely affect the health and safety of any other person;
* Co-operate with any reasonable policy or procedure relating to health or safety;
* Comply with your roles and responsibilities as identified in ***(insert company name)*** Work Health and Safety Policies and Procedures;
* Follow any reasonable instructions designed to protect your health and safety and adhere to while at work;
* Not deliberately ignore, disable or damage equipment designed to protect your health and safety and the health and safety of others, e.g. guards, personal protective equipment etc.;
* Take part in rehabilitation and return to work programs; and
* Not endanger yourself or others through the consumption of drugs or alcohol while at work.

***Note:*** *Managers, Supervisors, Superintendents and Team Leaders are also workers and therefore must comply with the duties of workers.*

* 1. **Consultation and Communication**

Consultation and communication involves the sharing of information and the exchange of opinions between management and workers.

Consultation between Senior Management, Work Health and Safety personnel, Managers, Health and Safety Representatives (HSRs) and workers on Health and Safety matters, can result in healthier and safer workplaces, improved issue or decision ownership, effective and robust outcomes, stronger commitment by everyone to implement decisions and greater cooperation and trust between all levels of the business.

***(insert position titles)*** shall consult with workers who are, or are likely to be, directly affected by an issue relating to Work Health and Safety.

***(insert position titles)*** shall ensure:

* Relevant information about the Work Health and Safety issue is shared with relevant workers and workers shall be given an opportunity to express their views; and
* Workers are encouraged to contribute to the decision-making process relating to the Work Health and Safety issues and views of workers shall be taken into account when making decisions.

***(insert position titles)*** shall involve and consult workers in the following when:

* Identifying hazards and assessing risks to health and safety arising from the work carried or to be carried out and making decisions about ways to eliminate or minimise those risks;
* Proposing changes to the workplace that may affect their health or safety;
* Monitoring the health and or the conditions of workers at any ***(insert company name)*** site;
* Making decisions about the adequacy of facilities for their welfare; and
* Providing information and training for workers.

Consultation provides the opportunity for workers experiences and ideas to be considered in decisions which may affect their health and safety while at work. Managers and Supervisors will keep you informed by communicating Work Health and Safety information on issues and outcomes via:

* Pre-start and toolbox meetings;
* Directly to each worker, emails or memos on noticeboards; and
* Monthly Work Health and Safety statistics, safety alerts, bulletins and posters.
  1. **Work Health and Safety Committees *(where in place otherwise remove)***

A Health and Safety Committee (HSC) enables a Person Conducting a Business or Undertaking (PCBU) and worker representatives (on behalf of workgroup/s), to meet regularly and work co-operatively to develop policies and procedures to improve Work Health and Safety outcomes.

The function of ***(insert company name)*** Health and Safety Committee is:

* Facilitating co-operation between the Person Conducting a Business or Undertaking and workers to instigate, develop and carry out measures to ensure the health and safety of workers;
* Assisting in developing health and safety policies, procedures and systems for the workplace;
* Other functions agreed by the Person Conducting a Business or Undertaking and members of the Health and Safety Committee;
* Keep itself informed as to standards relating to health and safety generally recommended or prevailing in workplaces of a comparable nature and to review, and make recommendations to the company on the rules and procedures at the workplace relating to the health and safety of workers;
* Recommend to the company and workers, the establishment, maintenance and monitoring of programs, measures and procedures at the workplace relating to the health and safety of the workers;
* To consider and make recommendations to the company as the Committee sees fit in respect of, any changes or intended changes to or at the workplace that may reasonably be expected to affect the health safety or of workers at the workplace;
* To consider such matters as are referred to the Committee by a Health and Safety Representative; and
* To perform such other functions prescribed in the *Work Health and Safety Regulations 2012* (SA) or given to the Committee, with its consent, by the employer.
  1. **Resolution of Work Health and Safety Issues**

All hazards, issues and complaints are to be reported as soon as practicable or by the end of the shift in which they occurred, to your direct Supervisor or the ***(insert responsible position, e.g.: Work Health and Safety Advisor)***.

Should the matter remain unresolved, it will then be addressed between the workers’ Health and Safety Representative (if in place), and your direct Supervisor.

If still unresolved, it will then be referred to the ***(insert senior management position e.g. Site Manager)***.

If the issue is still unresolved, the Health and Safety Committee ***(where in place otherwise remove line)*** will be convened to assist in resolution.

If still unresolved, it will then be referred to your ***(insert senior most position)***.

All workers will be encouraged to discuss all Work Health and Safety matters with their direct Supervisor and any worker at any time in an informal manner; however Work Health and Safety issues must first be directed through the individual’s direct Supervisor as per the steps set out in the above procedure which shall be communicated to workers in writing.

Where attempts to resolve a Work Health and Safety issue at the workplace is unsuccessful and the steps of the resolution procedure have been followed a worker may notify the Regulator, SafeWork SA for resolution by an inspector.

Where a worker is dissatisfied with the outcome of an investigation into unlawful discriminatory behaviour and or sexual harassment, the complainant may lodge a complaint with the Human Rights and Equal Opportunity Commission at any time within their statutory limits.

* 1. **Hazard Identification and Risk Assessment**

A hazard is anything that has the potential to cause harm or long-term health effects to a person / animal, or damage to plant, equipment or the environment.

***(insert company name)*** has assessed all tasks including the operation of plant and equipment in order to identify hazards and risks to the health and safety of the workers and others.

***(insert company name)*** has taken steps to eliminate identified hazards where possible. Where this cannot be achieved, steps have been taken to control the risks using the “Hierarchy of Controls”. In addition personal protective equipment (PPE) is provided where required.

* 1. **Corrective Action**

***(insert company name)*** encourages and empowers all our workers and contractors to correct identified hazards and risks as soon as they become identified. Workers have an obligation to prevent potential harm where it is within their capacity, by eliminating the hazard or controlling the risk.

Where the hazard is beyond your control, it must be reported to your ***(insert position title)***. Your ***(insert position title)*** and they will take action to address the risks to health and safety.

* 1. **Principal Mining Hazards (PMH)**

A Principal Mining Hazard (PMH) is any activity, process, procedure, plant, structure, substance, situation or other circumstance relating to the carrying out of mining operations that has a reasonable potential to result in multiple deaths in a single incident or a series of recurring incidents.

***(insert company name)*** has identified Principal Mining Hazards associated with our ***(insert quarrying / mining)*** operations.

***(insert company name)*** develops, implements and maintains Principal Mining Hazard Management Plans in consultation with workers directly associated with Principal Mining Hazards.

Each Principal Mining Hazard Management Plan (PMHMP) documents how the risks to the health and safety of a person arising from the Principal Mining Hazard will be eliminated or minimised so far as is reasonably practicable.

***(insert company name)*** shall provide the relevant Principal Mining Hazard Management Plans to you prior to undertaking any work associated with the Principal Mining Hazards.

Principal Mining Hazard Management Plans are provided to workers in plain, simple and understandable language and are available at / in ***(insert location)***.

***Guidance note (delete this later):*** *It is a requirement of the Work Health and Safety Regulations 2012 (SA), that hard copies of Principal Mining Hazard Management Plans are readily available to all workers.*

* 1. **Safety Roles for Workers**

***(insert company name) (insert quarry / mine)*** has implemented a safety role for the workers that allows you to be involved and contribute to the identification of Principal Mining Hazards and the consideration of control measures for risks associated with Principal Mining Hazards, that are relevant to your work or the work you will be carrying out. Additionally, you will also be involved in the periodic review of Principal Mining Hazard Management Plans.

* 1. **Job Safety Analysis**

A Job Safety Analysis (Job hazard analysis, Task hazard analysis, etc.) are developed by work teams prior to commencing any task that is not already covered by a procedure, or where a task varies from the standard safe work instruction. The Job Safety Analysis identifies the specific job steps, potential hazards or risks associated with job step (including the immediate work environment) and control measures that reduce the identified risks.

Job Safety Analysis shall be developed by the personnel conducting the task, signed by the work group and reviewed by ***(insert position title)*** prior to commencing the task.

* 1. **Safe Operating Procedures (SOP)   
     (insert type of document e.g. Safe Operational Procedures)**

***(insert company name)*** has developed ***(insert title of document e.g. Safe Operational Procedures)*** for all regular performed tasks. Safe Operating Procedures are designed to guide workers in safely carrying out specific tasks or operating plant and equipment, in line with manufacturer’s instructions while undertaking their duties.

Your ***(insert position title)*** will provide you with the relevant information, instruction and training on any ***(insert title of document e.g. Safe Operational Procedures)*** to a level of competency so you can undertake your duties safely. It is your obligation to comply with any reasonable instruction designed to protect your health and safety and undertake this training and comply with the instruction contained in the procedures.

***(insert title of document e.g. Safe Operational Procedures)*** folders are stored in all mobile plant cabins and located next to the operational controls of fixed plant and equipment.

* 1. **Safe Work Method Statements (SWMS for Construction Work)**

Safe Work Method Statements (similar to Job Safety Analysis) are developed in consultation with workers who are experienced in the subject matter and have sound knowledge of the task, plant and equipment, this includes, but not limited to, the Safety Coordinator, Project Supervisors, Project Managers, Health and Safety Representatives and experienced workers. If you are involved in carrying out Construction Work you will be provided with a Safe Work Method Statement.

Safe Work Method Statements steps out the process to complete the task, hazards are identified and associated with each step of the process and risk control measures are documented to manage the risks associate with the task.

Your ***(insert position title)*** will provide information, instruction and training to you on any Safe Work Method Statements you are required to use. It is your duty to undertake this training and carry out each key stage and implement the risk controls contained in the Safe Work Method Statements.

* 1. **Safety Signs**

You must follow the requirements of all safety signs; these apply to all persons on site. Safety signs alert you to hazards or conditions where a person’s health and safety may be placed at risk. If you’re unsure or do not know the meaning of a sign, ask your ***(insert position title)***, who will explain it to you.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sign Design & Meaning** | | | | | |
| Blank 1 | **Mandatory** | Custom prohibition 1 | **Prohibited** | Custom warning 1 | **Hazard Warning** |
| Danger | **Danger  Warning** | Emergency | **Emergency Information** | Fire | **Fire Information** |
| C:\Users\leroy\Documents\Work\SOP Safety Signs\Blank Signs\Caution 1.JPG | **Caution  take care** | C:\Users\leroy\Documents\Work\SOP Safety Signs\Speed\Speed 00.jpg | **Mandatory Speed Limit** | C:\Users\leroy\Documents\Work\SOP Safety Signs\Vehicles\Notice.jpg | **Instruction** |

**The signage above is not an exhaustive list just a sample**

* 1. **Personal Protective Equipment**

***(insert company name)*** shall provide personal protective equipment (PPE) for your protection where there is no other alternative in managing the risks to health and safety associated with exposure to hazards while performing your duties.

All workers shall, when working in operational areas outside of the office / weighbridge buildings, wear the following minimum personal protective equipment:

* High Visibility long sleeve shirts with the sleeves rolled down at all times and cuffs buttoned (no short sleeve);
* Cargo pants or denim jeans (Hi-visibility overalls can be worn instead);
* Hi-ankle lace or zip up steel capped safety boots (no pull / slip on);
* Hard hat;
* Darkened safety glasses (for sun glare);
* Clear safety glasses (for night, overcast or inside buildings); and
* Glove belt clip with rigger or stinger gloves attached to belt.

Additional personal protective equipment shall be worn wherever indicated by mandatory blue and white signs, procedures or instructions from your ***(insert position title)***. It is your responsibility to wear any personal protective equipment provided and to ensure that it is maintained and kept clean.

Where your personal protective equipment becomes lost, damaged or malfunctions, speak with your ***(insert position title)*** and obtain a replacement before returning to your work.

Speak with your ***(insert position title)*** about any questions, concerns or if you have not been fit tested or instructed on the correct use and maintenance of personal protective equipment.



**The signage above is not an exhaustive list just a sample of mandatory signage**

* 1. **Sunburn and Skin Cancer**

Sunburn is the most common ill effect of over-exposure to the sun. It is well established that ultra violet radiation from the sun is a major cause of skin cancer particularly for people that work outdoors.

Exposure to ultraviolet rays from the sun in the short term may result in sunburn and an accumulation over a longer term may lead to solar keratosis and skin cancer.

It is possible to reduce the likelihood of sunburn as well as the possibilities of preventable skin cancers.

* 1. **Sun Protection**

***(insert company name)*** has an obligation under the *Work Health and Safety Act 2012* (SA) to provide a safe working environment.

To minimize your exposure while working in an outside environment, you shall:

* Wear darkened safety glasses with ultraviolet absorbing lenses;
* Wear a hard hat with a broad brim, It is a requirement that hard hats are worn in operational areas;
* Wear long pants and a long sleeved shirt and roll your shirt sleeves down with the cuffs buttoned up to keep your skin covered;
* Where your skin is exposed to the sun, use a broad spectrum 30+ SFP sunscreen;
* Make sure the face, neck, arms and any other exposed parts are fully covered with sun screen; and
* Repeat application of sun screen every two hours, or more frequently if sweating heavily.
  1. **Heat Exhaustion and Heat Stroke**

**Heat exhaustion**

This results in collapse of the affected person due to dehydration and overloaded cardiovascular system.

Symptoms include fainting, lethargy, headache, low blood pressure, nausea, clammy, pale or flushed skin and a normal to slightly elevated body temperature (>39°C).

Should heat exhaustion occur:

* Remove any heavy clothing;
* Immediately assist the affected person out of the hot environment;
* Rest the person in a cool place and sponge with cool water if skin is hot and dry;
* Give fluids; and
* Seek medical assistance.

**Heat stroke**

Heat stroke may appear similar to heat exhaustion, but the skin may be dry with no sweating and the person’s mental condition worsens.

They may stagger, appear confused, fit, collapse and become unconscious. Heat stroke occurs when a person becomes dehydrated and their body temperature rises above 40.5C.

This is a medical emergency and can lead to death.

Signs of heat stroke include:

* Irritability, confusion, disorientation, incoherent speech;
* Hot, dry flushed skin;
* Convulsions;
* Loss of consciousness;
* Body temperature > 40°C; and
* Cardiac arrest.

Immediate first aid must be given, while awaiting transfer to hospital. It is essential to cool the person affected by removing heavy clothing, moving to a cool place, sponging with water and vigorous fanning.

**Preventing heat stroke**

* Drink plenty of water or other cool, non-alcoholic fluids;
* Stay cool and keep air circulating around you. Use air conditioning in a vehicle or room;
* Eat regular, light meals;
* Avoid drinking extremely cold liquids as they can cause stomach cramps; and
* If activity is unavoidable, try to schedule activity for the cooler part of the day and take rest breaks. Whenever possible, stay in the shade.
  1. **Fire**

As in all emergency situations protect yourself and others. Never attempt to fight a fire if it puts you at risk of injury.

Portable fire extinguishers and hose reels are provided to extinguish small fires. They are the first line of defence in the event of a fire. Prompt use of the correct fire extinguisher can prevent serious injury or damage.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Know your portable fire extinguisher**  **IMPORTANT: Read operating instructions on extinguishers**  **Note that there is no single type of fire extinguisher that is effective for all fires.** | | | | |
| **Portable Fire Extinguishers**  **AS 1850**  **AS 2444**  **Suitable For Use On Fires Involving** | **WATER**  water_ext2  **ELECTICALLY CONDUCTIVE** | **FOAM**  Foam_ext2 | **CARBON DIOXIDE**  carbdiox_ext2  **NON CONDUCTIVE** | **DRY CHEMICAL**  drychem_ext2 |
| **Wood, Paper, Textiles, Rubbish, etc.** | **YES**  MOST SUITABLE | **YES** | **YES** | **YES** |
| **Flammable Liquids, Insoluble In Water, Petrol, Kerosene, etc.** | **NO** | **YES**  MOST SUITABLE | **YES** | **YES** |
| **Flammable Liquids, Soluble In Water, Acetone, Alcohol, etc.** | **NO** | **YES**  MOST SUITABLE | **YES** | **YES** |
| **Oils, Fats, etc.** | **NO** | **YES** | **YES** | **YES** |
| **Live Electrical Equipment** | **NO** | **NO** | **YES** | **YES** |
| **Motor Vehicles** | **YES** | **YES** | **YES** | **YES** |

**Water extinguisher – Red**

Water extinguishers are suitable for use on fires involving wood, paper, plastic and other solid combustible material. The stream of water should be directed at the base of the fire. Do not use water on electrical or fuel type fires.

**Foam extinguisher – Blue**

Use foam on flammable liquid fuel type fires such as petrol, oils, thinners and solvents. Do not use these extinguishers on electrical fires.

**Dry Chemical Powder (DCP) – Red with a Horizontal White Band**

These can be used on all fires, but mainly for flammable liquid fires and fires involving live electrical equipment. Dry Chemical Powder is a non-conductive extinguishing agent. It is best used by spraying in a sweeping motion across the flames. These extinguishers are provided in company vehicles and mobile equipment.

**Carbon dioxide – Red with a Horizontal Black Band**

Carbon dioxide extinguishers can be used on all types of fires but are not always effective. They are best used on electrical and electronic equipment because there is no residue. The carbon dioxide is very cold when released, so use with care. Do not hold the end nozzle when using the extinguisher and do not use in an enclosed space.

All ***(insert position title)*** shall be provided with basic fire fighting training so that they can assist, if it is safe to do so, in the event of a fire breaking out. Where you are unsure about the location of the fire extinguishers and equipment and how to use them, ask your ***(insert position title)***.

* 1. **Emergency Response**

Where there is an emergency and an evacuation is required, you will hear an alarm or receive instructions to evacuate the area.

Follow these steps:

* Stop what you are doing and turn off any machinery (if it is safe to do so);
* Leave the area by the shortest, most practicable route (closing any fire doors along the way);
* Assist any injured people without placing yourself in danger;
* Assemble at the nominated area, or as directed by the Emergency warden / ***(insert position title)***;
* Remain in the emergency assembly point until you are told it is safe to leave or return to work; and
* Do not re-enter the workplace until the all clear is given by the Emergency warden.

***(insert position title)*** are responsible for ensuring that all personnel are present and identifying those who may be absent.

Emergency and evacuation procedures and plans are located adjacent to emergency exits for quick reference in an emergency.

* 1. **Fitness for Work - Drugs and Alcohol**

It is a requirement that you present for work in a fit state to do the work expected of you. You must not place yourself or others at risk by being under the influence of drugs or alcohol at work. Where you have been found to be in possession or supplying illicit drugs or mind-altering substances in the workplace, you will be immediately removed from site and reported to the local authorities.

In addition you will face disciplinary actions in accordance with the ***(insert company name)*** discipline and inappropriate behaviour policy, which may include termination of your employment contract.

***(insert company name)*** has implemented a drug and alcohol policy to ensure a work environment free from risk to health and safety. You shall be required to comply with the ***(insert company name)*** policy and consent to random testing conducted by an accredited organisation.

***(insert company name or an authorised person)***reserves the right to conduct testing for drugs and alcohol when they have reasonable grounds for believing that a person’s behaviour is unusual or erratic at the workplace or that a person is impaired by a drug or under the influence of alcohol.

***(insert company name)*** alsoreserves the right to conduct testing for drugs and alcohol on any worker who is involved in, or may have contributed to, any one of the following:

* An incident involving collision of any equipment or equipment damage; or
* An incident that results in the death or serious bodily injury of any person; or
* Requires a worker to receive medical treatment.

In line with the ***(insert company name)*** Alcohol and other Drugs Policy***,*** where a worker refuses to give consent for screening, this will be deemed a non-negative result and the worker will be stood down and asked to immediately leave the workplace and not return until they have a certificate from a doctor of a negative test result.

Further information in relation to alcohol and drug screening is available in the ***(insert company name)*** Alcohol and other Drugs Policy.

Workers, contractors and visitors must not endanger their own or any other person’s health and safety at work by consuming drugs or alcohol. If you attend work in an unfit state due to drugs or alcohol, arrangements will be made to convey you to your accommodation or home.

* 1. **Prescribed Medications**

If you are being treated with prescribed drugs, you must report this to your ***(insert position title)*** at the start of the shift. Some drugs may make you drowsy and can prevent you from safely using mechanical equipment. Your ***(insert position title)*** needs to know if you have been prescribed these kinds of medications. When reporting this information to your ***(insert position title)*** you need to bring in the medication box / bottle and any other information supplied with the medication.

All information relating to any prescribed medication you are being treated with will be maintained in strict confidence.

* 1. **Fatigue Management**

Fatigue is more than feeling tired and drowsy. In a work context, fatigue is a state of mental and / or physical exhaustion that reduces a person’s ability to perform work safely and effectively.

It can occur because of prolonged or intense mental or physical activity, sleep loss and / or disruption of the internal body clock.

Signs of fatigue include:

* Short term memory problems and an inability to concentrate, blurred vision or impaired visual perception; and
* Tiredness even after sleep, reduced hand-eye coordination or slow reflexes or a need for extended sleep during days off work.

***(insert company name)*** has policies and procedures relating to fatigue management and designated work breaks which allow you to stop, rest, re-energise and recuperate.

To further reduce the risk of fatigue, you should:

* Understand your sleep, rest and recovery needs and obtain adequate rest and sleep away from work;
* Seek medical advice and assistance if you have or are concerned about a health condition that affects your sleep and / or causes fatigue;
* Assess your own fitness for work before commencing work and monitor your level of alertness and concentration while you are at work;
* Avoid alcohol consumption;
* Eat a balance diet; and
* Get regular exercise.

Talk to your ***(insert position title)*** if you foresee yourself being impaired or experience fatigue which could cause a work health and safety risk e.g. because of a health condition, excessive work demands or personal circumstances.

In addition, keep a look out for signs of fatigue in your work mates and speak to them or your ***(insert position title)*** should you have any concerns.

* 1. **Smoking**

Workplace exposure to passive smoking is a significant Work Health and Safety hazard. Smoking is banned in enclosed public places, workplaces or shared areas - *Tobacco Products Regulation Act 1997* (SA).

Smoking is only permitted in designated areas and during designated work break times.

It is ***(insert company name)*** policy that employees do not smoke at work in the interests of their own health. If you would like to stop smoking, contact quit line on (08) 8291 4141, or go on line at www.cancersa.org.au.

* 1. **Hazardous Manual Tasks and Musculoskeletal Disorders**

Most jobs involve carrying out some type of manual tasks. However, some manual tasks are hazardous and can cause musculoskeletal disorders (MSDs), such as sprains and strains of muscles, ligaments and tendons.

A Hazardous Manual Task means a task that requires a person to lift, lower, push, carry or otherwise move, hold or restrain any person, animal or thing, either with high, sudden, repeated or sustained force, repetitive movement, awkward posture or exposure to vibration.

A Musculoskeletal Disorder means an injury to, or a disease of, the musculoskeletal system which can occur suddenly or over time (wear and tear).

This does not include an injury caused by crushing, entrapment (such as fractures and dislocations) or cutting resulting from the mechanical operation of plant.

The most serious musculoskeletal disorders are back injuries, often caused by poor lifting techniques. If your job requires you to perform manual handling you will be provided with appropriate mechanical equipment and training in safe manual handling techniques.

If manual lifting of a load is required:

* Do not lift it if mechanical assistance is available – if mechanical assistance is not available, use team lifting where possible;
* Determine if the travel route is clear of obstacles and if you can reduce the frequency of this task;
* Avoid unnecessary bending - do not place objects on the floor if they must be picked up again later;
* Avoid unnecessary twisting - turn your feet, not your hips or shoulders, especially when bending;
* Keep the load close to the body - handle heavy objects close to the body. Avoid a long reach out to pick up an object;
* Lift gradually - lift slowly, smoothly and without jerking; and
* Keep in good physical shape - get proper exercise and maintain a good diet.

If during performing your duties you have indications of muscle strain or discomfort, contact your ***(insert position title)*** immediately and report it.

* 1. **Licences and Certificates / Verification of Competencies**

Certain types of plant and equipment requires a specific licence and competencies for the type of work they are going to conduct or plant and equipment they are to operate. Licences are required for motor vehicles (car and road trucks) and high risk work, such as cranes, dogging and rigging, elevated work platforms, scaffolding above 4 metres and forklifts.

Where ***(insert company name)*** requires you to operate certain plant or equipment or conduct specific work that requires one of the above licence requirements as part of your role, you will be required to undertake training and assessment to obtain the licence and competencies if you do not already have them.

Licences must be carried on the person at all times while operating specific plant and conducting certain types of work.

If you need to renew your licence or require a new one please speak with your ***(insert position title)***.

Operators of load shifting equipment have competency requirements to verify they are able to safely operate the equipment.

Types of load shifting plant and equipment are front-end loader, skid steer loader, excavator and dozer.

Recognition of operator competencies can be in the form of:

* Previously issued Notice of Satisfactory Assessment (NSA);
* Statement of Attainment (SoA);
* Certificate of Competency (CoC); or
* Industry Competency Card (ICC).

For you to be able to operate any load shifting equipment on site, you must undergo onsite training and assessment (Verification of Competency) in the use of load shifting equipment in production activities.

* 1. **Vehicles and Traffic Control**

All drivers or operators of company-owned or leased vehicles and mobile plant must hold an appropriate licence or certificate of competency for that vehicle and obey all rules and regulations. The use of mobile phones while driving a vehicle is illegal unless approved ‘hands-free’ operation is available.

* Electronic, entertainment devices or mobile phones shall only be accessed during designated work breaks unless authorised by site management;
* Speed limits, stop signs and other road rules must be obeyed by all personnel at all times;
* Use 2 way radios with caution while driving;
* Where any vehicle is found to have a defect or other fault which creates an unsafe condition, it must be immediately repaired or brought to the attention of your ***(insert position title)***;
* Any damage to a company vehicle must be reported to your ***(insert position title)*** as soon as possible; and
* Personnel shall wear high visibility clothing.
  1. **Vehicle and Plant Daily Pre-Start Inspections**

All ***(insert company name)*** vehicles, mobile and fixed plant are provided with Daily Pre-Start Inspection checklists.

It is the operator’s responsibility each day before using a ***(insert company name)*** vehicle or item of mobile plant, to inspect the vehicle or plant using the Pre-Start Inspection checklist to identify if it is safe for daily operation.

These inspections must be done at the beginning of the shift prior to the plant or equipment being released into production. Any problems identified must be reported to ***(insert position title)*** so they can be repaired.

* 1. **Mobile Plant Operation**

Do not drive or operate any mobile plant unless you are trained, hold the appropriate licence or certificate of competency and are authorised to do so by your ***(insert position title)***.

Only those persons authorised and licensed may operate or direct the operations of cranes and hoists, or operate forklifts. Each vehicle driver and operator of rubber-tyred plant shall comply with site speed limits and traffic control procedures. Personnel shall not use backhoe or excavator buckets to access excavations or machinery.

No person may be transported in a vehicle unless approved seating is available for that person.

* 1. **Noise**

The effects of loud noise can result in short and long term hearing loss and ultimately impact on your health and safety, not only in the workplace but also in day to day living activities.

Having damaged hearing will cause you to struggle to hear instructions, sounds or normal conversation and communication activities.

To ensure your hearing is not placed at risk of damage from the effects of work related noise, hearing protection must be fit tested and worn at all times when working in noisy environments, where hearing protection is signposted or indicated in work instructions or as directed.

* 1. **Hazardous Chemicals**

The term Hazardous Chemical refers to those chemicals that have a potential to adversely affect your health or safety or that of other persons. Personnel shall be trained in the safe handling and use of hazardous chemicals.

Before using any chemical or substance refer to the Safe Operating Procedure or Job Safety Analysis for instructions on the safe handling, use and storage including the correct personal protective equipment to be used.

Care should be taken when using or decanting hazardous chemicals. Your work procedures shall ensure that these chemicals are labelled and stored appropriately. If you are unsure contact your ***(insert position title)***.

Make sure that the Safety Data Sheet is available and ensure you understand what safety controls are required before using any hazardous chemicals.

Chemicals must only be stored in correctly labelled containers, not in used food or drink containers.

 

**The signage above is not an exhaustive list just a sample of chemical signage**

* 1. **Chemical Spillage**

Notify your ***(insert position title)*** when any chemical spillage has occurred. Do not rush in to clean up a chemical spill. Ensure you are trained in the correct procedure for spillage clean up.

Use the kitty litter or absorbent granules to block storm water drains where present to prevent the chemical entering the storm water system.

Refer to the Emergency Management Plan, Safe Operating Procedure and Safety Data Sheet for the clean-up procedure and personal protective equipment to be used.

* 1. **Personal Hygiene**

Personal cleanliness is important to prevent work-related illness and the spread of infection. To reduce the risk of contact with hazardous chemicals through skin absorption or ingestion wash your hands before eating, drinking or smoking.

If working with hazardous chemicals your work clothes should be kept separate from your other clothes and washed separately. Don’t take the hazard home!

* 1. **Incident Reporting**

An ‘incident’ is any event that results or could have possibly resulted in injury, illness, disease or damage to property, plant and equipment or the environment, this includes near misses.

If you are involved in or witnessed a workplace incident, you must report it to your ***(insert position title)*** immediately, no matter how minor. Unless instructed by your ***(insert position title)***, do not alter the site where the incident occurred, other than to prevent further injury or harm occurring.

Where an incident is reported, your ***(insert position title)*** will investigate the incident and where applicable, determine the reasons how and why the incident happened. Your ***(insert position title)*** shall implement (where required) control measures to prevent it from happing again. You may be asked to be involved in the investigation and complete an incident report.

Incident reporting helps to identify hazards in the workplace. Something which causes a minor injury, or a near miss, could cause serious harm if left unaddressed.

By reporting to your ***(insert position title)***, you are helping to look after your own safety and the safety of those around you. Reporting also covers you in case you need medical attention and it ensures you meet the claim requirements of workers compensation.

You must not leave the site due to illness or injury, whether personal or work related, without notifying your ***(insert position title)*** first.

* 1. **First Aid Treatment**

You must report all injuries to your ***(insert position title)*** immediately.

If an injury requires first aid treatment, it will be provided as soon as possible by a First Aid attendant.

The First Aid attendant will assess the extent and nature of the injury and determine if you requireany further treatment at a medical facility.

A list of trained First Aiders is available at ***(insert location/s)***.

* 1. **Medical Treatment**

The First Aid attendant will assess whether you do require additional medical treatment at a medical facility. If so, the First Aid attendant will notify your ***(insert position title)*** and make transportation arrangements for you.

Injuries that are not noticeable at the time of an incident, e.g. strains, must be reported to your ***(insert position title)*** by telephone as soon as possible when they present.

If you get out of hours medical treatment for a work-related injury or illness, you must notify your ***(insert position title)*** at the start of the next scheduled work day / shift. This action will help to avoid problems with workers compensation should you make a claim in the future.

Prior to returning to work after a work-related injury or illness, you will need to present to your ***(insert position title)*** a medical or WorkCover certificate from your doctor stating that you are fit to return to pre-injury duties or able to undertake suitable / modified duties.

* 1. **Workers Compensation**

All employees have a right to claim workers compensation if they are injured at work or have a work related illness. If you are injured at work, you must notify your ***(insert position title)*** and complete an incident report.

To be eligible for compensation you will also need to complete the WorkCover Claim Form as soon as possible. The form includes a notice of work-related injury. Ask your ***(insert position title)*** for the appropriate forms.

A Workers Medical Certificate must be provided to your ***(insert position title)*** to cover all time lost from work due to the workplace related injury.

**Note: *It is illegal to provide any misleading WorkCover claim information.***

* 1. **Rehabilitation**

You will be required to actively participate in a rehabilitation program to enable your safe return to work.

Your Case Manager and Rehabilitation and Return to Work Coordinator ***(remove RRTW Coordinator if not one on site)*** will develop Return to Work Plans for you and will continue to monitor your progress until a return to work on pre-injury duties is achieved.

* 1. **Plant Maintenance**

If you are authorised to carry out any maintenance or dismantle any plant or equipment you must follow the correct safety procedures. Never attempt to service or repair equipment unless you are trained and competent to do the necessary work.

In general:

* All electrical power, compressed air, water, steam or oil supplies must be turned off at the mains;
* All switches, taps and other controls must be turned off at the machine;
* All controls must be locked off and isolated;
* Isolate and lockout all energy sources and remove stored energy before commencing work, for example, airlines should be drained;
* Danger tags or out of service tags must always be used; and
* Try to start the plant or equipment to ensure it cannot be energised.
  1. **Plant and Equipment Isolation and Lock-Out**

Isolation and lockout procedures are used to protect you! They are designed to prevent another person activating any equipment, valve, electrical supply, switch or tap that may place you in danger. A system of personal lockout padlocks, hasps, danger tags and out of service tags are used.

If you are authorised to service or repair machinery or equipment you must isolate the power or energy source and lock it in the off position using a lockout padlock on the main isolation switch, valve, etc. prior to commencing work.

Where two or more employees are working on the same equipment all employees must use a lockout hasp and place their own lockout padlock onto it.

The only person who can remove an isolation lockout padlock and danger tag is the person who placed it on the plant or equipment; however, in exceptional circumstances the mine / quarry manager may remove after consulting with the person who placed it and maintenance department and by following a Safe Work Procedure.

Any person found removing another person’s isolation lockout padlock and danger tag without authority may be liable to disciplinary action.

* 1. **Danger and Out of Service Tags**

Danger tags and Out of Service tags are designed to indicate that machinery or equipment is unsafe or out of service and must not be operated or used.

|  |  |
| --- | --- |
| **Danger Tag** | **Out of Service Tag** |
| Each person working on the plant or equipment shall place their own personal danger tag on the main isolation switch or valve once it has been set to the non-dangerous position and locked out.  Make sure you have tagged the correct isolator / switch. | This tag does not offer any personal protection. It is primarily used to identify and warn others of faulty equipment or equipment that is being serviced.  It can be placed and removed by anyone authorised to do so. |
| http://toolboxes.flexiblelearning.net.au/archive/tour/security/toolbox/hq/training/images/tut18/fill_in2.gif | [https://encrypted-tbn1.gstatic.com/images?q=tbn:ANd9GcS_43qpT3ZV5242Qir_F3aQzn79K13n5Kek-Tq_Mlztx2S5ya4y](http://www.google.com.au/imgres?imgurl=http://www.bronsonsafety.com.au/media/catalog/product/cache/1/thumbnail/500x/9df78eab33525d08d6e5fb8d27136e95/c/a/caution-out-of-service.gif&imgrefurl=http://www.bronsonsafety.com.au/caution-tags-caution-out-of-service-3484.html&h=500&w=500&tbnid=aEzZdubcxZqTfM:&zoom=1&docid=wQlbQXLhz0om4M&ei=EAZ0VMfHH6O5mwWM3oCoCg&tbm=isch&ved=0CEYQMygfMB8&iact=rc&uact=3&dur=1726&page=1&start=0&ndsp=47) |

* 1. **Loose Clothing and Jewellery**

Where you are required to operate machinery, you must be aware that loose clothing or jewellery can easily be pulled into machinery. If you are using hand operated machinery, you shall not wear hand jewellery.

Loose jewellery shall not be worn around any machines. Work shirts shall be tucked into pants and the cuffs of shirts buttoned up. Similarly, if you have long hair, your hair must be tied back or wear a hair net around machinery.

* 1. **Machinery and Conveyor Guarding**

Serious personal injury can occur when people become caught in operating machinery. Machinery guards are designed to prevent access to moving parts where there’s a risk of injury.

Therefore:

* Do not operate conveyors or machinery unless the guards are correctly located and appropriately secured;
* Guards should only be removed by authorised personnel after the machinery has been stopped and isolated (locked out);
* Guards must be refitted before machinery is restarted; and
* Report any faulty or defective guards to your ***(insert position title)***.
  1. **Hot Work**

Hot work is any activity that can generate flame, sparks or heat. Hot work activities may include welding, oxygen acetylene cutting or grinding. This type of work should only be carried out if you are trained and deemed competent to undertake the task.

The main hazards are electric shock, toxic fumes, explosions, fire and burns from hot materials or Ultra Violet rays.

A hot work permit must be completed and signed off by your ***(insert position title)*** before undertaking the task***.***

Precautions should be taken where hot work may lead to an increased risk of fire or explosion. An appropriate fire extinguisher must always be within easy reach and a fire watcher on standby in the event of a fire occurring.

Always wear the appropriate personal protective equipment when carrying out hot work. If you are not sure, speak with your ***(insert position title)***.

* 1. **Ladders**

Where work cannot be done at ground level or from an appropriate work platform and a ladder is required to be used. The following conditions apply.

A ladder shall be:

* In good condition and not painted (Paint can hide faults or fatigue fractures that may prove dangerous.);
* Able to extend at least one metre above the platform to be reached;
* Used at a slope no greater than one in four; and
* No metal ladders are to be used for live electrical work.

Place the ladder on a firm footing. Never rest a ladder against an unsecured or moving object. Securely fasten the top of the ladder to prevent sideways movement.

Use stepladders in the correct manner. Do not use machinery, crates or other objects as makeshift ladders.

* 1. **Scaffolding**

No work is to be carried out from any scaffold where a person or object could fall more than four metres (including mobile scaffolds).

An exception to this rule applies if the employer has obtained written confirmation from a competent person (such as a certified scaffolder) that the scaffold, or the relevant part of the scaffold, is complete. In such cases a scaff-tag will be attached to the scaffold at the entry point.



**(Example of scaff-tags)**

* 1. **Working at Height**

A safety harness and appropriate fall arrest device must be worn when working above ground where scaffolding is not provided. It is also required when working on platforms where there is a danger of falling, including elevating work platforms, such as cherry pickers and scissor lifts.

Hands rails, toe-boards and knee rails must be provided for work platforms over two metres high.

Safety harnesses and fall protection equipment shall also be used when working in tanks, silos, product bins and other places where falls may occur.

If you are required to work at heights, appropriate training will be provided to you. No persons are to work at heights without appropriate training and authorisation.

* 1. **Confined Spaces**

A Confined Space is an area with limited means of entry and exit and that may also have poor ventilation. It may be oxygen deficient (which is defined as an area with oxygen levels below 19.5 per cent of the atmosphere).

There may be a hazardous accumulation of gas, vapour, dust or fumes due to the location, contents, or work activity that takes place.

Confined spaces may include tanks, silos, product bins, excavations or areas under conveyors. It may also include other fixed plant and equipment, or any area which is not designed as a normal work area. These areas are appropriately signed.

No person shall enter a confined space unless they have been trained and deemed competent in confined space entry and there is rescue equipment provided and a confined space sentry in place. Confined space sentries are personnel trained in confined spaces and rescue equipment and procedures. A confined space entry permit shall be completed before any work commences.

No person shall enter a confined space until a formal risk assessment has been conducted to determine whether there is any hazard from:

* Lack of oxygen;
* Engulfment from a free flowing solid or liquid;
* Toxic contaminants;
* Flammable or combustible contaminants;
* Extreme temperature; or
* The work to be performed.
  1. **Respirators**

Mining and quarrying health hazards can exist due to excessive levels or the accumulation of dust along with other risks, such as fumes, mist, or vapours which may present a risk to your health and safety.

***(insert company name)*** has respiratory hazards relating to dust being generated from vehicle and mobile plant movement, mineral processing and crushing operations, maintenance activities and weather conditions.

These hazards have been identified and the risks to health and safety have been assessed and risk controls implemented. A key part to manage the risk of exposure is personal protective equipment in the form of respirators.

Respirators include:

* Dust and Fume masks;
* Cartridge type, half-face and full-face masks; and
* Air supplied full-face masks.

Workers shall be fit tested for respirators and required to wear either half or full face respirator equipment. Respirators must be worn where identified in Safe Work Procedures, in areas where identified by signage or where instructed by supervision.

* 1. **Compressed Air**

Compressed air is not to be used for cleaning your own or any other persons clothing and shall never be directed at any part of the body.

When using compressed air:

* Secure all airline couplings with safety clips;
* Always wear safety glasses or goggles; and
* Do not indulge in horseplay with compressed air - it can cause serious injury or death if compressed air perforates the skin or internal organs.
  1. **Electrical Equipment (Portable)**

Prior to using electrical extension cords and portable electrical power tools, inspect the:

* Cord to identify if it has an inspection tag attached and it has not passed its due date of inspection and testing; and
* Casing, cord and plug for any signs of damage.

Where the inspection tag is out of date or damage has been identified, remove from operations, fill out and attach an out of service tag and do not use the equipment.

Return the equipment to your ***(insert position title)*** for inspection and testing or repairing.

Portable electrical equipment is required to be inspected and tested on a regular three-monthly basis to ensure that it complies with Australian Standards.

All portable electrical equipment shall be used in conjunction with a fixed or portable Earth Leakage Circuit Breaker (ELCB) also referred to as a Residual Current Device (RCD).

These protection devices must be used whenever mains electricity is supplied to moveable electrical equipment through a flexible extension cord.

* 1. **Electrical Storms**

No place is 100% safe from lightning. However, being aware of, and following proven lightning safety guidelines can greatly reduce the risk of injury or death.

The key to this is “anticipating a high-risk situation and moving to and staying at a lower-risk location”.

When you have been instructed to or you first see lightning or hear thunder, contact supervision and stop all outdoor activities. Where possible, go to the nearest covered building or enclosed car or truck.

All light vehicles, mobile plant and excavator operators shall cease operating, park up and head to the lunchroom / crib room and wait until the “all clear” has been given to return to operational duties.

**Outdoor Personnel:**

If in a vehicle, stay inside the vehicle;

* Close all doors and windows;
* Do not touch any metal parts connected to the outside of the vehicle;
* Do not touch door / window handles;
* Do not touch radio equipment;
* Do not touch the steering wheel / controls;
* Stay seated with hands in your lap and feet together; and
* Never attempt to leave the vehicle.

Do not shelter inside a truck or vehicle carrying dangerous substances, such as explosives, explosive accessories, fuel, chemicals, etc.

Do not operate your vehicle if it has been struck by lightning, contact supervision and wait for emergency response.

If not in a vehicle or building, stay at the chosen safest location, avoid water, high ground, open spaces, solitary tall trees, and metal objects.

* Crouch down;
* Place feet together;
* Cover ears to minimise hearing damage from the thunder;
* Distance yourself from other people and structures (5m); and
* Listen for further advice.

Inside of a shelter, stay away from doors, windows and avoid water. Electrical appliances (e.g. computers, power tools) should be turned off and unplugged. If appliances can't be unplugged (e.g. telephones), then stay away from them.

Persons injured by lightning do not carry an electrical charge and can be handled safely. Administer first aid to a lightning victim if you're qualified to do so. Contact supervision immediately.

* 1. **Blasting**

Blasting activities is carried out on a frequent basis for extraction purposes.

Prior to the blasting taking place, the Shot Co-ordinator shall:

* Review your location on site and where they believe you may be at risk from the blast, instruct you to head to a designated area and wait there until the blast has been completed and area deemed safe to re-enter;
* Blast guards shall be positioned at all access points into the blast zone to prevent unauthorised persons from entering the area;
* The site entrance will be manned and closed with a sign displayed stating blasting in progress to prevent entry until the all clear has been given by the Shot Co-ordinator to re-open the site entrance; and
* The blast siren will sound for 5 minutes prior to the blast and continue after until the all clear has been given by the Shot Co-ordinator to reopen the site.

Additionally,

* During charging of, the tie in or stemming a shot, immediate evacuation of all personnel from the blasting pad, back to a safe location outside of the blast zone shall occur when thunder or lightning has been identified.
* No entry into the blasting zone shall occur by any personnel until the dangers of lightning strikes have passed and the “all clear” has been given by the Shot Co-ordinator to re-enter the area.
* Rock drills, mobile plant or vehicles shall not be operated, driven or repaired within six metres of any charged hole.
* Smoking and hot work (such as welding, cutting) and naked lights shall not occur near explosives or blasting agents, including:
  + When loading or carrying explosives;
  + In or around a magazine; and
  + All loaded holes.

Only trained and licensed persons above the age of 18 are permitted to handle explosives or blasting agents.

If undetonated explosives are found, you must contact your ***(insert position title)*** immediately and remain in the area at a safe distance from the explosives until the ***(insert position title)*** arrives to cordon the area off.

Unused explosives are to be returned to the magazine on completion of loading holes.

* 1. **Site Contact Details**

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Contact No.** |
| ***(insert Mine or Quarry Manager)*** |  | **Mobile:**  **Desk:**  **After Hours:** |
| ***(insert Work Health and Safety Person title)*** |  | **Mobile:**  **Desk:**  **After Hours:** |
| **Human Resources** |  | **Mobile:**  **Desk:** |
| **Site Supervisor** |  | **Mobile:**  **Desk:** |
| **Weighbridge** |  | **Mobile:**  **Desk:** |
| **Shot Coordinator** |  | **Mobile:**  **Desk:** |