



OHSE Management Plan

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RESPONSIBILITIES

Trades Employed	Details
Electrician	
Plumber	
Installers	
Painters	
Plasterers	
Carpenters	
Grano Workers	
Glaziers	
Carpet Layers	

Contractors and their employees have duties and responsibilities under the Occupational Safety and Health Act 1984 when working for CORPORATE LIVING, these are:

- To maintain their own safety and health at work and to avoid adversely affecting the safety and health of others at the workplace through any act or failure to act.
- To comply with any reasonable request or instruction of CORPORATE LIVING.
- To respect and use where necessary personal protective equipment (PPE) and use such protective equipment in the correct manner.
- To report any hazards, accidents or injuries that occur at the Site.
- To cooperate with CORPORATE LIVING to meet Duty of Care obligations under the Occupational Safety and Health Act 1984.
- Not to carry out any activity at the job that they have not been requested or trained to do.
- Hold current construction “Blue Card” or “White Card” Safety awareness certificate.
- Complete “CORPORATE LIVING Site Induction” forms and all other necessary forms included within the Site Specific OH&S Plan.
- Advise Workers’ Compensation and Public Liability insurance details
- To comply with the company Service Level Agreement
- To comply with the company full terms and conditions of purchase order
- Contractors / Workers are obliged to comply with the above duties under the Occupational Safety and Health Act 1984. Workers who fail to comply with the above duties may be in breach of the Act and therefore may face severe civil or criminal penalties.

OCCUPATIONAL HEALTH SAFETY AND ENVIRONMENT POLICY

CORPORATE LIVING is committed to providing a physically safe, healthy and secure working environment that eliminates accidents and incidents that could result in personal injury or ill health to workers, contractors and visitors to the workplace. It is the responsibility of all persons at the workplace to maintain their own safety and to not adversely affect the health or safety of others. Both CORPORATE LIVING managers and workers are required to work within the Occupational Health, Safety & Environment (OHSE) duty of care as listed in the orientation documentation.

CORPORATE LIVING maintains full compliance with all OHSE legislation and regulatory requirements specific to the industry in which it operates. This is achieved through the meeting of OHSE objectives as agreed between CORPORATE LIVING management and consultation with workers.

CORPORATE LIVING is responsible for the orientation, induction of employees and the provision of suitable ongoing staff development opportunities for all workers in relation to OHSE. CORPORATE LIVING provides all workers with an initial orientation and induction and annual induction updates are carried out in January to ensure currency of worker knowledge. Where contractors are used within the workplace, the principal/agent assumes the responsibility for general OHSE orientation whilst specific orientation to site processes is conducted by CORPORATE LIVING at the workplace.

CORPORATE LIVING provides workers with additional occupational safety and health training opportunities throughout the year. These include in-house toolbox sessions, in-house machinery training and external specialist courses such as first aid. All factory workers are encouraged to complete their safety card (blue/white card) during their tenure at CORPORATE LIVING. An annual training plan is completed each year with worker input to ensure that safety is kept as a priority within CORPORATE LIVING.

Policies, procedures and work instructions are provided at CORPORATE LIVING to ensure that all workers are aware of their responsibilities at CORPORATE LIVING. Workers are required to follow the instructions contained in these documents and the lawful instructions of CORPORATE LIVING to ensure their health and safety within the workplace. CORPORATE LIVING is responsible for the provision of personal protective equipment used at the workplace. It is a requirement that all workers correctly use and maintain the personal protective equipment (PPE). It is also the responsibility of workers to report PPE, machinery or guarding that requires specific maintenance or replacement.

It is the responsibility of both CORPORATE LIVING and workers to identify report and control hazards in the workplace; this includes general housekeeping of the work areas. Similarly, it is the responsibility of workers and visitors to the workplace to report all incidents and accidents. Regular consultation opportunities through toolbox and other meetings is facilitated at the workplace to ensure that investigation of incidents, accidents and hazards occurs and that resolution of OSH issues occurs in consultation with appropriate people. OHSE is also included as a permanent agenda item at meetings such as operations and production meetings to ensure immediate action is taken to correct deficits identified.

General Manager

Date

DUTY OF CARE STATEMENT

Duty of care is the provision of a workplace where workers are not, as far as is practicable, exposed to hazards. To ensure a safe workplace, CORPORATE LIVING is required to provide the following:

- Safe sites at which to work, including information on and provision of equipment to assist with the maintenance of safety on the job.
- Clear information about the expectations and instructions on how to complete the job safely.
- Orientation, induction and specific training on new or innovative procedures expected on the job.
- Supervision of each job.
- Systems for the identification and recording of hazards, incidents and accidents with your Supervisor & the company.
- Provision of personal protective equipment where required (including the maintenance, cleaning & replacement where required).
- Access to safety information in relation to hazardous substances and dangerous goods.
- To ensure safe entrance and exit from the site at all times.
- CORPORATE LIVING endeavours to comply with the above duties as they are enforceable under the Occupational Safety and Health Act 1984.
- Employees and contractors also have duties and responsibilities under the OSH Act when working for CORPORATE LIVING. These are:
 - To maintain their own safety and health at work and to avoid adversely affecting the safety and health of others at the workplace through any act or failure to act.
 - To comply with any reasonable request or instruction of CORPORATE LIVING.
 - To respect the equipment including personal protective equipment provided to them by CORPORATE LIVING and use that equipment in the correct manner at all times.
 - To report any hazards, accidents or injuries that occur at the workplace.
 - To cooperate with CORPORATE LIVING to meet their obligations under the Occupational Safety & Health Act.
 - To not carry out any other activity at the job that they have not been requested or competent to do.

Workers are obliged to comply with the above duties under the Occupational Safety and Health Act 1984. Workers who fail to comply with the above duties may be in breach of the Act and therefore face severe civil or criminal penalties.

I _____, agree to comply with the above duties as outlined by the Occupational Safety and Health Act 1984, and understand that failure to comply may result in disciplinary action or the imposition of penalties under the Act.

Signature

Date

THE OHSE MANAGEMENT PLAN



HAZARD MANAGEMENT

Under Section 19(1) (a) of the Occupational Safety and Health Act, employers have a duty to ensure, as far as practicable, that employees are not exposed to hazards at the workplace.

Three basic steps should be taken to ensure a safe and healthy workplace. They are based on the concept that the workplace should be modified to suit people, not vice versa. The three steps are:

Identifying the hazards - involves recognising things which may cause injury or harm to the health of a person, for instance flammable material, ignition sources or unguarded machinery;

Assessing the risk - involves looking at the possibilities of injury or harm occurring to a person if exposed to a hazard; and

Controlling the risk - by introducing measures which will eliminate or reduce the risk of a person being exposed to a hazard.

It is important to regularly review the steps, especially if there are changes in the work environment, new technology is introduced or standards are changed.

Employers should consult with safety and health representatives, if any, and employees, during these steps.

IDENTIFYING HAZARDS

There are a number of ways of identifying potential sources of injury or disease. Selection of the appropriate procedure will depend on the type of work processes and hazards involved. A hazard means anything that may result in injury or harm to the health of a person.

Procedures may range from a simple checklist for a specific piece of equipment or substance to a more open-ended appraisal of a group of related work processes. A combination of methods may provide the most effective results.

Methods of identifying workplace hazards include:

- Developing a hazard checklist;
- Conducting walk through surveys;
- Reviewing information from designers or manufacturers;
- Analysing unsafe incident, accident and injury data;
- Analysing work processes;
- Consulting with employees;
- Examining and considering material safety data sheets and product labels; and
- Seeking advice from specialist practitioners and representatives.

Some hazards are inherent in the work process, such as mechanical hazards, noise, or the toxic properties of substances. Other hazards result from equipment or machine failures and misuse, control or power system failures, chemical spills and structural failures.

Hazards may be grouped into three categories - physical, mental and biological. Within each category there are further hazard group's types. It is useful to consider these hazard types when identifying work related hazards to ensure that a wide range of potential hazards are considered. The table below lists some types of hazards together with some specific examples.

The conclusion of the first step of the risk assessment should result in a list of hazard sources, the particular form in which that hazard occurs, the areas of the workplace or work process where it occurs, and the persons exposed to the hazard.

IDENTIFYING HAZARDS:

The most common hazards in terms of bodily injury or disease are those which result in:

- Strain or overuse injuries and disease to back, shoulder, wrist etc;
- Cut and abrasion injuries to the eyes, hands, fingers, feet and head;
- Impact and crush injuries to the head, feet and fingers;
- Burns (by heat, light or chemicals) to the eyes, feet, and skin;
- Noise induced hearing loss; and Toxic effects (short or long term) to respiratory system or skin, resulting in poisoning, cancers or dermatitis.

Types of hazards include: Specific examples:

Gravity	falling objects, slips, trips and falls of people
Kinetic energy	projectiles, penetrating objects
Mechanical energy	caught between, struck by, struck against
Hazardous substances	skin contact, inhalation
Thermal energy	spills and splashes of hot matter
Extremes of temperature	effects of heat or cold
Radiation	ultraviolet, arc flashes, microwaves, lasers
Sound	hearing damage
Electrical	shock, burns
Vibration	to hands
Biological	micro- organisms
Stress	unrealistic workload and expectations

HAZARD CATEGORIES

The following is a list of the hazards arising from the work activities. These hazards are addressed within the Safe Work Method Statement(s) within the Site Specific OHSE Management Plan. Health and Safety

OCCUPATIONAL HEALTH AND SAFETY			
<input type="checkbox"/>	Access & egress	<input type="checkbox"/>	Confined/enclosed spaces
<input type="checkbox"/>	Coring/chasing	<input type="checkbox"/>	Dangerous Goods (Oxy/other)
<input type="checkbox"/>	Demolition/dismantling	<input type="checkbox"/>	Electricity (power tools/other)
<input type="checkbox"/>	Explosive/pneumatic power tools	<input type="checkbox"/>	Fatigue (shift work/hours of work)
<input type="checkbox"/>	Formwork erection/dismantling	<input type="checkbox"/>	Fire/explosion
<input type="checkbox"/>	Fumes/gas	<input type="checkbox"/>	Hazardous substances
<input type="checkbox"/>	Flying/falling objects/debris	<input type="checkbox"/>	Height & falls
<input type="checkbox"/>	Hazardous material	<input type="checkbox"/>	Hot/cold working environment
<input type="checkbox"/>	Hot work (cutting/welding/grinding)	<input type="checkbox"/>	Lasers
<input type="checkbox"/>	Lighting	<input type="checkbox"/>	Manual handling (lifting or twisting)
<input type="checkbox"/>	Machine/equipment guarding	<input type="checkbox"/>	Moving plant/traffic
<input type="checkbox"/>	Materials handling (crane/forklift/other)	<input type="checkbox"/>	Plant & equipment operation
<input type="checkbox"/>	Noise (hearing)	<input type="checkbox"/>	Structural alterations/support
<input type="checkbox"/>	Public (pedestrians/other)	<input type="checkbox"/>	Services (underground/overhead)
<input type="checkbox"/>	Subsidence	<input type="checkbox"/>	Ultra Violet Light (sunlight)
<input type="checkbox"/>	Trenching/excavation	<input type="checkbox"/>	Other.....
<input type="checkbox"/>	Work near/over water	<input type="checkbox"/>	Other.....
<input type="checkbox"/>	Young workers/unskilled labour	<input type="checkbox"/>	Other.....
<input type="checkbox"/>	Biological/bacteria	<input type="checkbox"/>	Other.....

ASSESSING THE RISKS

Risk, in relation to any injury and harm, means the probability of that injury or harm occurring.

Risk assessment should result in a list of any potential injury or harm and the likelihood of these occurring, arising from the hazards identified in the first step. In general, these should be stated from the most to the least serious, e.g. from death by crushing to abrasion. The potential for fatal injury should be considered for each hazard type identified.

In assessing risks, consideration should be given to the state of knowledge about the frequency of injury or disease, the duration of exposure to injury or disease sources and the likely severity of the outcomes. Knowledge gained from similar workplaces or similar processes may be relevant to this risk assessment.

Items to be considered include:

- Frequency of injury- how often is the hazard likely to result in an injury or disease?
- Duration of exposure- how long is the employee exposed to the hazard?
- Outcome- what are the consequences or potential severity of injury?

Assessing these three factors will indicate the probability or will indicate the possibility or likelihood of injury or harm to workers involved in a particular work process. It also indicates the likely severity of this harm. The task may be complicated by incomplete data or incomplete information regarding hazards of a work process. Risk assessment requires good judgement and awareness of the potential risks of a work process. Any person undertaking the risk assessment must have knowledge and experience of the work process.

An assessment of the risk will help determine the consequences (potential injury or disease) and assist to identify methods to reduce the risk.

Risk assessment should include:

- Assessing the adequacy of training or knowledge required to work safely;
- Looking at the way the jobs performed
- Looking at the way work is organised
- Determining the size and layout of the workplace
- Assessing the number and movement of all people on the site
- Determining the type of operation to be performed
- Determining the type of machinery and plant to be used;
- Examining procedures for an emergency (e.g. accident, fire and rescue); and
- Looking at the storage and handling of all materials and substances

In some cases it may be necessary to break down the activity or process into a series of parts and assess each part separately. This step should provide information regarding which employees face injury or disease risk, how often, and the potential severity of that injury or disease risk.

Potential Severity	People	Assets	Environment	Reputation	INCREASING PROBABILITY				
					1 Never heard of in the industry	2 Has occurred in the Industry	3 Has Occurred at W7 AUSTRALIA	4 Has occurred more than once	5 Occurs several times a year
F	No Injury	No Damage	No effect	No impact					
E	Slight Injury	Slight Damage (<\$1,000)	Slight Effect (contained)	Slight Impact					
D	Minor Injury (LTI 4 Days or less)	Minor Damage (<\$5,000)	Minor Effect (temporary contaminant)	Limited Impact (client awareness)					
C	Major Injury (LTI greater than 4 days)	Local Damage (<\$10,000)	Local Effect (recoverable environmental loss)	Considerable impact (loss of client)					
B	Single Fatality	Major Damage (<\$100,000)	Major Effect (severe damage recoverable)	Major Impact (media coverage)					
A	Multiple Fatalities	Extensive Damage (>\$100,000)	Massive Effect (widespread chronic effects)	Massive Impact (extensive adverse media)					

Base your investigation on the worst POTENTIAL consequence that could have realistically resulted from the reported accident or hazard for People, Assets, Environment or the Company's reputation. The Risk Classification column provides a reference guide to generic 4 level classification indexes. The colour guides are to assist with risk assessment and prioritisation

IDENTIFYING CONTROL MEASURES

The final step in risk assessment is to determine the control measures that need to be taken. In some instances, a combination of control measures may be appropriate. The means of reducing risks can be grouped into the categories outlined in the table opposite. Control measures should be designed:

To eliminate or reduce the risks of a hazardous work process and to minimise the effects of injury or disease; and to reduce the risk of exposure to a hazardous substance.

PREFERRED CONTROLS

The control of occupational injury and disease risks should, preferably, be dealt with by design, substitution, redesign, separation or administration. These controls generally eliminate, reduce or minimise risk in a more reliable manner than personal protective equipment.

Controls involve implementing measures which reduce the hazard and risk in the workplace.

Where regulations require specific methods to control the risk, these must be complied with.

Information or ideas on control measures can come from:

- Codes of practice
- Guidance notes
- Employees
- Industry or employer associations
- Unions
- Government bodies
- Specialist practitioners and consultants
- Australian standards
- Other relevant standards
- Other publications and reference data bases
- Material safety data sheets; and
- Manufacturers and suppliers

WORKPLACE HAZARD CONTROL

There is a hierarchy or preferred order of control measures which ranges from the most effective to the least effective.

The hierarchy of control measures is:

Elimination- removing the hazard or hazardous work practice from the workplace. This is the most effective control measure;

Substitution- substituting or replacing a hazard or hazardous work practice with a less hazardous one;

Isolation- isolating or separating the hazard or hazardous work practice from people not involved in the work or the general work areas. This can be done by marking off hazardous areas, installing screens or barriers;

Engineering control- if the hazard cannot be eliminated, substituted or isolated, an engineering control is the next preferred measure. This may include modifications to tools or equipment, providing guarding to machinery or equipment;

Administrative control- includes introducing work practices that reduce the risk. This could include limiting the amount of time a person is exposed to a particular hazard; and

Personal protective equipment- should be considered only when other control measures are not practicable or to increase protection.

Control measures are not mutually exclusive. That is, there may be circumstances where more than one control measure should be used to reduce exposure to hazards.

Control through personal protective equipment

Personal protective equipment should be a last resort only, and be used in circumstances where other methods of control are not practicable. The factors which determine the appropriateness of using personal protective equipment include:

- The nature of the work or the work process concerned;
- The severity of any potential injury or disease;
- The state of knowledge about the injury or disease related to the work or process;
- Information available to employers about methods of preventing injury or disease associated with a particular hazard or risk;
- The availability and suitability of methods to prevent, remove or mitigate causes of injuries or diseases associated with a hazard or risk; and
- Whether the costs of preventing, removing or mitigating that injury or disease are prohibitive in the circumstances.

There are some situations where temporary use of protective equipment may be necessary. These include:

- Where it is not technically feasible to achieve adequate control of the hazard by other measures - In these cases, the hazard should be reduced as far as practicable by other measures and then, in addition, suitable personal protective equipment should be used to secure adequate control;
- Where a new or revised risk assessment indicates that personal protective equipment is necessary to safeguard safety and health until such time as adequate control is achieved by other methods, for example, where urgent action is required because of plant failure; and during routine maintenance operations.

Although exposure to hazards occurs regularly during such work, the infrequency and small number of people involved may make other control measures impracticable.

REVIEW OF CONTROL MEASURES

Constantly reviewing control measures is important to ensure they continue to prevent or control exposure to hazards or hazardous work practises.

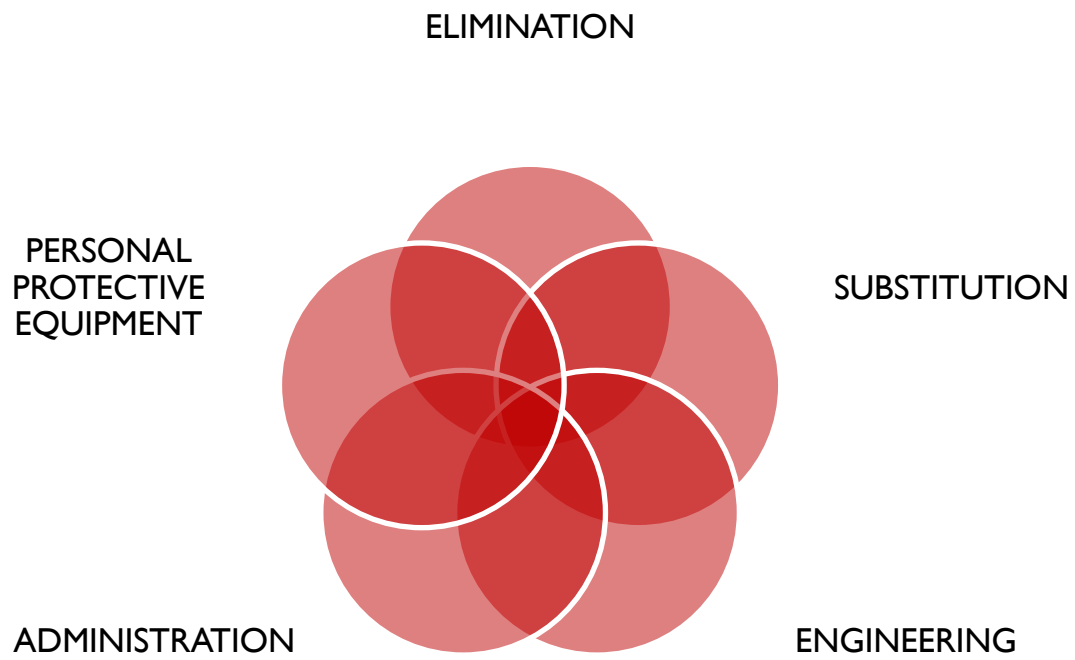
Engineering controls should be regularly tested to ensure their effectiveness. Performance testing and evaluation standards should be established.

Repair and maintenance programs should specify:

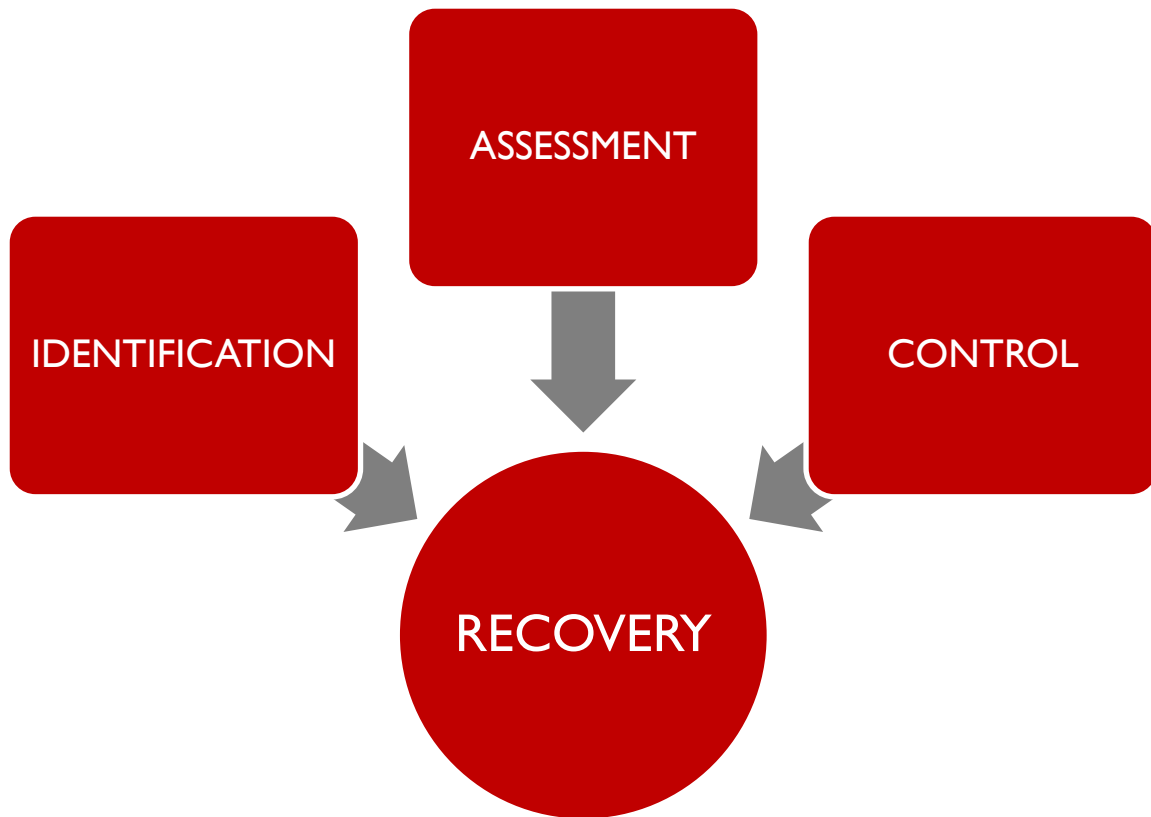
- Where servicing is required;
- The extent of servicing required;
- The nature of the servicing required;
- The frequency of servicing, maintenance and thorough inspections;
- Who is responsible for maintaining repair and maintenance programs; and
- How defects will be corrected.

Note: in order to keep accurate records, a recording or reporting system should be developed, implemented and maintained.

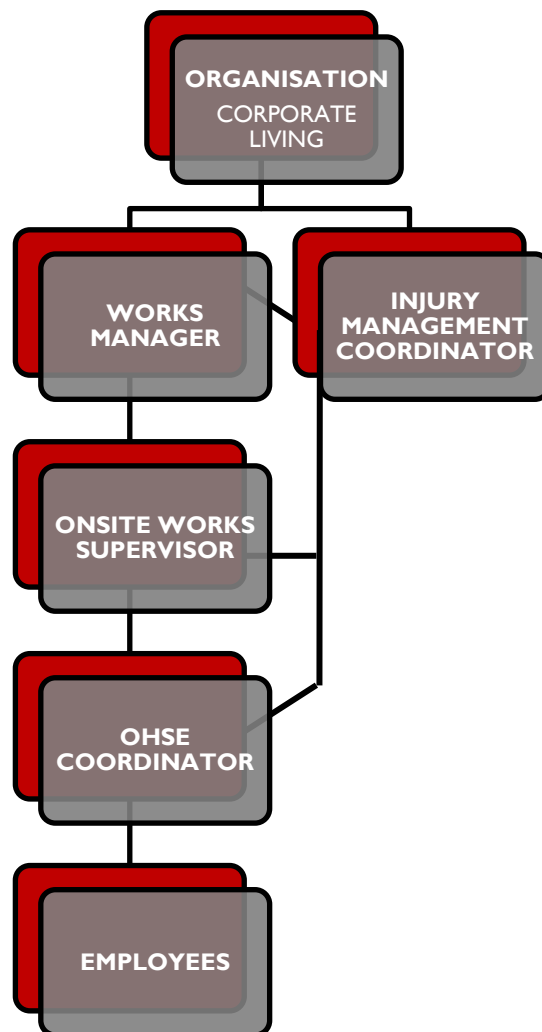
HEIRARCHY OF CONTROL



HAZARD MANAGEMENT



OHSE ROLES & RESPONSIBILITIES



ROLES AND RESPONSIBILITIES DEFINED

OHSE MANAGER

The OHSE Manager is responsible for OHSE at the workplace and duties include:

- implementing the OHSE Management Plan;
- using the Hierarchy of Controls in all design, fabrication and construct activities to minimise OHSE risks;
- communicating with the principal contractor to reduce risks;
- being a part of the planning and design stages of trade activities;
- deciding when training on OHSE is required;
- leading by example and promoting sound OHSE practices at every opportunity;
- ensuring safe equipment and plant is provided and maintained;
- reviewing OHSE reports and inspections, and following up on recommendations;
- coordinating incident investigations and reporting to the controller of the workplace and relevant authorities, as required;
- coordinating OHSE meetings and programs;
- monitoring compliance with the OHSE Management Plan, including Job Safety Analysis;
- and assisting injured employees to return to their pre-injury duties as soon as practicable after a work related injury.

WORKS SUPERVISOR

The Works Supervisor is responsible for OHSE at the workplace and duties include:

- implementing the OHSE Management Plan;
- observing all OHSE rules and regulations;
- making sure that work activities are carried out in a safe and environmentally sound manner;
- planning to do all work safely including any interface with other work activities;
- providing advice and assistance on OHSE matters to contractors and employees;
- being part of the planning and design stages of trade activities;
- deciding when training on OHSE is required;
- actioning OHSE reports and carrying out workplace inspections;
- setting up OHSE meetings and programs;
- helping to prepare Safe Working Method Statements, Job Safety Analysis for the organisation's work activities and amending these documents where required in conjunction with contractors;
- investigating hazard reports and ensuring that they are completed and corrective actions undertaken;
- carrying out project/site inductions, Toolbox Talks and team meetings;
- being a part of incident investigations;
- leading by example and promoting sound OHSE practices at every opportunity;
- undertaking inspection of the contracted or planned works to ensure that OHSE control measures are implemented and effective; and other OHSE duties as directed by the Works Manager.

EMPLOYEES & CONTRACTORS

Are responsible for the following:

- working in a safe manner without risk to themselves, others or the environment;
- complying with the OHSE Management Plan including all Safe Working Method Statements & Job Safety Analyses;
- reporting all incidents to the Works Supervisor;
- reporting all injuries and illnesses to the designated First Aid Officer;
- reporting any OHSE hazards to the Works Supervisor;
- providing suggestion, through agreed consultation methods, on how to improve OHSE issues;
- seeking assistance if unsure of OHSE rules;
- reporting any faulty tools or plant to the Works Supervisor;
- complying with site rules;
- correctly using all personal protective equipment;
- complying with emergency and evacuation procedures; and

- only undertaking tasks that they have been instructed to, and are competent to carry out.

Works Supervisor OHSE Duties

Supervisors at CORPORATE LIVING have specific roles in relation to occupational safety and health at the workplace and at external sites. These duties apply to themselves, workers under their supervision and contractors and subcontractors of CORPORATE LIVING.

General Supervisor Responsibilities

Supervisors are responsible for ensuring that all workers (including contractors and subcontractors):

- Follow the work instructions as listed
- Wear appropriate personal protective equipment at all times
- Are orientated to the worksite prior to the commencement of work
- Are dressed appropriately for the job
- Display appropriate behaviour at the worksite at all times
- Use only approved hazardous substances and dangerous goods at worksites (in accordance with Hazardous Substances Register) and keep up to date Material Safety Data Sheets in site file.
- Ensure equipment has been maintained appropriately
- Use electrical equipment that has been checked and tagged as per legislated requirements
- Operate and maintain CORPORATE LIVING vehicles and equipment in a respectful manner and within relevant state and federal law at all times (Form 1)
- Attend Toolbox talks as required
- Contact WRMC OSH Consultant for assistance to complete all forms

Worker Orientation in Factory and External Work Sites (where appropriate)

Prior to the commencement of work, the Supervisor is required to carry out an orientation (Form 2) with any worker who has not worked at that site previously. The information required to be covered within this orientation is itemised on the next page.

The Location of:

- Emergency exits, muster point and fire fighting equipment
- Any hazardous substances or dangerous goods at the site
- Supervisor's offices, staff rooms, first aid stations/kits, amenities
- Personal protective equipment
- MSDS and hazardous Substances registers
- Any hazards and information on how they have been controlled
- Injury and grievance reporting mechanisms
- Safe work procedures and safety signage
- Any materials or manual handling equipment (record license numbers)

Specific equipment to be used at the site

Other Issues:

- Observation of "No Smoking" regulations
- Any specific requirements or expectations of the work site
- Specific personal protective equipment required to be worn
- That workers are aware of their responsibilities in relation to general housekeeping throughout the job
- Consideration for clients and other staff when at installation sites

Orientation of Contractors and Sub-Contractors

- Contractors and Sub-contractors of CORPORATE LIVING are to be orientated at external worksites in the same way as CORPORATE LIVING workers. The following additional areas are required to be covered with all contractors and

sub-contractors.

Professionalism

All contractors and sub-contractors are required to:

- Maintain appropriate dress standards to ensure their own safety and to maintain the reputation of their business and the business interests of CORPORATE LIVING
- Wear the correct personal protective equipment when required
- Maintain a safe workplace throughout their work
- Clean up the area they were working in at the completion of each day and at the end of each job
- Maintain their equipment in line with relevant legislative requirements, e.g. Electrical tagging
- Communicate with the CORPORATE LIVING Supervisor as required
- Follow the instructions of the Supervisor
- Show respect to clients
- Co-operate with other contractors/subcontractors at the workplace

Workplace Inspections & Risk Assessments

Workplace inspections and maintenance is carried out at the workplace periodically, to minimise hazards. Supervisors of external sites are required to perform a risk assessment (Form 3) of the site prior to workers commencing duties, to identify hazards at the site. Appropriate actions are required to be taken to eliminate or minimise the hazards prior to workers commencing at the site. Workers are to be made aware of these hazards and their control mechanisms prior to commencing work. Toolbox talks and site checks to be recorded in the job file.

Supervisor responsibilities in relation to safe materials and manual handling

The responsibilities of Supervisor are:

- To assess the risk to workers, prior to the commencement of work
- To minimise or eliminate the hazards associated with materials or manual handling tasks at the workplace
- To provide, maintain and replace materials and manual handling equipment where required
- To provide instruction, training and Supervision of staff in the correct use of materials handling equipment and compliance with organisational procedures

Responsibilities of Supervisors in relation to electric hand tools:

- The responsibilities of Supervisors are to:
- Assess the risk to workers of individual electric hand tools, prior to the commencement of work
- Minimise or eliminate the hazards associated with electric hand tools
- Provide, maintain and replace electric hand tools and required attachments when required
- Provide instruction, training and Supervision of staff in the correct use of electric hand tools and compliance with relevant job safety analysis
- Ensure that all electric hand tools are checked and tagged by a qualified electrician at least annually at the workplace and more often as required if used at construction sites

Supervisor responsibilities in relation to Air Operated Hand Tools (AOHTs)

The responsibilities of Supervisors are:

- To assess the risk to workers of individual AOHTs, prior to the commencement of work
- To minimise or eliminate the hazards associated with AOHTs
- To provide, maintain and replace AOHTs and required attachments when required
- To provide instruction, training and Supervision of staff in the correct use of AOHTs and compliance with relevant job safety analysis

Supervisor responsibilities in relation to Hazardous Substances and Dangerous Goods

Supervisors are responsible for worker safety in relation to hazardous substances and dangerous goods in the following ways:

- To consult with workers on the choices of hazardous substances and dangerous goods used at the site
- To ensure that the hazardous substances and dangerous goods have been labelled and stored correctly
- To ensure that there are current MSDS available for each hazardous substance or dangerous goods item available at the workplace
- To ensure that all hazardous substances or dangerous goods are included on the hazardous substances register and that assessments have been completed
- To ensure that suitable personal protective equipment is available when using hazardous substances or dangerous goods

Emergency and Evacuation Situations

- Supervisors are known as the Chief Warden in emergency situations. The role of the Chief Warden in emergency situations is to:
- Appoint Deputy and other Wardens if required
- Ensure the safety of all workers
- Alert Emergency Authorities and Services as required (Refer list below)
- Report the situation to the Manager
- Ensure that first aid is given where required
- Instruct workers in their roles
- Secure the site
- Control all traffic at the site
- Liaise with emergency services personnel when they arrive on site
- Complete Incident and Accidents Forms, Notifiable Injuries Forms and Critical Incident Forms as necessary

EMERGENCY CONTACT PHONE NUMBERS

SERVICE	PHONE NUMBER	ROLE & EXAMPLE SITUATIONS
Fire/Ambulance/Police/Emergency	000	Control Emergency (EG: Fire, bomb, threat)
State Emergency Services (SES)	1300130 039	Control emergency check the site for safety & turn off alarms (EG: floor, storm earthquake)
Fire Brigade Communications Centre	9323 9333	False Alarm
Police Attendance (non-emergency)	131 444	EG: Break in, theft, aggressive visitors etc
Poisons Emergency Centre	13 11 26	EG: Chemical in eye
Synergy Emergency	13 13 51	Manager to contact in event of service issues
Water Corporation	13 1375	Burst mains or pipes

** All incidents must also be reported to the CORPORATE LIVING office on 9354 0199

[FORM 1] VEHICLE VISUAL INSPECTION - EXAMPLE

Type/Model: _____

Date: _____ Vehicle Registration: _____

If all items safe or make comment if maintenance required

	Item	Comments – Actions to be taken
<input type="checkbox"/>	Wear on tyres is even	
<input type="checkbox"/>	Tyres have suitable amount of tread	
<input type="checkbox"/>	Suitable amount of air in tyres	
<input type="checkbox"/>	Mud flaps in place	
<input type="checkbox"/>	Rear indicator lights	
<input type="checkbox"/>	Rear brake lights	
<input type="checkbox"/>	Reversing lights	
<input type="checkbox"/>	Front indicator lights	
<input type="checkbox"/>	Head lights	
<input type="checkbox"/>	High beam lights	
<input type="checkbox"/>	Oil	
<input type="checkbox"/>	Radiator water	
<input type="checkbox"/>	Battery fluid	
<input type="checkbox"/>	Windscreen wipers	
<input type="checkbox"/>	Wiper fluid	
<input type="checkbox"/>	Windscreen	
<input type="checkbox"/>	Windows	
<input type="checkbox"/>	Locking mechanism	
<input type="checkbox"/>	Body work	

Additional comments: _____

Worker responsible for vehicle: _____

Supervisor Signature: _____

(Form 2) OCCUPATIONAL SAFETY & HEALTH - SITE ORIENTATION - EXAMPLE

Worksite:	
Worker Name:	
Date Completed:	

The Location of:

- Emergency exits, muster points and fire fighting equipment
- Any hazardous substances or dangerous goods at the sit
- Supervisor’s offices, staff rooms, first aid stations/kits, amenities
- Personal protective equipment
- Any hazards and information on how they have been controlled
- Injury and grievance reporting mechanisms
- Safe work procedures and safety signage
- Any materials or manual handling equipment
- Specific equipment to be used at the site – (please list types:

Other Issues:

- Workers are aware of their duty of care to themselves and others
- Observation of “No Smoking” regulations
- Any specific requirements or expectations of the work site

(Please list)

Specific personal protective equipment required to be worn

(Please list)

That workers are aware of their responsibilities in relation to general housekeeping throughout the job.

Workers Signature: _____

Supervisor Signature: _____

[Form 3] OCCUPATIONAL SAFETY & HEALTH - SITE RISK ASSESSMENT - EXAMPLE

Workplace Name:	
Workplace Address:	
Contact Number:	
Allocated Worker/s:	

Issue	Hazards (Please state type if present)	Actions Taken To Correct
Working at height		
Electrical		
Ventilation		
Lighting		
Floors (e.g. Slips/trips, uneven, holes)		
Emergency Systems & Access		
Security		
Obstacles (e.g. equipment within area)		
Equipment Cleaning		
Personal Protective Equipment		
Other people/workers		
Other (Please state)		

Completed By: _____

Date: _____

STAFF INDUCTION POLICY

“Induction is the process by which new workers are equipped with the skills, knowledge and culture that is at the core of organisation.”

Policy Statement

All new and transferring workers are provided with an appropriate introduction to the organization. This induction gives them a basic understanding of the organisation’s history, products, policies and procedures. The aim is for new workers to be integrated into the CORPORATE LIVING work environment as soon as possible.

CORPORATE LIVING’s induction process includes orientation programs, which have been designed for all workers. Orientation is seen as an integral part of developing our “Culture” in alignment with “wildly important goals” and positioning CORPORATE LIVING as “Best People, Best Place to Work”.

Purpose

The orientation/induction of a new worker to a job is really the final stage of their recruitment and selection to the company and the beginning of their training experience and career development. The purpose of this policy is to ensure the successful implementation of a uniform procedure for introducing new workers. It is important that the process is consistent to ensure that all new workers have the same induction experience and receive the same messages.

As a Supervisor / manager it is your responsibility to supply specific information about the work area and the job, and provide a positive model to you workers. It is most important that you are available and accessible for the first few days of a new workers time with CORPORATE LIVING. By involving other workers in planning and conducting the induction program you can greatly enhance their morale as their contribution is considered valuable.

As well as welcoming the new worker, an effective induction program sets up communication channels and expectations while helping new workers to understand their role. It is also an excellent opportunity for them to meet, ask questions of, and to network with existing workers, who will be a vital source of information in the coming months. All this will better place the new worker to contribute to CORPORATE LIVING’s vision.

Scope

All new workers to CORPORATE LIVING will undertake a General orientation “Welcome to CORPORATE LIVING”, then a local induction providing information which is specific to their role at CORPORATE LIVING. This will need to include all relevant safety information.

The local induction is to be carried out by a nominated worker who will include information about processes and procedures regarding the work area. The nominated workers could be a performance Coach, previous worker designated to that department, or key personnel in that department.

All current workers as well as new workers must be regularly informed about the hazards and the possible risks associated with the CORPORATE LIVING workplace and know how to avoid or minimise these risks.

Local induction should be conducted by the relevant nominated worker of a particular workplace:

- To workers who are new to CORPORATE LIVING
- Workers engaged on contract
- Workers from within CORPORATE LIVING who have moved to a new position
- Workers who have worked at the workplace for some time and have not had a formal induction
- Consider a repeat induction every 3-5 years where the risks warrant

Authority and Responsibility

The Human Resources Manager and Managing Director have the ultimate authority and responsibility for ensuring that this is correctly implemented and is correctly maintained by the performance Coach for the worker. Co-workers can be utilized as mentors or "Induction partners" who can accompany new workers and answer their queries. Induction partners should be briefed beforehand on what they are expected to do.

INDUCTION PROCESS/FORMAT PROCESS

Induction components include Day 1, Week 1 and 1st Month, 1st 3 Months and the required information for these periods can be grouped thus:

- Must know
- Should know
- Could know

Ideally the induction should begin on the first day of the workers employment with the health and safety component being completed as soon as possible.

On **DAY 1** the new worker **must** know the general orientation plus any significant OSH information such as the escape routes and the assembly area in case of emergency; they **should** know where to access first aid and **could** know the emergency contact extension.

During **Week 1** the new workers should have been inducted through their local induction plus they should know the potential hazards in their work area and how to work safely. They should know where to access information about preventing or minimizing the risks associated with the hazards from the relevant web pages e.g. should know how to set up their workstations safely and know where to set up their workstations safely and know where to find information.

In the **1st Month** the new staff member must know the scheduled date for their review meeting to address any issues related to their integration to the workplace.

In the **1st 3 Months** the new worker must know the scheduled date for their Performance Review and Probationary Period Discussion. They should be receiving feedback and identifying relevant developmental training.

Employees & Contractors

These rules are designed for the protection of employees, visitors and contractors. Strict adherence is required. Failure to follow them will result in disciplinary action, which could lead to dismissal or contract termination. Managers and supervisors will enforce them. All employees, contractors must:

- Be made aware of these site safety rules during the induction process.
- Wear supplied personal protective equipment at all times. E.g.: Safety Glasses, Ear Muffs, Footwear
- Correctly use approved safety equipment as required.
- Follow all accident, incident reporting and emergency procedures as required.
- Do not engage in horseplay or practical jokes while on site.
- Obey all signs and instructions and inspect all ladders before use.
- Report all incidents or safety hazards to a supervisor immediately.
- Be vigilant of plant and equipment operating on the site and in factory.
- Refer to [Material Summary Data Sheets] M.S.D.S. regarding the handling, use and storage of hazardous substances.
- Do not attempt to lift or move heavy objects without assistance. (Over 18kg for men or 13Kg for women)
- Never operate any item of plant or equipment unless they have received appropriate training, have the necessary certificates and are checked off.
- Never operate plant or equipment, which is tagged as being dangerous or out of service, has its guards removed, or is otherwise defective.
- Never operate electrical equipment that has not been inspected and tagged.
- Do not work at height unless a fall arrest system is provided.
- Do not consume alcohol or illicit drugs, or be under the influence, while at the workplace or during work hours.
- Do not smoke in meal rooms, vehicles, meeting rooms, or on property
- Always keep the workplace and amenities areas clean and tidy.

MANUAL HANDLING POLICY

CORPORATE LIVING adopted this policy after consultation with staff and is committed to providing and maintaining a safe and healthy environment for employees, visitors and contractors to the workplace. Where possible, injuries and illness associated with manual handling will be prevented and reduced to ensure compliance with the OH&S Regulation (Manual Handling) 1988 the National Code of Practice for Manual Handling (1990) and Work Safe Victoria Code of Practice No 25 April 2000.

This will be achieved by:

- Promoting and supporting a consultative process between owners, management, employees, visitors and contractors.
- Ensuring that all manual handling tasks likely to be a risk to health and safety are assessed and control measures are implemented to eliminate or reduce risk.
- Designing out problems with equipment, safe work procedures and the workplace surroundings.
- The provision of necessary training and resources to ensure the business is able to eliminate the risk or if not to take reasonable practicable steps to reduce it to its lowest level risk.
- Lifting aids must be used when ever necessary. E.g. Pallet Jack, Trolleys, Forklifts, Crane. Appropriate licenses and tickets required to operate machines.
- Always ask for assistance when lifting objects of weights which exceed 18kg for Men, 13kg for Women.
- Correct lifting techniques must be used as per training.
- Lifting Aids must be used in conjunction with hierarchy or control in the order of trolleys, pallet jack and as a last resort Forklift and cranes.

I have successfully completed the practical exercise set by CORPORATE LIVING in their Manual Handling Induction and understand this is what is required of me.

[Note: manual handling by definition is any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any animate or inanimate object.]

SUN PROTECTION POLICY

CORPORATE LIVING adopted this policy after consultation with staff and is committed to maintaining a safe and healthy working environment for all its employees in accordance with the OH & S Act 1984 and OH & S Regulations and requires all employees to wear and apply the appropriate issued personal protective equipment at all times.

To ensure CORPORATE LIVING meets its legal obligations, the following will apply:

- All contractors when working outdoors in the element are required to supply and wear suitable head wear such as a wide brimmed (brim of at least 80 mm) hat or legionnaire style cap with protective flap at the rear of neck and over ears, when exposed to the sun/UV rays, at all times, unless it is impractical to do so. The UV rays are at their greatest intensity between 11am to 3pm.
- All contractors must supply themselves and wear, when practical, suitable sunscreen, (a minimum of SPF 15+ broad spectrum and water resistant) to suit the skin type and working conditions of the employee, on all exposed areas of the skin, including lips, which do not contain melanin (natural protection) when necessary.
- Contractors are responsible for the provision and wearing of clothing that keeps the employee comfortable and safe from injury or illness in alternative seasons e.g. Long sleeve or shorts sleeve shirts (if not regularly exposed to the sun) and trousers.
- Contractors are responsible for the provision and wearing of minimum Australian Standard AS 1337 tinted safety glasses that protect the employee from UV radiation and physical injury in appropriate circumstances, where damage may occur.

NO SMOKING POLICY

CORPORATE LIVING adopted this policy after consultation with staff and is a smoke free workplace. Passive smoking is regarded as a health risk, and CORPORATE LIVING is committed to maintaining a safe and healthy working environment for all staff, customers, and other persons associated with the Business.

To ensure CORPORATE LIVING meets its legal obligations, the following will apply:

- Smoking will not be permitted on CORPORATE LIVING premises. This includes buildings, vehicles and facilities on company sites.
- Smoking will only be permitted in areas external to the property during normal work breaks. It would be appreciated if staff do not smoke in the immediate vicinity of CORPORATE LIVING entrances on company sites.
- 'Non Smoking' will not be a condition of employment, however, staff who smoke will be required to refrain from smoking while on CORPORATE LIVING premises, except during break times.
- Staff members who disregard non-smoking areas will be subject to disciplinary action.
- This Policy should be read in conjunction with the Personal Appearance Policy.

PERSONAL APPEARANCE

CORPORATE LIVING adopted this policy after consultation with staff and is an organisation that provides a professional service to customers and members of the community.

- Employees of CORPORATE LIVING are required to present for work in a way that reflects the nature of this service.
- Employees and Contractors attending for work are expected to wear clean and neat attire and appropriately provided safety uniform.
- Employees and Contractors with questions about appropriate work attire should approach the General Manager or the Site Manager.
- Employees and Contractors are expected to maintain personal hygiene so as to not cause discomfort to other staff members or to customers and members of the public that attend the business.
- Any Employee or Contractor attending for work in inappropriate dress, or with a lack of personal hygiene, will be requested to go home and return in proper attire.

HAZARDOUS SUBSTANCES POLICY

CORPORATE LIVING adopted this policy after consultation with staff and is committed to providing and maintaining a safe and healthy environment for employees, visitors and contractors to the workplace. Where possible, injuries and illnesses associated with hazardous substances will be prevented and reduced to ensure compliance with the relevant OH & S Regulation, the N.O.H.S.C. Code for Practice of Hazardous Substances, The Australian Code for the Transport of Dangerous Goods by Road and Rail, Dangerous Goods Act 1975 and any pesticides/herbicides legislation.

Management is responsible for ensuring that the following requirements are satisfied:

- Identify and access all hazardous substances (including dangerous goods)
- Ensure that all hazardous substances used in the workplace and sites are provided with labels and material safety data sheets (M.S.D.S's)
- Ensure M.S.D.S's are readily available for all substances for all employees and contractors
- Maintain information regarding hazardous substances condition and use in a register for that purpose
- Consult employees before any new hazardous substances are introduced into the workplace
- Ensure employees and contractors are trained in the safe use, storage and emergency treatment of hazardous substances as per M.S.D.S's
- Regular inspections and risk assessments are undertaken
- Appropriate signage, storage, environmental protection and emergency procedures are addressed.

Note: Hazardous substances are any substances that have the potential, through being used at work, to harm the health of people in the workplace. This includes the production, handling, storage, transport and disposal of hazardous substances. It can be in any form (that is solids, liquids or gases).

Under the National Model Regulations a hazardous substance is defined as a substance which (a) is listed in the N.O.S.H.C. list of designated substances and (b) has been classified as a hazardous substance by the manufacturer or importer in accordance with the N.O.S.H.C. approved criteria for classifying hazardous substances.

WORKING ALONE POLICY

CORPORATE LIVING adopted this policy after consultation with staff and is an organisation that recognises the risks to employees when working alone. To ensure the business meets its legal obligation and employees are protected in a reasonably practicable way, the business will apply the following:

- Management will ensure that all employees and contractors working alone are made aware of the hazards and associated risks of the respective localities and by providing access to appropriate communications before setting out, in consultation with staff.
- Employees and Contractors will assure that they have access to and use the communication process available and to keep management and base informed of movements on a regular basis.
- The communication medium used will depend upon the locality and resources available at the time, such as landlines.
- Special additional arrangements are to be made where life or injury risks are deemed to be high as determined by management, employees and contractors prior to embarking to the location.

DRIVING POLICY

CORPORATE LIVING adopted this policy after consultation with staff and is an organisation that recognises the risks to employees when driving. To ensure this business meets its legal obligations and employees are protected in a reasonably practicable way, the business will apply the following:

- Employees shall not be permitted to drive for more than 10 hours in any 24 hour period.
- Employees should not drive under conditions in which fatigue is likely to arise.
- Drivers are to take regular adequate rest breaks during a long motor journey i.e. Every 2 hours for at least 15 minutes
- Any driver who feels fatigued, must stop as soon as practicable and take an adequate rest break
- Relevant State laws must be followed at all times for speed, alcohol and drugs
- All traffic infringements sustained by staff members are solely that staff member's responsibility
- Any changes to your license circumstances should be notified to the General Manager. E.g. Extraordinary License, License Suspension.
- Staff are required to maintain their vehicles to a high standard and keep clean with service records up to date.
- Motor vehicles and fuel cards are provided by CORPORATE LIVING for use on CORPORATE LIVING business only.
- The employee must not drive the vehicle more than 50kms from Perth without the express authority of the General Manager.
- Should you be required to use an CORPORATE LIVING motor vehicle in the course of your employment you will ensure that oil and water levels, tyre pressures and the like are maintained to required standards. The vehicle is to be kept clean at all times by the driver. Should an CORPORATE LIVING vehicle appear dirty, please report this to the General Manager at the earliest opportunity so as to maintain the CORPORATE LIVING's professional public image.
- Any damage or mechanical fault whatsoever must be reported to either the General Manager as soon as possible or no later than the end of the shift on which the damage or fault occurred or is identified.
- Employees will operate motor vehicles in a careful and responsible manner and will adhere to road traffic, and other relevant, laws and rules including but not limited to the wearing of seatbelts.
- Employees are required to maintain a valid and current driver's license.
- Employees are in no way authorised by CORPORATE LIVING to operate a motor vehicle while under the influence of alcohol or other drugs which might impair your ability to operate machinery.
- Improper use of a motor vehicle, repeated damage to a vehicle or vehicles due to your negligence or carelessness, or serious or repeated breaches by you of traffic laws, road rules or this policy may result in termination of your employment with CORPORATE LIVING.
- The vehicle is to be kept locked at all times when unattended.
- Keys must not be duplicated other than with the express authority of the General Manager.
- Stock, documentation and equipment in or on the vehicle are the responsibility of the employee.
- All fines, parking infringements and penalties are the responsibility of the driver.

- Alternative transport arrangements must not compromise the quality of service delivered by CORPORATE LIVING.
- This policy applies to those employees who are required, on occasions to use an CORPORATE LIVING company vehicle.
- [Note: Driving can be a dangerous and complex activity whereby one of the major risks associated with driving is fatigue. Roads and Traffic Authority research has shown that up to 25% of road accidents are caused by driver fatigue which may manifest in the form of slow reaction in emergency situations or may result in the driver falling sleep.]

DRUGS, ALCOHOL AND FITNESS FOR WORK POLICY

CORPORATE LIVING adopted this policy after consultation with staff and is an organisation that recognises the risks to employees/sub contractors when on/off the job from alcohol, drugs, prescribed medications and the impact they have on the capacity of the employee or sub contractor to work safely and not affect others in the workplace.

To ensure CORPORATE LIVING meets its legal obligations and employees/sub contractors are protected in a reasonably practicable way from the effects of active and inactive use, the business will apply the following:

- Employees/sub contractors shall not consume any alcohol on the premises unless expressly permitted by the Manager and then only if work has concluded for the day
- Employees/sub contractors shall not consume any illegal drug, or have them on site at any time or in any circumstances
- If in the opinion of the manager, an employee or sub contractor is at any time in an unfit state to work safely, they may be assigned alternate duties or sent home. In some circumstances disciplinary actions may be taken.
- Employees or sub contractors who are taking prescription medications that may affect their ability to work safely are to make the Manager aware of their circumstances so that appropriate duties/tasks may be assigned.
- CORPORATE LIVING is a smoke free environment. Smoking is not permitted on the property, worksites or in company vehicles.

WORKPLACE BULLYING POLICY

CORPORATE LIVING adopted this policy after consultation with employees and contractors and in compliance with relevant state legislation and is committed to providing and maintaining a safe and healthy environment for all employees, visitors and contractors in the workplace.

Management will ensure that all employees and contractors are aware that workplace bullying is a reportable offence and breaches individual rights and responsibility obligations.

There is to be no act performed on any worksite or premise of the business that can be construed as bullying towards visitors, staff, workmates or contractors.

Bullying can be constituted by:

- Open aggression
- Shouting obscenities
- Public and private humiliation
- Over ruling authority
- Setting unrealistic deadlines
- Reducing work to a level below a persons' capacity
- Interfering with work of others
- Restricting reasonable access of passage to others

[Note: Workplace bullying is an offence and is in breach of employment rights, responsibilities and duty of care. All breaches will be reported to management for assessment or disciplinary action and/or reporting and will be dealt with in accordance with relevant legislation at the time.]

SEXUAL HARASSMENT POLICY

CORPORATE LIVING adopted this policy after consultation with staff and in compliance with existing State Laws and are committed to providing and maintaining a safe and healthy environment for employees, visitors/contractors in the workplace.

- Management will ensure that all employees are aware that sexual harassment in the workplace is a criminal offence and will not be tolerated.
- There is to be no act performed on the business or premises or worksites that can be construed as Sexual Harassment towards staff, workmates, contractors or visitors.
- Unwelcome behaviour may include:
 - Subjecting a person to an act of physical intimacy
 - Written or verbal remarks with sexual connotations made about persons or a person in their presence.
 - A gesture, act or comment of a sexual nature made in a persons' presence
 - Written or photographic material with any sexual connotations not to be present on any worksite or premises of the business
 - Wolf whistling or similar unwelcome verbal utterances
 - Any other action, remark or events of a sexual nature that may make a person feel uncomfortable.

ENVIRONMENTAL PROTECTION

CORPORATE LIVING adopted this policy after consultation with staff and is an organisation that recognises the potential risks to employees from the impact of the environment and is considered a risk to staff, contractors, visitors to the workplace and the public and the need to protect the environment for the benefit of the community as a whole.

To ensure CORPORATE LIVING meets its legal obligations and the environment is protected in a reasonably practicable way, the business will;

Follow the Principal Contractors Environmental Protection controls as laid out in any contract terms of engagement, namely where possible by removing the site refuse (including food scraps and alike) and disposing of it as directed by environmental protective legislation and respond to emergency procedures as required in the event of a chemical spill.

This is in addition to ensuring that CORPORATE LIVING complies with all known environmental protective legislative.

MATERIALS HANDLING POLICY

Correct lifting procedure must be followed at all times as per Manual Handling policy:

- If materials require lifting: aids e.g. Pallet jacks and trolleys are the first point of call.
- Should these lifting aids be deemed unsuitable for the task, only then may the forklift, reach truck or crane be used.
- These vehicles may only be used by people who have been trained and qualified by a registered training body.

ACCIDENT AND INCIDENT REPORTING

(First Aid Policy See Codes of Practice)

As part of CORPORATE LIVING dedication to achieve a safe working environment, CORPORATE LIVING have adopted reporting forms such as Hazard Reports, Incidents/Accidents reports and Job Safety Analysis (J.S.A).

- If a hazard is identified it should be reported immediately to your supervisor
- The hazard is assessed documented and corrected
- If the hazard can not be corrected immediately, staff must be advised and arrangements made to correct it
- If the hazard involves a machine or tool, it must be locked out and tagged as per lock out procedures.

- With work activity rubbish disposal, waste will be minimised by reusing materials wherever possible.
- The hazard form is reviewed at the end of the week by the OHSE Committee.
- Accident/Incident report forms must be filled out in full immediately after the event has occurred. If it was an accident, forms can be completed once the injured employee is capable and has received medical attention.
- All Accident/Incident report forms must be reviewed in the weekly internal monitoring by the OHSE Committee, to assess if further action should be taken.
- J.S.A. or SWMS must be completed prior to commencement of a new job or task. They are to assess the process to ensure the task is being done in the safest possible way identifying all hazards.
- J.S.A. or SWMS must also be reviewed in the OHSE Committee monthly internal monitoring.

LOCKOUT PROCEDURES

The following procedures are put in place to ensure that plant and tools that are faulty or undergoing maintenance are not operated or used.

- When a fault is found with any plant or tool, switch off immediately
- Isolate power
- Fill out and tag machine with registered lockout tag located with factory/site supervisors
- List machine that has been locked out and the reason why on register
- Inform direct supervisor of the fault
- If machine has facilities, padlock the starting mechanism
- Any locked out machine must remain tagged until the tag is removed by the person who registered the machine as faulty
- Machines must be signed off on the Register as being repaired before tag is removed
- Details of defect or repairs must be kept on file where all employees can access them.

EMERGENCY PROCEDURES

In the event a minor accident requires medical attention – an CORPORATE LIVING employee can drive the injured person to the local doctor and drop them off, returning to work immediately. Once the injured employee is ready for pick up they can contact work to be picked up.

In the event of a serious accident an ambulance must be called to the site or factory and the First Aid Officer will assist the injured person until the ambulance arrives.

Under no circumstances should an employee take the injured to the hospital or transport the injured person from the site or factory.

Under extraordinary circumstances the General Manager should be contacted for direction.

HOUSE KEEPING POLICY

CORPORATE LIVING is a place of Business and we ask staff to be respectful of others:

- Once staff have used CORPORATE LIVING facilities (lunchroom, toilet etc) whether it is in the factory, office or on site it must be left in the same condition it was found.
- Work areas must be kept clean, tidy and free from clutter.
- Work areas must not display material of a sexual nature or any material which may offend others
- Personal Items are allowed, but must be kept to a minimum and must not affect work.
- We ask all staff to treat CORPORATE LIVING property with the same care and respect they would treat there own property
- Cleaning Rosters are part of daily procedures at CORPORATE LIVING. When required to be part of a roster, we ask you to take it seriously.

VISITORS POLICIES

- All visitors must report to front reception
- All visitors must be accompanied by an CORPORATE LIVING designated employee
- No visitor is permitted to enter the factory/site until inducted on factory/site safety procedures and issued with personal protective equipment
- No visitor is permitted to operate CORPORATE LIVING equipment, tools or vehicles (including forklift)
- No visitor is permitted to distract CORPORATE LIVING employees or deter them away from day-to-day functions
- Visitors must use front visitor car park and not the loading docks, located on either side of the factory.

EMERGENCY EVACUATION PLAN

- In case of fire or emergency the following guide lines are set for a quick and safe exit of the premises.
- In case of fire or evacuation emergency please notify the Manager.
- In case of fire of evacuation emergency, a notice will be announced to stop work and proceed to designated exits for your area
- Once building has been exited, all staff must congregate at assigned muster point
- Once at muster point, Management will do head counts to ensure all staff have exited the building.
- Leave all tools and work
- Once notified do not stay to retrieve personal items such as bags etc
- Please evacuate the premise quickly when instructed but avoid running
- If unsure of evacuation route, refer to evacuation maps located in each work area.

MONTHLY SITE AUDITS

To assist with CORPORATE LIVING focus toward a safe working environment, monthly site audits are conducted. These audits are conducted by the OHSE Manager from the OHSE Committee, at the start of each month. Audits will assess all work areas, potential hazards and trouble spots. Monthly site audits will then be reviewed at the OHSE Committee's Internal Monitoring for that week where all issues raised by the audit will be assessed rectified or a process put in to correct it. All site audits will be kept on file for future reference.

HAZARD REPORTING

Hazard Reporting is an essential part of CORPORATE LIVING OHSE culture. As an CORPORATE LIVING employee/contractor we require that any Hazard, chronic or immediate be reported to your supervisor as soon as it is identified. This allows for a quick response time in correcting the problem.

All hazards must be documented in a hazard report which allows a full assessment of the problem enabling it to be corrected in the best possible way. All Hazard Reports are assessed during the weekly OHSE Meeting and filed for future reference.

JOB SAFETY ANALYSIS/SAFE WORKING METHOD STATEMENTS

Safe Working Method Statements must be understood and signed by the persons undertaking each task. This must be produced, understood and signed for every task or part of undertaken.

Job Safety Analysis (JSA) must be conducted when;

- A current job or task has been changed, or
- A new task is required, or
- A task varies in any way from a current work practice, or
- There is any question of safety, or
- The task has not been performed in over 3 months
- Job Safety Analysis will help identify hazards in a task so they can be dealt with and the job completed in the safest possible way. All JSA's must be kept on file for future reference.
- CORPORATE LIVING promotes the active participation of all employees in OHSE decisions.
- Employees are consulted and given opportunity, encouragement and training to be proactively involved in OHSE matters affecting the organisation and their work activities.
- Consultation occurs in reference to, but not limited to, the following subjects / topics:
 - Hazard identification and risk assessment processes;
 - Control measures for the management of hazards and risks;
 - Changes to the organisation's policies and procedures or work routines which may affect OHSE;
 - Make up of and representation on relevant committees; and
 - Election of OHSE and employee representatives.

CORPORATE LIVING PERSONAL PROTECTIVE EQUIPMENT REGISTER

Employees note they have received the following PPE and instructed on their correct use. [Note: Issue of PPE may come from CORPORATE LIVING or under the group training scheme. Any lost or damaged PPE must be reported immediately.]

Safety glasses
Ear muffs
Glass gauntlets
Face shield
Welding gloves
Dust mask

INDUCTION CHECKLIST

Introduction to Business

- Company Structure
- Lines of Management
- Personal Behaviour
- Company Values

Paper Work

- Tax Declaration
- Superannuation
- Bank Detail
- Contact Details (Personal)

Day to Day

- Hours of Work
- Dress Code
- Reporting Structure
- Work Supervisor (Performance Coach)
- Lunch Room Amenities
- Introduction to Staff
- Lines of communication
- Site Security – Lock up Procedure
- Vehicle Policies
- Disciplinary action
- Leave
- Staff Absence

OHSE

- Fire Emergency Procedure
- CORPORATE LIVING OHSE Policies
- Location of exits
- Incident Accident Reporting
- Location of Extinguishers and Equipment
- Hazard Reporting
- Evacuation Muster point
- Internal Monitoring
- First Aid Officer
- Manual Handling Techniques
- Location of First Aid Kit
- Lockout Procedures



TRAINING PLAN / TOOLBOX AGENDA

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Topic 1	Orientation of new staff	Orientation of new staff	Orientation of new staff	Orientation of new staff	Orientation of new staff	Orientation of new staff	Orientation of new staff	Orientation of new staff	Orientation of new staff	Orientation of new staff	Orientation of new staff	Orientation of new staff
Topic 2	Induction update for existing staff	Forms update for all staff	Hazardous substances & dangerous goods for all staff	Accident & incident reporting for all staff	General housekeeping for all staff	Correct use & care of personal protective equipment for workshop staff	Safe materials & manual handling for all staff	Electrical hand-tools training & update for workshop staff	Air operated tools training & update for workshop staff	White card for all workers requiring them	General housekeeping for all staff	Evacuation procedures for all staff
Topic 3		Policy awareness - OSH policy update for all staff					Electrical safety					Essential first aid training for selected first aid officers
Topic 4												

INCIDENT / ACCIDENT REPORT -EXAMPLE

This report is required to be completed as soon as possible after the incident by the worker when an accident / incident and/or an injury has occurred at the workplace, as per Section 20(2)(d) of the Occupational Safety and Health (OSH) Act WA 1984.

Worker Details

Surname:		Given names	
DOB:		Gender:	
Department:		Supervisor name:	

Incident Details

<input type="checkbox"/> Near miss	<input type="checkbox"/> Equipment/property damage	<input type="checkbox"/> Injury / illness
Incident day:	Incident date:	Incident time:
Location of Incident (Where in workplace):		
Did you have to stop working? (Yes or No)		
What were you doing? (e.g. Pushing trolley, lifting equipment etc)		
What happened? (E.g. Fell over, slipped etc).		
What happened? (e.g. Pulled muscle in leg etc):		

Possible Incident Cause

What factors do you think contributed to this incident or accident occurring?

Work Systems

1. Are there documented Standard Work practices for the task you were conducting?		Yes / No
2. Were you conducting the task in accordance with the Standard Work Practice?		Yes / No
3. Were you wearing personal protective clothing or equipment? If yes, please state type:		Yes / No
4. Have you received training or instruction for the task you were conducting? If yes, please give details:		Yes / No
Witness Name:		Witness Title:
To whom did you report the incident? (Name & Position):		
Day Reported:	Date Reported:	Time Reported:

Worker's Signature: _____ **Date:** _____

Completed forms are to be given to your Supervisor or Safety Officer for investigation.

HAZARD IDENTIFICATION FORM – EXAMPLE

Section 1 - Person Identifying Hazard To Complete

Surname:	First name:
Position:	Department/section:

Incident/Hazard Description

Incident or hazard location:	Date:	Time:
------------------------------	-------	-------

Describe hazard:

What did you do to control the hazard?

Suggested long term solutions:

*** If any person was injured due to the hazard, please complete an incident form.*

Section 2 – To be completed By Safety Officer (Please check appropriate boxes)

Hazard Control

What actions were taken to control the hazard?	
Did these actions control the hazard effectively?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What additional actions needed to be taken?	
Was the hazard taken to the Supervisor's meeting for review	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Meeting: _____	
What additional controls were suggested?	
Has the hazard been placed on the Hazard Register?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date Actions Completed: _____

Safety Officer Name: _____

Signature: _____



JOB SAFETY ANALYSIS - EXAMPLE

Worksite Supervisor Name:	
Job Type	
Date JSA Prepared:	
Equipment Required:	
Additional safety Equipment Required:	
Personal Protective Equipment Required:	
Emergency Equipment Required:	

JSA Reviewed by:

Name: _____

Position: _____

Date: _____



Item No:	Sequence of Basic Job Steps:	Potential Hazards:	Recommended Actions or Risk Controls:
1			
2			
3			
4			
5			
6			
7			
8			
9			



Item No:	Sequence of Basic Job Steps:	Potential Hazards:	Recommended Actions or Risk Controls:
10			
11			
12			
13			
14			
15			
16			
17			
18			



Item No:	Sequence of Basic Job Steps:	Potential Hazards:	Recommended Actions or Risk Controls:
19			
20			
21			
22			
23			
24			



EXTERNAL MAINTENANCE PLAN

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Electrical Tagging - Factory	X						X					
Electrical Tagging - On-site equipment	X			X			X			X		
Electrical Tagging - Office areas	X											
Air-conditioning system										X		
Fire Equipment:												
Extinguishers					X						X	
Hose reels					X						X	
Blankets					X						X	
Air receiver (every 2 yrs)	X											

TOOLBOX / PRE-START TALKS - EXAMPLE

All Toolbox / Pre-start Talks undertaken on behalf of CORPORATE LIVING are recorded on this form and signed by participants. All corrective actions noted on this form are implemented and signed by the nominated person. It is the responsibility of the Works Supervisor to ensure that all corrective actions are completed and reviewed for effectiveness.

Workplace:	Date:
Supervisor / Presenter:	Duration:
Subject:	

PERSONS PRESENT

Print Name	Signature	Print Name	Signature

Comments & points raised:

<ul style="list-style-type: none"> • Blue Card Check • Safe Cutting Area • Power Tools Tagged • Safety Signs In Place • PPE In Use 	<ul style="list-style-type: none"> • Clear Working Area • Clean Working Area • Site Hazards • Site OSH Issues • Additional Equipment Required
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Corrective Action		Action By	Action Complete	
			Sign Off	Date



WORKSITE INSPECTION CHECKLIST – EXAMPLE

CORPORATE LIVING inspects the work activity(s) and work area, and provides a completed Workplace Inspection Checklist each week to the principal contractor for the duration of the works.

Workplace inspection					
Workplace:				Date:	
Inspected by:				Signature:	
Item	Item Correct Yes No n/a	Action Priority 1 2 3	Action By	Close Out By	Close Out Date
Access/Egress					
Access paths clear	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Access paths defined (signage tape, other)	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Prohibited areas display warning signs and barricaded	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Dust/Air Quality					
Dust suppressed/watered down	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Stock piles protected from wind	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Plant & equipment maintained to minimise emissions	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Electrical					
Electrical equipment tested & tagged	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Register of tagging current	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Portable generator fitted RCD	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Portable Residual Current Device (RCD) tested/ tagged	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
First Aid/Emergency/Injury					
First aid kit provided	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Kit stocks refreshed	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
First Aid Officer available	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Evacuation procedure in place	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Emergency contacts displayed	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Fire extinguisher/equipment available	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Manual Handling					
Trolleys/aids in use	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
SWMS followed	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Training/job rotation undertaken	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Hazardous Substances/Dangerous Goods					
Register current	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
MSDS available	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			



Item	Item Correct Yes No n/a	Action Priority 1 2 3	Action By	Close Out By	Close Out Date
SWMS lists precautions for use	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Storage area bundled	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Refueling SWMS followed	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Height work					
Perimeter protection	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Handrails in place	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Penetrations covered	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Fall restraint/arrest system in use	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
SWMS followed	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Housekeeping					
Materials stacked	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Work area lit	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Bins available & in use	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Signage in place	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Leads suspended	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Walkway/stairs/work area clear	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Noise					
Plant & equipment maintained	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Site hours observed	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Noisy works identified	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Hearing protection used (SWMS)	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Personal Protective Equipment					
Used when required (SWMS)	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Correctly used by employees	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Plant & Equipment					
Plant register current	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Maintenance records provided	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Daily log book completed	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Operator ticketed/ competency verified	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
SWMS followed	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Public protection					
Work area secure from public	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Overhead protection provided	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			



Item	Item Correct Yes No n/a	Action Priority 1 2 3	Action By	Close Out By	Close Out Date
Storm water/run off Silt control fences in place Storm water inlets protected Discharges contained, e.g. pump out, slurry/other	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Training All employees have: - General industry (safety awareness) training - Site specific induction training - Work activity (SWMS) training	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Vegetation Fencing around drip line of retained trees No material/equipment stored within drip line	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Waste Management Waste reduction plan in place Waste contractor records available Bins for litter/cigarette butts/other provided Hazardous wastes captured & correct disposal, e.g. paint sludge/ contaminated soil/other	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Other	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			

All items noted for correction have been rectified	
Name:	Signed:
Date:	Time:

SITE SAFETY AUDIT CHECKLIST - EXAMPLE

Date of Safety Check: _____

Principal Contractor: _____

Auditor: _____

Job Location: _____

The following site safety audit checklist must be completed prior to commencing work, returned to the contractor and be retained by the contractor.

Site Safety Audit Checklist	Yes	No	N/A
1. Have all staff read and understood the Safe Work Method Statement?			
2. Do all tools have Job Safety Analysis attached for staff reference?			
3. Is the work area clear of rubbish & debris?			
4. Is there an arranged area for placement of rubbish and debris?			
5. Is the first aid kit equipped and accessible?			
6. Are materials delivered and stored safely?			
7. Are scaffolds, if required, erected correctly by a qualified person?			
8. Does all equipment comply with Australian Standards i.e. trestles and ladders?			
9. Have all plant, equipment and tools been recently check and are they in good condition?			
10. Are all power tools and leads in good condition, and have they been checked recently?			
11. If power is available on site, is a Residual Current Device (RCD) fitted?			
12. Are portable RCD's available for staff use?			
13. Are there any other trades working in the area that could cause injury?			
14. Are there suitable Personal Protective Equipment (PPE) available at the job?			
15. Have all PPE been correctly maintained?			
16. Do all PPE comply with relevant Australian Standards?			
17. Have all staff received and OSH induction at the site?			
18. Are Hazard Identification Forms available at the site should they be needed?			
19. Are MSDS available for all chemicals at the site?			
20. Is there an emergency response Plan in place with suitable fires equipment available for use?			

Are there any other hazards noted? If yes please complete a Hazard Identification Form.

Site Supervisors Signature: _____ **Date:** _____

Auditor's Signature: _____ **Date:** _____

CORPORATE LIVING WORKPLACE INSPECTION CHECKLIST -EXAMPLE

Date of Inspection: _____

Inspector Contact: _____

Date: _____

Location: _____

Inspection Area / Activity	Yes	No	N/A	Actions Required	By Whom	By When	Date Completed
1. FIRE EQUIPMENT							
1.1 Correct extinguishers in place							
1.2 Extinguishers clearly labeled							
1.3 Extinguishers serviced within last 6 months							
1.4 All exit signs lit as required							
1.5 Exit doors open from inside							
1.6 Exits clear of obstructions							
1.7 Exit pathways safe to use							
1.8 Flammable items stored correctly							
2. EMERGENCY TRAINING							
2.1 Staff trained in use of extinguishers within the last year							
2.2 Staff trained in use of fire hose reels within the last year							
2.3 Staff have taken part in a fire / evacuation drill within the last 12 months							
2.4 Staff aware of their roles in an emergency situation							
3. EMERGENCY PROCEDURES							
3.1 Emergency evacuation details in place							

3.2 Emergency instruction cards in place for staff access							
3.3 Wardens appointed							
Inspection Area / Activity	Yes	No	N/A	Actions Required	By Whom	By When	Date Completed
4. CHEMICAL SAFETY							
4.1 Only compatible gasses stored together							
4.2 Gas bottles stored upright							
4.3 Gas bottles chained to wall or in trolleys at all times							
4.4 Suitable gas bottle signage in place							
4.5 Chemicals stored in set areas							
4.6 Only compatible chemicals stored together							
4.7 Current MSDS in place for all chemicals on site							
4.8 All chemicals on hazardous substances register							
4.9 Hazardous substances assessment in place for all hazardous substances							
4.10 Bottled chemicals labeled correctly							
4.11 Chemical cupboard signage in place							
5. PERSONAL PROTECTIVE EQUIPMENT (PPE)							
5.1 Suitable PPE in place in all areas of the workshop							
5.2 PPE signage in place throughout workshop							
5.3 PPE suitably maintained							
5.4 PPE replaced when required							
5.5 Suitable stocks of soap and hand towels available at workplace							

Inspection Area / Activity	Yes	No	N/A	Actions Required	By Whom	By When	Date Completed
6. ELECTRICAL HAZARDS							
6.1 Emergency tag out and shutdown procedures in place							
6.2 Overhead electrical cables used where possible							
6.3 Extension cords (where used) are of correct type							
6.4 Extension cords are less than 30m in length							
6.5 Where possible, electrical cables are exact length to remove the use of extension cords							
6.6 Electrical sockets are in good repair							
6.7 Electrical equipment in tagged as per individual workplace requirements (at least annually) by a qualified electrician and records are kept of all tagging							
6.8 No frayed or damaged leads							
6.9 Portable or handheld tools are maintained regularly							
6.10 portable or handheld tools are in good working order							
7. MACHINES							
7.1 Clean							
7.2 Guarding in place							
7.3 Emergency shut-off switches in reach of operator							
7.4 Storage space for off-cuts							
7.5 Adequate work space around machine							
7.6 Lighting satisfactory							
7.7 Regular maintenance carried							

out							
7.8 Floor area clean							

Inspection Area / Activity	Yes	No	N/A	Actions Required	By Whom	By When	Date Completed
8. GENERAL LIGHTING							
8.1 Adequate illumination to complete work							
8.2 No direct or reflected glare							
8.3 Light fittings clean and in good repair							
9. RUBBISH							
9.1 Rubbish separated at point of disposal							
9.2 Rubbish bins emptied as required							
9.3 industrial bins emptied on regular schedule							
9.4 Combustible materials disposed of separately to general rubbish							
9.5 Chemical waste correctly disposed of							
10. WORK BENCHES							
10.1 Cleaned at completion of work							
10.2 Suitable height for operator/s							
10.3 Tools kept in racks or boxes when not in use							
10.4 No sharp edges on benches							
Inspection Area / Activity	Yes	No	N/A	Actions Required	By Whom	By When	Date Completed
11. STORAGE							
11.1 Materials stored in racks or bins where possible							
11.2 Items over 5kg stored between knee and shoulder							

11.3 Nothing over 5kg above shoulder height stored above shoulder height unless to be lifted by lifting equipment							
11.4 All items stored at height stored safely by lifting equipment							
11.5 Floors around racking areas clear of rubbish							
11.6 Racks and pallets in good condition							

Inspection Area / Activity	Yes	No	N/A	Actions Required	By Whom	By When	Date Completed
12 FLOORS & WALKWAYS							
12.1 Warning signs or tape in place where required							
12.2 No cracks or holes in flooring or coverings							
12.3 Spills cleaned up immediately							
12.4 Entry & access ways kept clear							
12.5 No electric cables stretched across walkways							
12.6 Walkways clearly marked							
12.7 Unobstructed vision at intersections							
13 OFFICE HAZARDS							
13.1 Adequate space around desks for staff to work							
13.2 housekeeping conducted on a regular basis							
13.3 Filing completed as required							
14. FIRST AID							
14.1 First aiders in place							
14.2 First aid cabinets stocked and checked							
14.3 Staff are aware of location of first aid cabinets							
14.4 First aid cabinets clearly labeled							

Total: _____ / 109 **Compliance %:** _____ All actions have been completed within set timeframe

Date: _____ **Name:** _____

Signature: _____ **Position:** _____

HAZARDOUS SUBSTANCES AND DANGEROUS GOODS IN THE WORKPLACE

What is a hazardous substance?

A hazardous substance is any substance that has been listed by the NOHSC in the List of Designated Hazardous Substances or which is listed under regulation 5.3(b) and is determined to be a hazardous substance. This information is contained on the material safety data sheet (MSDS) for each substance. E.g. acids, some paints etc.

What are dangerous goods?

Dangerous goods are substances listed in the Dangerous Goods Code. Whether a substance is a dangerous good or not, is also listed on the MSDS for each substance. Some substances may be listed on the MSDS as both hazardous and dangerous. E.g. fuels, gas cylinders etc

What is a material safety data sheet?

Material safety data sheets are documents distributed by the manufacturer of hazardous substances or dangerous goods and are required to be written according to a specific Australian Standard. A copy of each MSDS is required to be kept near where the substance is used. It contains information on the contents of the substance, safe use of the substance, emergency control, personal protection when using the substance, known health effects and other technical information.

Hazardous substances used at CORPORATE LIVING

<p>Stores/Factory</p> <ul style="list-style-type: none"> • Mineral Turpentine • MDF 	<p>Factory</p> <ul style="list-style-type: none"> • Acrylic Thinner • Kerosene • Toluene • Bondmaster 418R • Super Etch Aerosol
--	---

Dangerous goods used at CORPORATE LIVING

<p>Factory/Dispatch</p> <p>Touch-up Paint</p>	<p>Dispatch</p> <p>LPG Gas</p>	<p>Factory</p> <ul style="list-style-type: none"> • Acrylic Thinner • Kerosene • Toluene • Mineral Turpentine • Methylated Spirits • Bondmaster 418R • Super Etch Aerosol • WD40
--	---------------------------------------	---

Where can I access MSDS at CORPORATE LIVING?

Copies of all MSDS are located in the Supervisor's office at each end of the workshop. If you are unsure of any information contained within the MSDS, it is your responsibility to speak with your Safety Officer prior to commencing work with the substance.

Control of hazardous substances and dangerous goods

Control of these substances is maintained by CORPORATE LIVING. This control relates to ordering, directions for use, storage and maintenance of hazardous substances registers and assessments. If you are unsure about the correct use of a particular substance, it is your responsibility to ask your Safety Officer prior to commencing work with the substance. Your responsibilities in relation to the control of hazardous substances are to use the control methods available at the workplace to minimise or eliminate the hazard to you whilst working with the substance. This includes personal protective equipment (PPE). The workplace may also have additional controls in place such as additional ventilation, alternative types of substances or other engineering controls.

Who should supply personal protective equipment?

It is the responsibility of CORPORATE LIVING to provide suitable personal protective equipment to workers. Should your equipment require repairs or replacement or additional types of PPE are required at CORPORATE LIVING, please consult with your Safety Officer, it is your responsibility to bring it to their attention!

Who should use personal protective equipment?

It is a requirement under the Occupational Safety and Health Regulations 1996, that all workers wear appropriate personal protective equipment when using hazardous substances or dangerous goods. This PPE may include eye protection, gloves, footwear, specialist clothing, respirators or other breathing equipment. A specific list is contained on individual MSDS. Failure to wear appropriate PPE when working with hazardous substances or dangerous goods will result in disciplinary action, and may lead to termination of employment.

Once you have read and understood this information, please sign the CORPORATE LIVING training record sheet for this toolbox topic. Hazardous substances/dangerous goods register

The following hazardous substances exist in the work place. A copy of the MSDS has been forwarded to the person responsible for First Aid.

Product Name	Application	Quantity	Product Labelled		MSDS		Classified as Hazardous in the MSDS	
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If **YES:** The risks and control measures associated with the use of the product/ substance and the precautions for its use are outlined in the Safe Work Method Statement

CORRECT USE AND MAINTENANCE OF PERSONAL PROTECTIVE EQUIPMENT

What is Personal Protective Equipment (PPE)?

PPE is protective clothing or equipment that assists to reduce the risk of injury or illness when worn, while working. PPE at CORPORATE LIVING may include eye protection, gloves, footwear, respirators or other breathing equipment. The decision of which PPE is most suitable for the workplace is made by management in consultation with workers. There are minimal standards for PPE, these are the Australian Standards, as listed below.

Means of Protection	
Safety Helmet (At building sites where stipulated)	Closed Footwear
Eye Protection	Safety Work Boots (Where stipulated)
Gloves (and glass gauntlets)	Ear Muffs or Plugs
Glass Gauntlets	

Why should PPE be used?

PPE is required to be used when provided at the workplace to protect workers from known hazards. In some instances the workplace has signage in place (in line with AS/NZS 1319) to remind workers to wear the PPE in select areas. Failure to wear PPE when provided may result in severe temporary or permanent injury to workers. In some instances, insurance companies may refuse to cover workers' compensation claims if PPE has not been worn at the time the injury was sustained.

Who is required to provide PPE at the workplace?

PPE is required to be provided by the organization or employer. The Supervisor is also required to provide instruction on the correct fitting, use, selection and limitations in the use of the equipment.

Who is responsible for maintenance, repair or replacement of PPE at CORPORATE LIVING?

Following notification of the fault, CORPORATE LIVING is responsible for the testing of, maintenance, repair or replacement of PPE as required. Some specific PPE, it must be tested and repaired by a competent person, according to the specifications of the manufacturer of the equipment. Replacement parts are only to be those as specified by the manufacturer.

What are my responsibilities in relation to PPE?

- Workers are required to use the PPE or equipment in the manner that they have been instructed to use it
- Workers must not misuse or damage the PPE or equipment
- To notify the Supervisor of any damage to, malfunction or the need to clean or sterilize the PPE or equipment

What PPE is available at CORPORATE LIVING?

PPE available at CORPORATE LIVING is:

- Goggles
- Ear plugs & muffs
- Hard hats (Building sites)

Where can I access PPE at CORPORATE LIVING?

Appropriate PPE is kept next to the equipment where it is to be used and / or within the Supervisor's offices. Should appropriate PPE not be available where it is to be used, do not start the job, and see your Safety Officer immediately to arrange suitable PPE.

What action can be taken if I choose not to wear the PPE provided?

Failure to wear appropriate PPE when working for CORPORATE LIVING will result in disciplinary action, and may lead to termination of employment. Should you have genuine reasons for not being able to wear the PPE provided, discuss these with your Safety Officer or Supervisor prior to commencing works.

Once you have read and understood this information, please sign the CORPORATE LIVING training record sheet for this toolbox topic.

SAFE MANUAL HANDLING OF MATERIALS

What is Manual Handling of Materials?

Manual handling is any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain a person, animal or thing. These are essential activities in most workplaces and so it is important that manual handling hazards be identified, their risks assessed and consideration be given to controlling these risks.

General rules for safe materials and manual handling.

Where appropriate, use materials handling equipment such as trolleys or fork lifts. Ensure that you have current licenses or training prior to using any materials handling equipment. When such equipment is not appropriate, correct manual handling techniques must be used to protect your back.

Prepare the environment

- Clear all pathways along your line of travel
- Ensure that there is enough space in which to work
- Collect or prepare any materials handling equipment that is needed
- If a second person is required to assist, ensure that they join you prior to commencing the lift

Prepare yourself

- Wear suitable clothing, footwear and hand protection
- Complete suitable stretches before attempting to lift an object
- Know your comfortable lifting capacity, and where necessary, use two people or the equipment. Materials handling equipment will have its maximum capacity sticker attached.

Check the load

Is the load of uniform shape? Is the weight of the load unevenly distributed? Is the load too heavy for two people and lifting equipment is not appropriate or available? If you answered yes to any of these questions, you may need to plan how to lift the load. Refer to the Supervisor when unsure.

Body Position

- Face the load and set your feet firmly on the ground, about hip width apart, one foot slightly in front of the other.
- With your feet in position facing in the direction of travel, crouch down as close to the load as possible.
- Keep your back in an upright position, in its natural "S" curve – it may not be vertical but it should not be arched or bent forward or backward.
- Tilt the load and slide your hand underneath – use your other hand to balance the load. Get a firm grip with the palm of your hands and the base of your fingers. Don't lift with your fingers.
- Face in the direction you want to go, it is safer to walk forward than backward with a load.

Changing Direction & Lowering Loads

To change direction, turn your feet first in a smooth manner– don't twist or jerk and keep the load close to your body.

To lower the load – keep the "S" curve in the back, the load close to your body and use your legs and thigh muscles to lower the load to the required height.

High Lifts

If you have to lift above shoulder height, do it in two stages. Lift to waist height, rest the load on a shelf or projection, change your grip, bend the knees slightly and finish the lift to the higher level.

What are my responsibilities in relation to safe materials and manual handling?

- Workers are required never to put themselves or other workers at risk of injury whilst completing materials or manual handling duties
- To use the equipment provided to complete materials or manual handling in a safe and efficient manner
- To follow the instructions of CORPORATE LIVING in relation to materials or manual handling at all times

What action can be taken if I choose not to use the equipment provided or to complete materials or manual handling duties in a safe manner?

Failure to use the lifting equipment provided, or to complete materials or manual handling duties, in a safe manner when working for CORPORATE LIVING, this will result in disciplinary action, and may lead to termination of employment. Should you have genuine reasons for not being able to complete materials or manual handling in a safe manner, discuss these reasons with your Safety Officer or Supervisor prior to lifting the load.

Where can I find further information on materials and manual handling?

Refer to your Supervisor for further information on materials or manual handling.

Once you have read and understood this information, please sign the CORPORATE LIVING training record sheet for this toolbox topic.

SAFE USE OF ELECTRICAL HAND TOOLS

Who can use electrical hand tools?

As a tradesperson, you are required to know how to use all commonly available electric hand tools in a safe manner, prior to your commencement with CORPORATE LIVING. Workers who are not fully qualified in their chosen trade or who have not worked within the trade for a number of years are required to be deemed competent in the use of an electric hand tool by their Supervisor, prior to working independently with each electric hand tool. If you have not been deemed competent or been shown how to safely use the specific electric hand tool then you are not permitted to attempt to use it.

General rules for safe use of electric hand tools

- Only authorised electric hand tools are to be used at CORPORATE LIVING
- Ensure that there is always a portable residual current device between your electric hand tool and the wall socket (Where not provided on external work sites)
- Inspect electric hand tools and equipment before use to ensure that they are safe to use
- Report frayed wires, damaged cables or faulty switches to your supervisor
- When using an extension lead across a traffic area, protect it from damage by placing boards on either side of the lead
- Do not allow electric leads to lie in wet areas
- Do not operate or use any electric hand tool which has a “Danger” or “Out of Service” tag attached
- If you receive a shock, even a small one, you must report it to your supervisor immediately and the electric hand tool removed from service

What are my responsibilities in relation to electric hand tools?

- Workers are required never to put themselves or other workers at risk of injury whilst completing jobs using electric hand tools
- To use the electric hand tools provided in a safe and efficient manner
- To follow the instructions of CORPORATE LIVING in relation to electric hand tools
- To attend education and training when provided on individual electric hand tools
- To comply with all reasonable requests of Safety Officers and Supervisors in relation to the use of electric hand tools

What action can be taken if I choose not to use the electric equipment in a safe manner?

Failure to use the electric hand tools provided in a safe manner when working for CORPORATE LIVING will result in disciplinary action, and may lead to termination of employment. Should you have genuine reasons for not being able to use the electric hand tools provided to complete a job, discuss these reasons with your Safety Officer or Supervisor prior to commencing the job.

Where can I find further information on specific electric hand tools in use at CORPORATE LIVING?

Instructions for use and care are available near where each electric hand tool is stored and used and at the Supervisor's Office. Your Safety Officer or Supervisor is also available to provide you with verbal information and assistance at any time in relation to specific electric hand tools. Should further information be required, your Safety Officer may contact the manufacturer of the electric hand tool for further information or instruction.

Once you have read and understood this information, please sign the CORPORATE LIVING training record sheet for this toolbox talk topic.

Safe use of Air Operated Hand Tools (AOHT's)

Who can use Air Operated Hand Tools?

As a tradesperson, you are required to know how to use all commonly available AOHTs in a safe manner, prior to your commencement with CORPORATE LIVING. Workers who are not fully qualified in their chosen trade or who have not worked

within the trade for a number of years are required to be deemed competent in the use of AOHTs by their Supervisor, prior to working independently with each AOHT. If you have not been deemed competent or been shown how to safely use the specific AOHT then you are not permitted to attempt to use it.

General rules for safe use of Air Operated Hand Tools

- Do not attempt to use AOHTs unless you have first received instructions on safe use
- Read printed instructions provided with the tool for its safe use
- Wear safety glasses
- Do not point the tool towards yourself or others, no matter how far away they are and do not use in congested areas
- Clearly display warning sign
- When leaving the tool unattended, turn off the air supply and disconnect the air hose
- Do not use a defective AOHT - ensure all AOHTs are regularly maintained
- Maintain a safe, well balanced position to prevent misalignment of the AOHT during use
- Do not work above other trades
- Do not use any attachments that are not specific for that AOHT and the purpose for which it is being used
- Ensure that a current MSDS for compressed air is available
- Do not operate or use any AOHT which has a "Danger" or "Out of Service" tag attached
- All AOHTs are to be checked by a suitable person at least annually at CORPORATE LIVING and more often as required if used at construction sites

What are my responsibilities in relation to Air Operated Hand Tools

- Workers are required never to put themselves or other workers at risk of injury whilst completing jobs using AOHTs
- To use the AOHTs provided in a safe and efficient manner
- To follow the instructions of CORPORATE LIVING in relation to AOHTs
- To attend education and training when provided on individual AOHTs
- Advise the Supervisor if maintenance is required

What action can be taken if I choose not to use the Air Operated Hand Tools in a safe manner?

Failure to use the AOHTs provided in a safe manner when working for CORPORATE LIVING will result in disciplinary action, and may lead to termination of employment. Should you have genuine reasons for not being able to use the electric hand tools provided to complete a job, discuss these reasons with your Safety Officer or Supervisor prior commencing the job.

Where can I find further information on specific Air Operated Hand Tools in use at CORPORATE LIVING?

Instructions for use and care instructions are available near where each AOHT is used. Your Safety Officer or Supervisor is also available to provide you with verbal information and assistance at any time in relation to specific AOHTs. Should further information be required, your Safety Officer may contact the manufacturer of the AOHT for further information or instruction.

Once you have read and understood this information, please sign the CORPORATE LIVING training record sheet for this toolbox talk topic.

ACCIDENT AND INCIDENT REPORTING

What is an accident?

An accident is an unexpected or undesirable event that usually results in damage or harm to an employee or worker. Accidents could be caused by an incident, such as the spilling of the chemicals onto a worker's skin causing chemical burns.

What types of incidents or accidents are there?

There are three types of accidents and incidents that occur at workplaces. These are:

- Worker accidents & incidents
- Notifiable injuries & illnesses
- Critical incidents

Each of these types of incidents have a separate form that must be completed when these types of incidents occur. Worker incidents are incidents that occur on a fairly frequent basis, they do not cause major damage or injury to workers or equipment at the workplace.

Critical incidents are those incidents that cause major damage to the workplace, such as fire, building collapse or other emergencies.

A notifiable injury is an injury that is listed in the Occupational Safety and Health Act, and must be reported to Work Safe WA if it occurs. As a general rule these are fatalities, fractures, amputations or an injury where a worker is away from work for more than 10 days from the date of injury. Please refer to your Supervisor and then report the incident to the WRMC OSH Consultant, should one of these injuries occur to you, prior to reporting the incident to Work safe WA.

Reporting Incidents and Accidents – Workers, Subcontractors and Sites

It is the responsibility of workers to report all incidents and accidents that occur at the workplace and sites. This is a requirement under your duty of care in section 19 of the Occupational safety and Health Act 1984.

Incidents and accidents are required to be reported in the correct manner, this is on the correct incident form at the time of the incidents or as soon as possible following the incident or accident. This will enable a record to be kept of the incident and for corrective actions to be completed within a reasonable timeframe.

Failure to report incidents and accidents is a breach of the Occupational Safety and Health Act and may result in penalties applying to the individual, ranging from \$10,000 to \$25,000. Where a workplace injury has occurred as a result of an incident, failure to report the incident on an incident and accident form may result in the insurance company refusing to pay Workers' Compensation to the injured worker.

Where are Incident and Accident Forms Located?

Incident and Accident forms are located outside your Supervisor's office. It is necessary that you complete all sections of the form. Please see your Supervisor if you require assistance to complete the form. Site Supervisors also have a supply of these forms available for workers to use.

How are accidents and incidents prevented in the workplace?

Accidents and incidents are prevented at the workplace through:

- Management, Supervisor and toolbox meetings to ensure consultation between workers, subcontractors and management
- Regular housekeeping
- Workplace inspections as scheduled
- Instructions and competencies for all equipment within the workplace
- Licensing of workers to operate specific equipment such as forklifts
- Scheduled maintenance of all equipment e.g. Tagging of electrical equipment

- Provision of induction sessions and toolbox talks where required to ensure worker understanding and compliance with procedures
- Provision of personal protective equipment for workers
- All site workers being required to hold a current construction industry safety awareness “Blue Card” or “White Card”

Once you have read and understood this information, please sign the Toolbox Training Record sheet for this toolbox topic.

EMERGENCY EVACUATION PROCEDURES

What is classified as an emergency situation?

Emergency situations are those situations that provide an imminent danger to the health and/or safety of workers. Emergency situations may include fires, bomb threats, major flooding, cyclonic or stormy weather, gas leaks, earthquakes or major chemical spills.

When is evacuation required?

Evacuation is required when the Chief Warden/CORPORATE LIVING Supervisor indicates that it is required. If workers become aware of any emergency situations, they are to report them to the Supervisor and follow the Supervisor's instructions during the course of the emergency.

What preparation is in place in relation to emergency evacuations?

- Evacuation maps of the building that indicate the location of emergency equipment and emergency exits.
- Clear instructions for workers about their roles in situations that require evacuation of the facility
- Marked muster point outside the building

What are the different roles of workers in emergency evacuations?

- Chief Warden (Supervisor) – Person who is in control at the time of the emergency
- Deputy Warden (As appointed) – Assistant to the Chief Warden
- Wardens (As appointed) – General Workers
- The Deputy and other Wardens are appointed by the Chief Warden at the time of the emergency.

What is your role in an emergency evacuation?

- Raise the alarm and alert the Supervisor if you find an emergency situation
- Follow the instructions of the Supervisor in emergency situations
- Evacuate to the muster point when advised
- Remain at the muster point until advised of the "all clear" or instructions are given to leave the site
- Please note:
- Fire fighting equipment should only be used if it is safe to do so
- Workers should never put themselves at risk of injury, even in an emergency or evacuation situation.

What forms need to be completed following an emergency evacuation?

You are only required to complete an Incident or Accident form following an evacuation if you have been injured during the course of the emergency evacuation.

What happens if I choose not to complete my assigned role in an emergency evacuation or choose not to evacuate when required to?

Failure to complete your assigned role during an emergency evacuation will result in disciplinary action, and may lead to termination of employment. Should you have genuine reasons for not being able to complete your assigned duties, discuss these with the Supervisor. Should you choose not to evacuate when required, you can be forcibly removed from the site by Fire or Police Officers and charged with a criminal offence.

Once you have read and understood this information, please sign the CORPORATE LIVING training record sheet for this toolbox topic.

ELECTRICAL SAFETY

Why should workers be careful around electricity?

Electricity is current generated from the movement of electrons that is used as a source of power to drive equipment.

What is a "live" wire?

A "live" wire is any electric wire that is active, this means that it has electric current running through it. Wires are usually protected through insulation and a third pin in the plug which grounds the wire.

Can I become "live" and how will it affect me?

Workers can become "live" by directly touching an active electric wire and the ground at the same time, the electric current then earths through the worker, causing electrocution. Workers can also become "live" indirectly by items such as a ladder or tree branches touching an overhead power line and then the worker touching the ladder or tree. The electric current then passes through the ladder or tree, into the worker and earths through the worker.

Should a worker become "live", any additional worker that they touch at the same time will also become "live" and also be electrocuted. Should the person be standing in water and another person step into water, they can also be electrocuted by the current passing through the water. Dependent on the amount of electrical energy passing through the body, damage can range from a slight tingling in the hands, through to complete internal organ melt-down and death.

Residual current devices (RCD's); where installed, limit the electric current in the circuit to 30 milliamps for a maximum of 30 milliseconds when tripped, thereby limiting the damage to the body. Unprotected sites or equipment do not limit the amps or the length of time of exposure to the current.

What are worker responsibilities when working with electric equipment?

Maintenance of equipment:

- Ensure that all equipment has been tagged by a qualified person within the last year (there are additional requirements for building sites)
- Never use equipment that has a frayed cord, cracked or broken plug or that has given someone an electric shock
- Ensure that electric items are only fixed by a qualified person
- Regularly maintain electric equipment according to the manufacturer's instructions
- Ensure that all electric equipment has an earth point in the plug, discard any equipment that does not have the third "earth" plug

Preparation of equipment and the site:

- Check with the site Supervisor prior to commencing work to identify if permanent RCD's are installed at the site
- Use portable RCD's, between the power source and your electric equipment if permanent RCD's have not been installed
- Do not overload power points, use portable RCD's or power boards with cut off switches rather than double adaptors.
- Do not use extension leads in wet areas unless they are specifically designed to do so
- Do not join any extension leads together to create a longer cord, use one cord of suitable length
- Always use extension leads at their full length to prevent fire

Safety during use:

- Always switch off power points before plugging in or removing plugs
- Always hold the plug when removing from the wall, do not pull on the cords
- Always ensure that extension leads are positioned safely whilst working to prevent damage to them
- Always position extension leads whilst in use, to ensure that they do not become a hazard to others in the workplace
- When leaving electric equipment, even for a short time, turn it off on the machine, then the wall and unplug it to prevent others from injury whilst you are not present
- Regularly clean up waste material from around electric equipment to prevent fires
- Discard any electric equipment that has been immersed in water

Who can I go to for more information on electrical safety?

CORPORATE LIVING has Supervisors that oversee all work at the factory and at individual jobs offsite. They are available to provide you with additional information or instruction in relation to electrical safety at the workplace.

Once you have read and understood this information, please sign the CORPORATE LIVING training record sheet for this toolbox topic.

ELECTRICAL EQUIPMENT REGISTER - EXAMPLE

Electrical equipment brought on site is recorded in the Electrical Equipment Register.

Note: Testing and Tagging frequency is as required by State or Territory Legislation, codes and relevant standards.

Workplace: _____

Date: _____

Electrical Equipment						
Equipment Description	Plant / Serial No.	Date of Inspection/Test	Results and/or trip current (less 30mA) for Earth Leakage Device	Date of next Inspection/Test	Electrician's /qualified person's Signature	License/ Registration No.
Electrical Team:				Frequency of inspection / test (in accordance with relevant requirements):		
Tools & Leads or electrical equipment:						
Sub-board earth leakage device:						

FIRST AID INFORMATION

Please note that all first aid information provided is general in nature and is not intended to replace the need for a qualified first aid officer at the workplace, or the use of medical practitioners or emergency services personnel. Please refer to the first aid instruction books provided in each first aid box for more in depth information in all emergency situations.

General Advice

As the words imply, **FIRST AID** is the first assistance given to an injured person; it cannot take the place of skilled medical attention. For any major event, i.e. chest pain, respiratory distress or unexplained collapse, first call an ambulance, then your nearest first aid officer.

Ambulance: 000

First aid boxes are available in the Supervisor's Offices. All workers are asked to make themselves familiar with their local first aid officer and the contents of the first aid boxes. These boxes are not intended for the treatment of your on-going ailments. Always wash your hands before treating burns, wounds or eye injuries.

Bleeding

STOP THE BLEEDING AT ONCE and send promptly for an ambulance or a doctor. Control by direct pressure and elevate the limb if possible. Apply the pad of sterilised dressing(s) (in the first aid cabinet) and bandage firmly. It may be necessary to apply a second pad on top of the first one. Where such dressings are not available, arterial bleeding may be controlled by pressing the artery against the underlying bone with the finger or thumb.

Electrical Shock

ACT QUICKLY. Switch off the current. If this is not possible, free the person by using something that will not conduct electricity - DRY, folded newspaper - wood - cloth - rubber. Do not touch the individual - you may get a shock yourself. If breathing is failing or stopped, apply cardiopulmonary resuscitation if necessary - do not waste time. Get help and send for an ambulance.

Collapse

If the casualty is unconscious, but is still breathing and has a pulse, place him or her on their left side (coma position) and call an ambulance. Cover with a light blanket or clothing - but no hot water bottles. Do not give anything to eat or drink by mouth.

Fractures

Do not attempt to move a casualty with broken bones or injured joints unless he/she is in immediate danger.

Burns

If serious, send promptly for an ambulance or a doctor. If possible, run affected area under cold water for 10 minutes if skin is intact. **Do not** burst blisters, and **do not** try to remove clothing sticking to the burn or scald. With **CHEMICAL** burns, remove contaminated clothing and flush the burn with plenty of cold water.

Concussion

After a blow on the head, especially when there is interference with consciousness, a doctor should see the casualty. Neither you nor the casualty can decide the importance of this.

Gassing

If inhalation of any gas is suspected then:

1. Ascertain that it is safe to enter the room then carry the patient into the fresh air. **DO NOT** let patient walk. If breathing has stopped, begin cardiopulmonary resuscitation- get help and send for a doctor;
2. If any doubt that the gas may still be present in the room call emergency services.

Eye Injuries

Chemical in the Eye or Chemical Burn:

Flush the open eye at once with clean cold water for at least 15 minutes. Send the casualty for medical attention immediately. Contact the poisons Information Service on 131 126

Foreign Body in the Eye:

Send the casualty to a doctor or hospital immediately. Do **not** try to remove the foreign body.

PLANT AND EQUIPMENT CHECKLIST - EXAMPLE

The following checklist is utilised as a general and regular check on plant operation at the workplace.

Service Provider Name: _____
Plant Type/Make: _____
Plant No/Serial No: _____

Description	Check:		
Risk assessment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Operator's manual	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Maintenance reports	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Log Book	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Competency ticket/ license of operator	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Fire extinguisher	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Crack test reports	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Chains tested and tagged	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Regulatory Authority plant registration	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Flashing light	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Forward/reverse beeper	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Tested and tagged electrically	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Seat belt	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>
Roll over Protection (ROPS)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	n/a <input type="checkbox"/>

Plant Provider
 Name: _____ Signature: _____ Date: _____

Inspection Verified By:
 Name: _____ Signature: _____ Date: _____

In undertaking regular checks of plant and equipment, consideration of relevant aspects as follows:

Scissor Lifts / Boom Lifts	Excavators / Backhoes / Bob Cats
<ul style="list-style-type: none"> • Risk Assessment • SWMS • Operators Manual • Maintenance Reports • Log Book • Certification/Competency of Operator • Safety Booklet • Company Name 	<ul style="list-style-type: none"> • Risk Assessment • SWMS • Operators Manual • Maintenance Reports • Log Book • Certification/Competency of Operator • Fire Extinguisher • Seat Belt • Flashing Light • Forward & Reverse Beeper
Fork Lifts / Manitou's	Cranes
<ul style="list-style-type: none"> • Risk Assessment • SWMS • Operators Manual • Maintenance Reports • Log Book • Certification/Competency of Operator • Fire Extinguisher • Seat Belt • Flashing Light • Forward & Reverse Beeper 	<ul style="list-style-type: none"> • Risk Assessment • SWMS • Operators Manual • Maintenance Reports • Log Book • Certification/Competency of Operator • Fire Extinguisher • Crack Test Report • Regulatory Authority Plant Registration • Chains Tested and Tagged
Concrete Pumps	Other...
<ul style="list-style-type: none"> • Risk Assessment • SWMS • Operators Manual • Maintenance Reports • Log Book • Certification/Competency of Operator • Fire Extinguisher • Crack Test Report • Line thickness Testing • Regulatory Authority Plant Registration 	

OHSE MANAGEMENT PLAN CHECKLIST - GENERAL

Project Name:	
Location:	
Auditor:	
Other Attendees:	

Changes and distribution of the OHSE management Plan are recorded	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Organisation details are current	Yes <input type="checkbox"/>	No <input type="checkbox"/>
OHSE Policy signed and dated by Director/Manager	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hazards are identified and risks are assessed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Controls for high risk activities are documented (Safe Work Method Statement(s))	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Training and Competency Register is current	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Site Specific Induction Training records are current	Yes <input type="checkbox"/>	No <input type="checkbox"/>
SWMS/JSA Training is current	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Roles and responsibilities are allocated and signed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Consultation arrangements (nature, topics, intervals) are documented	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Plant / Equipment Register is current	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hazardous Substances / Dangerous Goods Register is current	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Personal Protective Equipment Register is current	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Periodic Workplace Inspection Checklists are completed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Register of Injuries is current	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Incident Investigation Reports are completed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hazard Reports are completed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Electrical Equipment Register is current	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Injury Management and Return-to-Work Program is displayed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Workers Compensation Information is current	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Items Identified for Correction	
Outstanding Issues and Recommendations	
Follow up actions required Y/N:	When:

Completed By	
Name:	Position:
Signature:	Date: