

Fission Construction Pty Ltd

SAFETY & ENVIRONMENTAL INDUCTION PACK

This induction details the responsibilities and expectations that the Company have for all personnel with regard to safety & environmental matters and how the Company generally manages these matters.

You will be required to complete the **Company Safety & Environmental Induction Record** by clearly printing your name in the space provided. During the course of the induction please tick the check box adjacent each item as it is covered and when you fully understand the information given. Feel free to ask any questions you may have as the session progresses to gain a full understanding of issues.

When induction is completed, sign & date the record and hand it to the presenter.

If you still do not completely understand any topic, ask the presenter to explain further.

Be sure to check that you have acknowledged your full understanding of each & all topics covered (by ticking every box) before you present record to the presenter for their signature.

The presenter is to check the received Safety & Environmental Induction Record to ensure that it has been fully completed and appropriately signed by the employee (ie. each box has been ticked, name can be easily read & signature is appropriate) and duly sign the record. The presenter will then complete the Induction Register and return the forms to the Systems Manager for filing.

Safety & Environmental Policies

Provide Company Safety & Environmental Policies for reading and discussion

Work Method Statements

Work Method Statements (WMSs) present the documented hazard identification, risk assessment and risk control measures that the Company utilises to control safety & environmental risks (associated with their operational activities) to an acceptable level.

WMSs are used to train personnel in the acceptable way of conducting all work activities. Generic WMSs have been developed to cover all common hazards / risks across each work sector.

When required, these generic WMSs will be amended to cover the specific requirements of a particular task on a nominated project.

Personnel have a responsibility to highlight to their supervisor/s or Health & Safety Representative any risks that are not covered in the WMS &/or suggest better (safer, more environmental friendly &/or more efficient) ways of controlling risks.

It is expected that all Company personnel abide by the controls as set out in the documented WMS and as they have been trained. When a WMS is modified, all associated personnel will be retrained as set out in the revised WMS.

Tool Box Talks

Tool Box Talks are used to provide a number of different safety & environmental training activities; these being :-

- consult workforce with regard to raising any concerns or suggesting improvements on a nominated topic/s;
- provide training on specific site requirements, including additional Company requirements over and above those required by the head contractor;
- reinforce previous training sessions;
- consult with workforce to highlight any specific changes required to WMSs; and
- provide a regular forum for the Company site team to discuss any relevant topics.

The Tool Box Talk Record is completed to provide evidence that the training session has been conducted and what was actually covered.

Provide relevant WMSs for discussion

Emergency Procedures

Documented emergency procedures/contact numbers are established for depots and projects.

Describe pertinent examples of emergency arrangements.

Hazardous Substances

All personnel are to ensure that appropriate precautions are taken in relation to the transportation, storage and use of hazardous products.

Material Safety Data Sheets (MSDS) are required for all hazardous materials used or stored on site. The supervisor must be advised of all hazardous materials brought onto site so that the site Hazardous Substance Register can be updated.

MSDSs detail known safety & environmental risks associated with the material, the recommended control measures required and emergency contact details. Appropriate treatments are available at the first aid station and that first aid personnel are trained to administer this treatment.

Consultation Arrangements

The Company has established an OHS and Environment Consultative Committee. There is also Health and Safety Representative(s).

Details of the OHS&E Consultative Committee, minutes of its meetings and the OHS Representative details are displayed on Depot noticeboards.

Toolbox meetings are also held to discuss OHS & E matters.

Sun Protection

As recommended by the Labour Council and supported by the Company, all employees who work outdoors are required / encouraged to wear the following :-

- Long sleeved shirts with collars
- Long trousers, skirts or overalls
- Hard hat brim attachments
- Safety sunglasses
- With sunscreen generously applied before each work session (at least)

General Personnel Protective Equipment

Personal protective clothing & equipment (PPE) is provided to reduce the risk to individuals when other methods of protection are not feasible. Thus it is the individual's responsibility to wear / use PPE in the correct manner and to store & maintain PPE as required by the manufacture / supplier as per training received.

Pole Access

Pole access is restricted to those with relevant training. In accessing poles the correct harnesses are to be worn and properly used and ladder testing of poles performed.

Manual Handling

Pages 53 to 57 of the **National Code of Practice** on Manual Handling are provided on following pages for discussion and guidance.

Plant & Equipment Inspection

Plant Operators are to check plant before each day's use and record check on relevant Inspection Report form, ie Form F35, F36 or F37. When plant is found not suitable for use, advise Project Supervisor who will arrange rectification of plant in conjunction with Workshop Supervisor (WS). Arrange for completed Inspection Report forms to be kept with the item of plant until collected. Arrange for weekly collection of completed Inspection Report forms and their forwarding to the WS.

Accident / Dangerous Occurrence / Incident Reporting

All safety and environmental accidents, near misses, dangerous occurrences or incidents must be reported to the Project Supervisor. Each incident will be investigated / reviewed and documented by the relevant personnel to prevent a re-occurrence of a similar incident.

Safety & Environmental Incident Report will be completed by the employee and their supervisor, with further investigation &/or review of recommendations by the Project Manager before review by Operations Manager.

Workers Compensation

Workers Compensation arrangements are displayed at each of the Depots.

Use of Company Vehicles

If you are requested to drive a vehicle, it is your responsibility to :-

- observe the road rules and laws of the land (ie. if you are not licenced – don't drive, if you get fined – you pay, etc)
- not misuse or mistreat the vehicle and report any observed problems (eg. brakes not the best, lights not working, etc) to your supervisor for repair
- report any accidents to the Operations Manager.

First Aid

First Aid facilities are sign posted in the depots. First Aid kits are also carried in site vehicles. A list of Company personnel with first aid qualifications are displayed at the depots.

Alcohol and Drugs

Drugs &/or alcohol are not to be present on the site or within any Company vehicles. Personnel will not be allowed to work if they show signs of being affected by drugs &/or alcohol. Zero blood alcohol level is required when operating heavy vehicles and plant.

Bringing drugs &/or alcohol onto the site is an instant dismissal offence.

Spill Control

All spills must be suitably contained, cleaned up and disposed of in accordance with spill control procedures as explained at Company Safety and Environment Induction, eg:

- Spread absorbent material from spill kit to soak up spilt fluid;
- Gather used absorbent material and other affected material and place in a suitable container for disposal;
- Arrange suitable disposal of collected material.

Erosion & Sediment Control

Discuss installation, regular inspection and maintenance / repairs of controls

Fluid Storage

All fluids stored on site to be contained within a suitably bunded area

Waste Management

Discuss the relevant requirements of recycling &/or waste management for each site and waste stream.

Disciplinary Action

Site personnel breaching Company requirements will be dealt with as follows :-

First Breach	verbal warning with offender's name recorded
Second Breach	written warning with offender retrained
Third Breach	written warning with offender 'stood down' for balance of day and again counselled
Fourth Breach	offender shall be permanently removed from site

Any breaches will be recorded on Site Personnel Discipline Report and subsequently reviewed by Operations Manager. This record will be filed for future reference.

The above will apply to all site personnel involved on the project; this includes suppliers as well as any site visitors.