







Workplace Induction Handbook

The purpose of Concept's Workplace Induction Handbook is to provide all our employees with an outline of requirements and to promote the establishment of a safe and healthy workplace.

Our goal is to:

-  Provide a safe and healthy work environment
-  Minimise the environmental impact of our activities and operations
-  Promote opportunity and equality
-  Provide quality service to our clients/customers

To achieve our goals we must strive to establish a high and constant level of safety and control in the workplace, which can only be achieved with understanding and co-operation from everyone.

This handbook provides not only for the control of the physical working environment and work methods, but also for the consultation and discussion between Concept, our employees, clients, customers and associates.

In the event of an injury it is Concept's responsibility to co-operate in a rehabilitation program when recommended as part of a recovery program.

If you have trouble understanding any of the terminology used in this handbook, please ask our staff at Concept.

Employees working for Concept are responsible for ensuring that the policies and procedures contained within this handbook are applied to the sections of all jobs.

We are also committed to providing a safe working environment, be clear on instruction and training and use correct personal protective equipment.

All plant and equipment supplied or used by any employee must be safe, appropriately serviced and maintained, comply with legislative requirements, be tested and tagged and have certification and instruction for use where required. All employees MUST work safely at all times, refrain from any illegal practice and not place themselves or anyone else at risk.



PROUD TO BE
AUSTRALIAN OWNED

ESTABLISHED 1977

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INTRODUCTION

This handbook has been given to you for two purposes:







- 1) To tell you what you may expect from us as an employer
- 2) To tell you what our expectations are of you as an employee of Concept's

Please take the time to read this handbook (or have someone read it to you) to make sure that you understand what is required and refer to it whenever you are unsure of a matter in your employment. If necessary please phone Concept for clarification of a policy should you not understand it completely, or alternatively you can download a copy of our Safety Management System and/or Employee Handbook from our website (www.conceptengineering.com.au).

Your Responsibilities:

-  Take personal responsibility for the safety of their workmates, the public and themselves.
-  Work safely at all times
-  Follow all site safety rules and regulations
-  Actively participate in and support all WHS and injury management and rehabilitation programs
-  Promptly investigate, correct and report all unsafe conditions and acts.

All employees are required to:

-  Observe safety requests from supervisors and safety officers
-  Support your health and safety committee
-  Comply with all safe working practices and procedures
-  Immediately report any potential workplace hazards, mishaps, incidents, or injuries that occur during the course of work
-  Refrain from any unsafe or illegal practice
-  Ensure that you do not place yourself or any other person at risk.

Concept employees are responsible for ensuring that the provisions contained within this handbook are observed when carrying out work. All employees are to be provided with a safe working environment throughout the term of the project/assignment, appropriate instruction, training and personal protective equipment. Employees must also ensure that all equipment supplied to or used on a Concept workplace job site is safe, appropriately serviced and maintained, complies with legislative requirements and is provided with appropriate tagging, certification, log books and instructions for use.

COMPANY VALUES

As a company Concept hold the following values which are reflected in our company policies and in our internal procedures on these matters, and which form the basis of our company policy and procedures provided for your information in this booklet.

WORK HEALTH AND SAFETY

We recognize that it is a fundamental human right to be able to work and earn a living without facing the prospect of being injured or subjected to unnecessary risk to your health and safety. We will comply with all relevant Workplace Health and Safety laws and ask that you take appropriate steps to ensure you fulfill your obligations to ensure your own safety whilst at work and to make sure any action by you does not cause harm to any other person. You must correctly use and care for the safety and protective equipment or clothing provided for you. You must ensure you know our health and safety rules and procedures, and to ensure that safety procedures are followed at all times. You must not misuse any equipment, plant or process that is provided to ensure workplace health and safety. You will be disciplined under company policy if you do not comply with these rules and procedures. You may also be at risk of fines if a workplace inspector finds you committing a breach of health and safety laws.

EQUAL OPPORTUNITY

Concept aims to maintain a fair workplace for all employees. All employees, clients/customers and visitors will be treated with equal respect and dignity. Any distinction, exclusion or preference which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation constitutes an offence under the *Human Rights & Equal Opportunity Commission Act*.

ENVIRONMENT

Concept takes a proactive approach to environmental management seeking to act ahead of legislative requirements and conforming to all relevant environmental regulations. The principles of ecologically sustainable development are taken into account in all of our operations as we seek to conserve and enhance the community's resources, both now and in the future.





QUALITY

We at Concept are committed to striving for excellence in everything that we do. This includes the quality of service we bring to our employees and clients/customers. In order to make this possible, we have implemented management systems which promote continuous improvement and provide assurance that we are fulfilling our commitments to provision of quality service.

POLICY & PROCEDURES

ABSENTEEISM

Absenteeism is the situation where you are not at work. They may take the form of:

-  Late arrival or early finishing
-  Taking extended lunch breaks
-  Temporary absence from work for personal or other reasons
-  Failure to come to work all together

Where possible, you must notify Concept of your absence one (1) hour prior to your start time, so that we can make alternative arrangements if necessary. If you are absent due to illness we may require a medical certificate.

If we consider that your absences are becoming frequent or follow a pattern we will discuss this situation with you to determine the cause of the problem. If, after this, your absenteeism continues we will consider other courses of action.

ALCOHOL AND DRUG USE

Substance abuse exposes everyone to the risk of injury and can lead to the damage of property and equipment and as such the use of any drugs and alcohol and all banned substances within the workplace is strictly prohibited. They pose an unnecessary risk to the user and others. You should inform us if taking (or failing to take) medication that is likely to affect the safety of others at the job site.

Instances of willful abuse and trafficking of substances that are illegal/detrimental to the safe conduct of work are prohibited and are grounds for immediate termination of employment and removal off the job site. Any activity of this type will be documented and permanently attached to your personal file.

Health and safety legislation places an obligation on Concept as employers to ensure that employees do not place their own health and safety and that of others on the job site at risk.

Concept enforces a Zero Tolerance for alcohol and drug use at all times.

CLOTHING AND UNIFORMS

In consideration of the type of work generally performed by its employees, Concept will issue employees with selected basic items or personal protective clothing and equipment appropriate for their position and placement, unless stipulated as pre-employment requirement of the position/assignment. The personal protective clothing and equipment provided will comply with the relevant Australian Standards. All items of personal protective clothing and equipment issued by Concept will remain the property of the company and shall be replaced on a "fair wear and tear replacement basis".

COMPUTER, EMAIL AND INTERNET USE

Unless you have been authorized to do so, you should not use company computers for personal use. You must not download or install any software onto a company computer without permission and virus checks must be carried out before opening any emails, attachments or executable files. You must not use company computers for gaming or personal use nor are you allowed to download company information for private use. Your access to the internet may be controlled subject to company policy. Anti virus and anti spyware must be kept up to date and regular scans carried out. You must inform your manager if you encounter any problems. Use of company computers to access such sites as Facebook, MSN etc or chat rooms should only be done during breaks and only if company policy allows you to do so. You should not download anything considered to be pornographic or objectionable or to send emails of an offensive nature.

PERSONAL TELEPHONE CALLS

The use of company telephones, faxes and computers for personal communications is not a right but a privilege which can cost Concept considerable amounts of money and resources. Outgoing communication should only be made with the approval of your manager. They should be kept to a short duration. Wherever possible, both incoming and outgoing calls should only be made during break times.

MOBILE PHONE AND PERSONAL ENTERTAINMENT DEVICES

The use of mobile phones to make and receive calls and text messages should only be done during work breaks. If operating machinery or equipment mobile phones and devices must be turned off whilst operating them. If you are expecting an urgent phone call please advise your manager before you begin work. Permission to use personal devices such as MP3's, iPod's etc; will be given at the discretion of your manager on site. Care must be taken to not distract other employees through the use of these devices.

CARE OF COMPANY PROPERTY

Employees are to ensure that any property of the company entrusted to them as part of their work is properly cared for and protected from loss or damage as much as is practicable. This will include ensuring that sheds, vehicles, toolboxes etc are secured or locked when a site is unattended and protecting susceptible items and material from loss or damage due to weather or climate.

Any loss or property damage must be reported to your manager immediately and if theft, vandalism or damage to property is involved to the nearest police station. Concept must also be notified. On termination of your employment or upon request you must return in good condition (subject to wear and tear) any property in your possession belonging to us.

DAMAGE TO COMPANY PROPERTY

Normal wear and tear of plant, machinery and equipment is an accepted part of business. This can however be minimized by regular maintenance and adherence to correct operating instructions and not using them for any other purposes. Ensure pre start checks are carried out and it is safe for use before operation. If any damage occurs while in use, cease using the equipment and notify a manager immediately. Damage due to negligence may result in dismissal.

PRIVATE USE OF COMPANY PROPERTY

Company property must not be used for private or personal purposes unless permission to do so has been obtained beforehand. The use of onsite equipment may be carried out during break times if permitted subject to the type of work involved and the availability of the employee to safely carry out the work. Unauthorised use of company property may result in disciplinary action/dismissal.

USE OF COMPANY VEHICLES

You must have been given authority to do so and hold a valid current drivers licence for the appropriate class of vehicle you are driving before operating a company vehicle on a public road. Use of the vehicle must be entered into the vehicle log book and all required fields completed. Any traffic infringements or penalties incurred by you are your responsibility as the driver of the vehicle and you must pay any outstanding fines arising from the use of the vehicle.

COUNSELLING AND DISCIPLINE

If we believe you are performing in an unsatisfactory manner you will be counseled to assist you to understand the standards expected of you. Confidential records will be made and kept on your personal file.

If we at Concept consider your performance or behavior is unsatisfactory, you will be given adequate time to demonstrate a willingness to improve. If in our opinion you do not show a willingness to improve a final warning will be issued and immediate action may be taken if you do not cease the unsatisfactory performance or behavior immediately. We also have the right to dismiss you for serious misconduct.

You have the right to have another person present as a witness, at every stage of this process. There is no rule regarding the number of warnings given, generally up to three warnings would be considered appropriate except in cases of serious willful misconduct.

EATING AND DRINKING IN WORKPLACES











Breaks are provided for our employee's as part of your working conditions. Food or drink must not be consumed in areas where toxic or harmful substances are being used or at hand. Designated areas for eating are provided for your convenience where eating and drinking at your work space is not permissible due to health risks or damage to equipment. Drinking water is provided at your place of employment.

FIGHTING AND VIOLENCE

Conflict between co workers is a natural part of working life. The escalation of conflict into aggression, fighting or violence is not condoned and employees found involved in fighting or violence risk immediate dismissal whether or not they are the responsible party.







BULLYING, HARRASSMENT AND DISCRIMINATION

Harassment is any form of unwanted behavior that may intimidate, humiliate or offend any person. Harassment and Discrimination of any person on the following grounds is illegal:

- | | | |
|--|---|---|
|  Age |  Colour |  Gender |
|  Marital status |  Nationality |  Sexuality |
|  Race |  Ethnicity |  Pregnancy |
|  Disability (intellectual, physical or psychiatric, whether it be actual or perceived and either past or present) | | |

It is also illegal to harass a person on any of these grounds being applied to their relatives, friends or colleagues.

The following acts may be classed as Harassment and/or Discrimination:

-  Material that is racist, sexist, sexually explicit, homophobic, etc.
-  Verbal abuse or comments that degenerate or stereotype persons, gestures that are sexually or racially offensive
-  Ignoring, isolating, or segregating a person or group because of their sex, race, etc.
-  Sexual and common assault (these are also criminal offenses)
-  Initiation ceremonies involving unwelcomed sexual, sexist or racist behavior
-  Jokes based on gender, race, marital status, sexuality, disability or age.

Concept will take any reported case of Harassment and Discrimination seriously and take immediate action to investigate and deal with the issue at hand. Both parties will be listened to and, if verified, acted on to prevent further Harassment and Discrimination. A person who lodges a complaint will not be victimized because of the complaint. If you are deemed to have harass or discriminate against another person, you will be counseled and if the harassment and/or discrimination continues you will be subjected to our disciplinary procedures.







Differences of opinion, conflicts, personality clashes and problems in working relationships are a part of working life. However if this type of behavior is repeated or increases or becomes offensive, intimidating, humiliating or

threatening to a person, then workplace bullying exists and as a health and safety risk, must be stopped. This is classified as a breach of health and safety laws as well as possible criminal assault and recent cases have resulted in substantial fines for workers who engage in the bullying, the company you are working for and Concept. A single incident of harassing type behavior is not considered workplace bullying. If you feel your being bullied (or witness it) you should report the matter to allow action to be taken to prevent the situation from escalating.

UNACCEPTABLE BEHAVIOUR AND LANGUAGE

All employees have a right to work in an environment they find conducive and comfortable. Aggressive, loud, lewd, obnoxious and offensive behaviors and language may be considered inappropriate in the workplace where there is a mix of groups, cultures and genders.

The following behavior is unacceptable and may result in disciplinary action, dismissal or removal from the job site:

-  Assaulting, threatening or interfering with other employees
-  Interfering with, willful abuse, damage or destruction of property or removing property without permission
-  Interfering with, bypassing, or rendering inoperative controls and equipment
-  Failing to adhere to safe work procedures and practices
-  Practical jokes and rumbling
-  The display of offensive material, literature, magazines, posters and graffiti, slogans, etc.

Employees are expected to adhere to accepted community standards of behavior and language in the workplace. Language and behavior which could be considered offensive by any other person will be grounds for counseling and continued inappropriate behavior or language will result in disciplinary actions being commenced against offenders.




GRIEVANCES, CONFLICT & DISPUTES

Grievances occur when employees feel they have been treated unfairly in a manner between themselves and a person of authority, an example being a supervisor.

Conflict occurs as a result of a disagreement between individuals or groups and may often be of a social nature rather than an industrial nature.

Disputes occur more due to a difference of interpretation and generally require an intervention of a third party to pass judgment on the matter. Disputes generally grow out of grievances and conflicts and are best settled at the lowest possible level.

When you are in a dispute with another employee or supervisor:

-  The matter is to be discussed between you, the other employee and the supervisor
-  If the dispute is not resolved the matter is then referred to the next superior person
-  If the matter cannot be resolved it may then be referred to a tribunal for decision

An accurate record will be kept of the settlement and be signed off by all parties involved. All parties must abide by the decision made.

FITNESS FOR WORK

Health and safety legislation places an obligation on employer's to ensure that employees do not place their own health and safety and the health and safety of others in the workplace at risk. Concept will strive to ensure that all employees engaged by Concept are in a fit condition to safely carry out their work and that employees are not impaired in any way by the effects of alcohol or drug use, fatigue or stress.

To fulfill this obligation, we may prevent or limit access to a job site or to carry out work while under the influence of alcohol or drugs as well as suffering adverse effects of fatigue and stress. All employees are to report to work in a physical, mental and behavioral condition that will allow them to perform their duties correctly and safely.

If you are suspected to be under the influence of drugs or alcohol, you may be required to undergo screening before being allowed back to work. This may also be carried out randomly.

Employee's who work shift work or who are required to work long hours must have an adequate rest break. Concept will take reasonable precautions in the placement of staff to ensure that hours of work, shifts, rosters and workplace conditions do not create an unacceptable risk of fatigue. Employees will not be required to work more than 12 hours per day wherever possible and work in excess of these hours will be subject to risk assessments.

ANNUAL LEAVE

Annual leave must be taken at a time agreed by both employee and employer. You must provide a notice period of four weeks. Unused balances carry over from year to year. Annual leave only applies to full time permanent employees, as casual employees are paid an additional entitlement of the applicable loading (e.g. 25%) on top of their wage to compensate for this.

PERSONAL LEAVE (INCLUDING SICK LEAVE)

Personal leave is any leave taken for the purposes of:

- ✘ Personal illness or injury
- ✘ Caring for an immediate family or household member who is ill (careers leave)
- ✘ The death of an immediate family member

(For the purposes of personal leave, the term *immediate family or household member*, means your spouse, partner, parent, grandchild, sibling or any person you live with permanently).

PARENTAL LEAVE

Eligible employees may take up to 12 months parental leave, which includes both paid parental leave for periods covered by Concept and Government PPL schemes and unpaid leave for the remainder of that period. Except for short parental leave and short adoption leave, the employee and their spouse cannot both take leave at the same time.

LOST PROPERTY

Any item lost in the workplace should be reported to your supervisor immediately to allow steps to be taken to locate or recover the missing item. Similarly any item found on site must be reported immediately. Failure to report and the subsequent keeping of a found article may be considered as theft and disciplinary action taken.

An article considered to be suspicious, (example, a bomb or other device intended to harm people or property) **MUST NOT BE TOUCHED** but reported to your supervisor or management immediately.

PERSONAL APPEARANCE

If Concept do not provide you with protective clothing we would expect that the clothing you wear to work would be appropriate for the type of work you are doing and reflect the values of the company.

We will not tolerate clothing and accessories that we consider too revealing, provocative, or inappropriate. Long hair must be suitably restrained where there is a risk of hair becoming tangled in moving or fixed parts of plant or machinery and must be enclosed when near exposed or rotating parts of machinery. Jewellery (rings and pendants) must not be worn in areas where wearing these items could pose a risk of injury. Jewellery of any type (chains, pendants, rings etc) must not be worn in an industrial workplace where there is a risk of an item becoming caught in machinery or coming into contact with live electrical parts.

RETURN TO WORK AND REHABILITATION

Rehabilitation is a program designed specifically for a person who has suffered a work related injury or illness to enable the person to return to normal work as soon as possible. In the event of injury or illness it is your responsibility to cooperate in a rehabilitation program when it is recommended as part of the recovery process. Your cooperation may also be required to assist in a rehabilitation program developed for a fellow employee who is recovering from an injury or illness.

Dedicated Concept Return to Work coordinators will work with employees, clients/customers and doctor's to assist injured workers to return to work in a safe and durable manner, whilst ensuring that Concept's policies and procedures are followed.

SMOKING

Smoking is prohibited by law in all enclosed areas of workplaces and where other persons may be affected. This extends to everyone who works in or visits a workplace, including employers, contractors, voluntary workers, visitors and clients/customers. Smoking (if allowed at all) is only allowed in designated areas away from any entrance of the building, ventilation structure or chemical or flammable materials storages and will only be permitted during lunch and tea breaks between shifts. You are not allowed to smoke in a company vehicle.

TIME SHEETS

You will be issued with a time sheet/book that must be correctly completed and submitted to the Concept office on a weekly basis once it has been authorised by your supervisor and this must be submitted by 12:00pm Monday.

In certain circumstances Concept will issue a group timesheet, in this instance it is important that you sign in and out daily. Under this situation further information and advice will be provided by your Concept Representative on the morning of your first day of work.

WORKPLACE REPRESENTATION

Employees at a workplace may elect a Health and Safety Representative (HSR) from within their workplace or group to represent them in workplace health and safety matters. There is no restriction on who can be elected as an HSR. An employer must allow an elected HSR the time off work on full pay to attend an approved training course. They may only carry out their function in relation to the group from which they were elected, but are able to go to any workplace where employees from their group may be working.





WORKPLACE PROCEDURES

AMENITIES

Workplace amenities (such as lunchrooms, change rooms and toilets etc) are provided for your health and welfare at work in accordance with our obligations under workplace health and safety laws and should be treated with respect. We expect you to care for the amenities and keep them in a clean and tidy condition as much as possible by placing all food scraps in the rubbish bins provided and not to misuse anything provided for you or your fellow employees.

FIRST AID FACILITIES





First Aid facilities are provided for the welfare of persons in the workplace or on site who may sustain a non disabling injury and to provide for your initial treatment for an injured person before transfer to a medical facility. Unless otherwise advised, the first aid facility is not intended as an ongoing treatment facility. All injuries, no matter how minor, must be reported and treated to prevent deterioration of the wound through infection and to facilitate the healing process. You should familiarize yourself with the location of First Aid facilities and the identity of the First Aid Officers.

-  First Aid facilities must not be used for any purpose other than for which they are provided.
-  All First Aid injuries and treatments must be entered in the first aid register
-  Hands must be washed before administering first aid or handling first aid equipment
-  Advise your manager if any first aid stocks are getting low to allow replacements before they run out.

HAZARD REPORTING

A hazard is anything which can cause injury, loss or damage to a person or the environment.

If you detect something is hazardous you should:

-  Remove or rectify the problem if it can be done immediately
-  Report the hazard verbally to the person in control
-  Prevent others from coming into contact with the hazard
-  Avoid placing yourself at risk

INCIDENT REPORTING

An incident is an accident where no person was injured (but may have been) and where damage did or may have occurred to plant, machinery, equipment, materials, property or the environment. All incidents must be reported to your manager and Concept immediately both verbally and by the Incident Report Form, giving all details as required on the form.

INJURY/ILLNESS REPORTING

All work related injuries and illness must be reported as soon as possible after the injury or the onset of the illness. The Injury Report Form must be completed in full and be submitted together with a Doctors Certificate from the doctor or practitioner providing the treatment.

You must provide us with all details of any proposed claim for compensation on the correct form (accompanied by forms and certificates from your treating doctor) to allow us to submit supporting paperwork on your behalf. Any claim compensation is to be lodged as soon as possible and preferably prior to leaving the work site.

A clearance from your treating doctor stating that you are “fit for duty” must be obtained and submitted before you can recommence work after a work related injury or illness.

EMERGENCY PROCEDURES

Emergency procedures have been developed to cover different types of emergency situations which may occur while you are at work.

You should learn what to do before the emergency happens so that if an emergency arises, you are able to follow the procedure and avoid any panic or confusion. You should also know who the persons responsible for overseeing control of emergencies are in your workplace. Training drills should be taken seriously, as these will need to be followed should a real emergency happen. Additional procedures or instructions may be necessary in some workplaces and you must also be aware of these.
















Do not attempt to use a fire extinguisher or hose reel to fight a fire unless you have been trained in the use of the appliance. Use of the wrong extinguisher could result in injury or even death if, for example, a water type of appliance was used on a flammable liquid fire or a fire involving electrical equipment. You must follow instructions when evacuating the premises for any reason. All employees are required to meet at and remain at the designated emergency assembly area until the all clear is given or you are told to do otherwise. This is to ensure that all persons on the premises are accounted for and to allow further instructions to be given.

SAFE WORK PROCEDURES

You must follow safe work procedures provided when using plant, machinery and equipment. These procedures are designed to protect you from hazards which may be encountered during the use of the plant, machinery or equipment and failure to observe the procedures may expose you to an unacceptable risk of injury or illness. Where a safe work procedure specifies the use of protective clothing or equipment this must be used when carrying out the procedure.

SITE SAFETY RULES

Sites contain many hazards not found in other workplaces and by their very nature can pose a serious injury risk to persons entering the site. Site safety rules are to be communicated to all persons entering the working area's of a site and should be displayed in a conspicuous area. Site safety rules must be followed at all times and Concept/Host Employer may remove persons who fail to comply with the site.

-  All personnel are required to sign in at the designated location when arriving on site and when leaving the site.
-  All accidents and equipment damages must be reported immediately to the manager and Concept.
-  All persons requiring first aid treatment are to contact the attendant who will provide treatment and record the details of the injury in the first aid register.
-  Appropriate footwear must be worn. Thongs, sandals and similar footwear are prohibited.
-  Head protection (safety cap or hard hat) must be worn at all times where such areas it is designated.
-  Hearing protection must be worn in areas where harmful noise levels are or may be present. These areas will be identified by hearing protection signs.
-  Eye protection must be worn when work being performed may cause an eye injury, or in areas where the risk of eye injury is present. These areas should be identified by eye protection signs.
-  Work areas must be kept clean and tidy. Rubbish and other hazards must be cleaned up promptly and placed in bins provided.
-  Access ways and paths of travel must be kept clear at all times.
-  Exercise care when using compressed air and always follow the rules for the safe use of compressed air.
-  Flammable materials and fire hazards must be eliminated or precaution taken.
-  All persons should be aware of the location of fire extinguishers and know how to use them.
-  All openings in floors are to be adequately and securely covered or guarded.
-  Electric leads must not be stretched and laid across the ground or floor.
-  Never attempt tasks beyond your physical strength, always seek assistance.

- ⚠ Do not work in area's that are not well lit or ventilated.
- ⚠ Should you consider your work or location to be unsafe stop and inform the manager.
- ⚠ Do not allow another person to work in an unsafe manner.
- ⚠ Do not ride on the roof of materials hoist, in buckets or on crane loads.
- ⚠ All working platforms, hoists and scaffolding must comply with statutory requirements. Ladders must be of an industrial type only and be secured.
- ⚠ Guard rails must be provided where a person is likely to fall and must not be removed without approval.
- ⚠ Safety harnesses and fall protection equipment must be used and properly secured when working at heights.
- ⚠ Welding operations must be screened to protect other persons from risk of eye injury.
- ⚠ No machinery, power tools or other types of equipment are to be used unless fitted with adequate and effective guards.
- ⚠ All plant and equipment supplied or used on the project must be safe and appropriately maintained and serviced, comply with statutory requirements and be provided with certification and instructions.
- ⚠ All electric power tools and equipment including extension leads must be tested and tagged by a qualified person before being brought on to a site.
- ⚠ Safe speeds must be observed by drivers of vehicles or mobile plant on site.
- ⚠ Exercise care when using power tools. High velocity tools must only be used by a competent person.
- ⚠ Prior to bringing any substance on site, a current Material Safety Data Sheet for the substance must be supplied.



CRANES AND HOISTS

You must not sling a load or use a crane or hoist unless you hold the appropriate high risk work licence for the class of work and you have been authorised to carry out the work.

Exceptions are:

- ⚠ Persons in a course of training for a licence and are under supervision while carrying out the work
- ⚠ If the work does not involve operating or using the plant for the purpose for which it was designed
- ⚠ Manufacture, testing, instillation, servicing, repair, movement, etc of the plant without a load

Note: A licence is required to load or unload plant on to or from vehicles or equipment used to move the plant.

COMPRESSED AIR AND AIR TOOLS

Compressed air is hazardous and can cause serious injury and even death if misused.

The following general precautions must be observed at all times:

- ⚠ Do not use compressed air for any other purpose than that for which it's provided

- ✘ Never direct a stream of compressed air towards your body or towards the body of another person (bubbles of air may enter the blood stream and may result in heart attack or stroke)
- ✘ Do not use compressed air tool to cool yourself or to blow dust from your clothes or hair
- ✘ Never indulge in so called practical jokes with compressed air (the practice of giving another person a blast of compressed air, especially in the anal region, is very dangerous and has resulted in a number of deaths).
- ✘ Air powered tools must be used in accordance with safe work practices and hearing and eye protection must be used where a risk of noise or flying particles or dust may be present

CONFINED SPACES/ISOLATED WORK

Safe work procedures must be followed when a confined space is to be entered. A risk assessment of the space must be carried out and an approved safe entry permit is required before entry. All instructions on the permit must be followed. Failure to do so may result in serious injury or death. Persons must not remain within a confined space if any change occurs within the confined space which may render present controls inadequate.

DRILLS

When using a drill:

- ✘ Keep your hands clear of moving parts of the machine
- ✘ Ensure that work pieces are securely clamped or held to prevent them rotating if the drill catches
- ✘ Do not wear loose clothing or jewelry and keep long hair and beards contained
- ✘ Wear eye protection at all times

ELECTRICAL SAFETY

Electric tools or appliances must be connected to a safety switch or to an outlet on a current that is protected by an RCD. Use only flexible leads of an industrial type fitted with a shrouded socket in a workplace. Keep leads off the floor or ground where possible and protect them from physical damage and tripping by the use of covers. Leads must not be run through water on the ground floor. Where possible they should be run overhead or on suitable stable grounds.

All power tools, flexible leads, safety switches and power boards should be visually inspected before use for any signs of physical damage or malfunctioning switches. Do not use faulty or damaged equipment, but place an out of service tag on the unit and take it out of service until it has been repaired by a competent person and a tag fixed to the unit showing the due date for inspection.

Check portable safety switches for physical damage and operation by using the test button. Check power boards for physical damage. Take care that the total load placed on a power board with multiple outlets does not exceed the rated capacity of the unit. The use of double adaptors is prohibited.

EXPLOSIVE POWERED TOOLS

Explosive powered tools use an explosive charge to fire fixings into concrete, steel and timber. Due to the high velocity attained by the fixing, they have a potential to cause serious and even fatal injury if misused.

Only those who are fully trained in the safe use of these tools and who obtain a satisfactory level of competency are to use an explosive powdered tool.

The following rules must be applied by all users:

- ✘ Always wear appropriate eye and hearing protection
- ✘ Place warning signs around or at entry point where tools are to be used
- ✘ Never leave tool in a loaded condition
- ✘ All tools must be inspected regularly and maintained in accordance with the manufacturers recommendations

- ☞ Appropriate records must be kept of inspections or maintained tools and live charges must be securely locked away when not in use.

FORKLIFTS

You must not operate a forklift in a workplace unless you hold the appropriate licence. A person must never be lifted on a forklift with anything other than approved lifting cage. The cage must be secured at all times and occupants must wear an approved safety harness which must be secured to the cage at all times. Avoid jerking or rocking the cage.

GRINDERS

A faulty grinder or a grinder that is misused can cause severe injuries. Grinding wheels are easily damaged if misused.

The following rules must be followed:

- ☞ Do not use a grinding wheel to grind non ferrous metals
- ☞ Do not use grinding wheel if it shudders, vibrates or shakes whilst spinning
- ☞ Do not use grinding wheel without side guards and eye shields fitted
- ☞ Always use eye and/or face protection

HAZARDOUS MATERIALS

Strict safety rules apply when using hazardous substances and dangerous goods. All safety data should be available where substances are used and protective clothing and equipment recommendations followed to prevent exposure to the substance. Always ensure your protective clothing fits properly.

A current Material Safety Data Sheet must be available before a substance is used and the prior approval for the use of the substance may be required. All precautions and safety requirements must be adhered to. Seek advice from your supervisor if you are unsure about anything.

You must not use a substance for any purpose other than that for which it has been obtained. Never substitute a substance for another unless you have been instructed to do so. Private use of substances used in a workplace is prohibited. Always follow instructions for clean up and disposal of waste or spilt material.

HOT WORK

Hot work is any activity that can generate flames, heat or sparks. In many workplaces or sites a hot work permit must be obtained for all tasks involving gas cutting, welding or any other work that may create a source of ignition. Always ensure that there are no fire or explosion hazards. Never use welding or cutting equipment unless you are authorized to do so. Persons carrying out this work must wear the appropriate personal protective clothing and equipment and ensure fire extinguishing equipment is available.

INDUSTRIAL GASES

Cylinders of compressed gas are used in many work and industrial situations. Due to the high pressures within the cylinders and the hazardous nature of many gases it is essential that correct procedures are followed in their storage, handling and use. General guidelines for the safe use of the gases include:

- ☞ Always check gas label names and color codes before use
- ☞ Check that regulators, connections and hoses are in good condition before use.
- ☞ Cylinders used for welding, heating and cutting must be fitted with flashback arrestors
- ☞ Store and transport cylinders in an upright position
- ☞ Ensure that cylinders are prevented from falling – use chains or bars to secure
- ☞ Wear appropriate PPE (eye, hand and foot) when handling cylinders

- ☒ Ensure that valves are closed and bungs placed in sockets when storing empty cylinders
- ☒ Never use oxygen as a substitute for compressed air

LIFTING EQUIPMENT

Lifting equipment must only be used for moving loads and must be used in a manner for which it was designed. You should not use lifting equipment for purposes other than lifting loads and the equipment must be used in the correct manner. Never expose any lifting equipment to heat unless specifically designed and provided for that use. General safety rules for the use of lifting equipment:

- ☒ Inspect slings before use
- ☒ Inspect shackles, hooks, rings etc for wear, damage or cracks
- ☒ Ensure that chain blocks are operating smoothly. Tight spots generally indicate worn or distorted parts and should not be used
- ☒ Never lift anything heavier than the equipment is rated to lift.

LOCK OUT AND TAG OUT PROCEDURES

Lock outs are designed to prevent injury to persons when working on machinery by preventing the machine being started or operated. Only devices that incorporate a lock that can accommodate one or more padlocks are suitable lockout devices. A tag is not an effective isolation device and acts only as a means of providing information to other persons in the workplace. A lock should be used in preference to a tag as an isolation device. Personal danger tags (red on white) are used to inform that an item of plant or machinery is in an unsafe condition and that operation of the machine may endanger the person who placed the tag. Out of service tags (black on yellow) are used to prevent the use of an item where it could cause injury due to a fault. Out of service tags must not be relied upon to provide personal protection.

LADDERS

The correct style should be chosen for the type of work to be carried out. Step ladders and single ladders are restricted single handed tasks only. Platform ladders should be used for work such as accessing stock and longer work duration. Trestle ladders only are to be used for support of planks.

The following guidelines are to be followed when using ladders:





- ☒ Industrial ladders only are used in the workplace – domestic ladders must not be used
- ☒ Always inspect a ladder before using it – do not use if faulty
- ☒ Timber ladders must not be painted (up to 300mm on foot may be painted for identification), have broken or splintered stiles or have broken or missing rungs
- ☒ Ladders used for access should extend at least one (1) metre above level being accessed and be secured against movement
- ☒ Always place single and extension ladders at an angle of 1 in 4 and ensure that both feet are securely set and cannot slip
- ☒ Do not carry anything in hands when climbing or descending ladders
- ☒ Never use a metal ladder in the vicinity of electrical installations or electrical work
- ☒ Ensure that footwear and ladder rungs are free of mud, oil and grease
- ☒ Always face ladder and maintain 3 points of contact when climbing or descending the ladder

MACHINE GUARDING

Accidents involving machinery are one of the most common injury causes, and severe injuries and fatalities occur through contact of persons with moving parts of machinery.





Safety rules to be followed when working near moving parts of machinery and plant include:

- ☒ Do not wear loose clothing, or jewelery and contain long hair, beards, etc.
- ☒ Do not wear gloves when using rotating machinery or around moving machine parts

-  Do not operate machinery without guards fitted
-  Do not remove guards unless you have been authorized to do so
-  Wear eye protection at all times and use hearing protection in noisy conditions
-  Keep clear of moving machinery and machine parts

Guards are designed to protect persons from moving parts and must always be in place when the machine is in operation.

The following guidelines are to be observed:

-  No item of plant or machinery is to be operated unless all guards are correctly fitted, in good condition, secured in place and operating correctly
-  Guards are only to be removed by authorized personnel after the machine has been stopped and locked out
-  Guards must be re fitted before machinery is restarted
-  All employees must follow safe work procedures when operating plant or machinery





PLANT AND MACHINERY

You must be authorized to operate plant, machinery or equipment and must have received appropriate instruction and training necessary before doing so. Where necessary you must hold the appropriate licence to operate the plant, machinery or equipment. Items of high risk plant and machinery must be inspected and maintained in accordance with statutory requirements and manufacturer's instructions. Mobile plant should be checked, controls tested before use and attachments and equipment must be visually inspected to detect any damage before use. Regular cleaning should be carried out to allow easy visual inspection for worn/broken parts, oil leaks or damage.








MANUAL HANDLING

Injuries resulting from over exertion are generally permanent or cumulative in nature and may result in physical disability and an inability to work or even carry out normal every day duties without pain and difficulty.

You must always follow the safety rules when moving loads or exerting force or effort:

-  Size up the task and check the weight of the load. If it's too heavy seek assistance.
-  Do not move loads unnecessarily
-  Use mechanical aids (trolleys etc) to move heavy loads or to move loads over long distances
-  Always observe correct manual handling and safe lifting practices

The rules to follow for safe lifting are:

-  'Plan the lift' – ensure you have good access to the object and your travel path is clear
-  Make sure the load is safe to move
-  Get close to the load you will want to move
-  Get a good grip, use gloves when handling rough, sharp, hot or cold objects
-  Keep back straight – bend knees to access job and use legs, not back, to lift the load
-  Keep the load close to your body when lifting and carrying
-  Obtain assistance with long, heavy or awkward loads, or when moving long distance




SOLAR RADIATION

You must protect yourself from solar UV radiation when working outdoors. Clothing such as long sleeves and trousers will provide a good level of protection and hats will provide some protection from the direct sunlight. Broad spectrum sunscreen must always be used on all exposed skin areas. Sunscreen must be re applied every two hours. Sunscreen may need to be re applied more often if washed off by perspiration during the work process. Also ensure regular hydration through drinking fresh water and having designated rest breaks as provided.

TOOLS AND EQUIPMENT

Tools and equipment must only be used for the purpose for which they were provided and be protected from damage or loss. Wear and tear due to correct use is inevitable and tools should be correctly maintained and sharpened. Unserviceable tools must not be used.

General safety rules apply to the use of hand tools:

-  Use tools only for their intended purposes and do not exceed design limits for the tool
-  Check that handles are not loose or damaged and inspect for cracks and wear
-  Always wear eye protection when using hand tools for striking, chipping etc.

You must not overload a power tool. Private use of power tools is prohibited unless you have permission to do so.

WORKSITE SECURITY

You must take all practicable steps to ensure that company property is protected from theft, malicious damage or unauthorized use when property is left unattended for any period within sight distance.





Worksites where members of the public may be put at risk if they enter must be protected with appropriate guarding, barricading or fencing, dependant on the class and number of persons who may access the site.

The site must be made secure as possible at all times and measures taken to prevent authorized entry at all other times. No person is to enter designated “no go” area’s without authorization and signage must be respected.

WORKING AT HEIGHTS

All precautions to prevent persons from falling from heights must be observed and safety equipment worn when there is any risk of falling from an unprotected edge. On occasions a Roof Access Training Ticket may be required before you are able to complete the tasks assigned at heights. Please consult your manager or Concept Representative if in doubt.

Increased risk of falling is present where:

-  Roof materials are potentially slippery, such as high glazed roof tiles or a wet, mossy roof
-  Roofs with a high pitch (greater than 25 degrees)
-  The roof material is brittle or fragile and presents as a hazard
-  The area where a person could fall and presents a hazard

Where a walkway is provided across a roof you should stay on the walkway. If roofing is fragile, crawl boards or planks should be placed across roof purlins for support. Where there is a risk of a person falling and guardrails are not fitted a safety harness and fall arrest system must be used. Safety harnesses must be correctly fitted. A person who can render assistance is to be on site at all times.

PROTECTIVE CLOTHING AND PPE

Protective clothing and equipment must be worn wherever there is a risk of exposure to hazards in the workplace. Protective equipment requirements are listed on safe work procedures and these recommendations should be followed. Protective equipment must be properly cared for and maintained to ensure that the equipment is ready for use when needed and will function correctly and protect the user when worn.

Protective clothing and equipment is generally issued on a personal basis and should not be used by another person unless steps to ensure the hygiene of the clothing or equipment have been taken.

HIGH VISIBILITY CLOTHING

For added safety in traffic situations or close proximity to industrial machinery and vehicles, high visibility clothing is required. Reflective strips are fitted to many items for persons who may be required to work at night or in poor light conditions. You must always wear clothing of this type when traffic is a risk to your safety.

HEAD PROTECTION

Head protection is mandatory on construction sites, mining operations and many heavy engineering and fabrication workplaces. Areas in places of work where a risk of head injury exists should be declared as a head protection area and be clearly identified by use of appropriate safety signs. Any person entering a head protection area must wear the appropriate head protection.

EYE AND FACE PROTECTION

Eye injuries are one of the most common types of injury in the industry and one of the most avoidable. A wide range of eye protection is available and can provide excellent protection from injury due to flying objects, dust, chemicals, glare and solar radiation. Safety spectacles can be obtained with prescription lenses where they are required to be worn for long periods. Side shields styles offer better protection from side impact particles. Working areas where a high risk or ongoing risks of eye injury exist will be declared an eye protection area and any person entering that area must wear the appropriate eye protection.

HEARING PROTECTION

Noise induced hearing loss generally occurs over a long period of time. Persons are usually unaware their hearing is deteriorating. Hearing loss may be caused by an exposure to a single or repeated loud noise event, such as an explosion or impact noise. Persons who work or are present in areas where there is a risk of exposure to potentially damaging noise levels **MUST WEAR** appropriate hearing protection **AT ALL TIMES**.

Hearing protectors may either be disposable or non disposable. Reusable protectors must be used only by the person they are issued to unless they have been effectively cleaned and sterilized before re issue. Hearing protectors must be cleaned and maintained in accordance with manufacturer's instructions and stored in a dry location. Do not use damaged items.

RESPIRATORY PROTECTION

Respiratory protective devices (respirators and masks) are designed to protect the wearer against contaminants in particulate form (fumes, dusts and mists) and contaminants in gaseous form (such as gases and vapors). Air purifying devices are not suitable for atmospheres which may be deficient in oxygen.

HAND PROTECTION

Suitable hand protection is available for persons who may be exposed to a risk of hand injury at work. All gloves are properly cared for when not in use. Gloves which are worn, torn or damaged must be replaced immediately. Gloves must not be worn when they will pose a risk of injury in certain situations. Gloves must not be worn when working on or with rotating machinery or moving parts due to the risk of a glove becoming caught in the moving parts and dragging the hand into the machine.

FOOTWEAR AND FOOT PROTECTION

Footwear must be suitable for the type of workplace that you are working in. Enclosed footwear is a minimum requirement in most workplaces, with a need for protective footwear in areas where a high risk of foot injury may be present. Fashion footwear may be unsuitable in most workplaces and guidelines for footwear to be worn with corporate clothing and uniforms should be followed.

Protective footwear is designed to protect your feet from falling objects, hot materials and penetration injuries and must be worn wherever there is a risk of injury to the feet from hazards in the workplace. Waterproof footwear with safety steel toe caps and midsoles should be worn instead of normal safety footwear in wet conditions. Concept's preferred method of protection is Steel Toe Capped footwear.