

J & J TRADITIONAL RENDERING AND PLASTERING PTY LTD
ABN 17 107 234 926
LIC 69466C

OCCUPATIONAL HEALTH AND SAFETY (OHS) GUIDE

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NOVEMBER 2005

1. WHAT IS THIS POLICY?

This OHS policy has been developed for the safety of ALL employees and any others who our work impacts on, including Clients and other Trades people. Each employee is required to read, understand and act upon the contents of this policy. They are required to sign the OHS Activities Register to state that they understand JJTRP's requirements. **This policy works in conjunction with the contract of employment and the requirements set forth.**

2. JJTRP – COMPANY PHILOSOPHY

Safety is **EVERYONES CONCERN**. At JJTRP, our OHS Policy is based on a belief that the well-being of people employed at work, or people affected by our work, is a major priority and must be considered during all work performed on our behalf.

People are our most important asset and their health and safety is our greatest responsibility.

The public shall be given equal priority to that of our employees.

The objectives of our Safety Policy are:

- To achieve an accident free workplace.
- To make health and safety an integral part of every managerial and supervisory position.
- To ensure health and safety is considered in all planning and work activities.
- To involve our employees in the decision making processes through regular communication, consultation and training.
- To provide a continuous program of education and learning to ensure that our employees work in the safest possible manner.
- To identify and control all potential hazards in the workplace through hazard identification and risk analysis.
- To ensure all potential accident/incidents are controlled and prevented.
- To provide effective injury management and rehabilitation for all employees.

The success of our health and safety management is dependent on:

1. Pro-active planning of all work activities with due consideration given to implementing OHS controls that are suitable to each given situation.
2. Understanding the total work process and associated OHS risks.
3. Ensuring the work team is totally committed to achieving our objectives.
4. Ensuring that **open and honest communication** exists between management and all employees.

3. WHO IS RESPONSIBLE?

Safety is everybody's concern. Communication is vital. No job is too important that Safety has to be compromised in any way, shape or form.

The **Company Director** is ultimately responsible for OHS at JJTRP. However, the key to this policy is that all employees adopt a personal policy of **SAFETY FIRST**.

Apprentices and Labourer's / Trades Men should report any potential safety issues to the **Responsible Trades Man** on the job as soon as practical. If it is a large project, the **Responsible Trades Man** should liaise with the Site Foreman / Site Safety Officer or the Principle Contractor.

If they fall into either **Class 1 or 2** listed below, they should be reported immediately. **Class 3** risks may be reported either at a suitable break or at the end of each day.

RISKS

Class 1: (High Risk):

Does the hazard have the potential to kill or permanently disable you?

Class 2: (Medium Risk):

Does the hazard have the potential to cause a serious injury, or illness, which will temporarily disable you?

Class 3: (Low Risk):

Does the hazard have the potential to cause a minor injury which would not disable you?

It is important to note that these potential risks **MAY OR MAY NOT** be related to our tasks. For example, if we are working on a site and we note an electrician is leaving live power sockets without markings, then we need to report it to our **Responsible Trades Man**.

The Responsible Trades Man needs to acknowledge the situation, and do the following as appropriate. (The list is from best method of dealing with it to last)

1. Remove the hazard completely:

E.g. remove risk of electrocution by using compressed air driven tools.

2. Separate people from the hazard:

E.g. guards on power tools,

E.g. use effective barriers and edge protection,

E.g. enclose noisy machinery.

3. Use an engineered control:

E.g. use Earth leakage device (safety switch) on electrical power source.

E.g. use a machine to lift heavy objects.

E.g. use scaffolding rather than ladders to reduce risk of falls.

4. Change work practices:

E.g. training in lifting techniques.

E.g. tagging procedures.

5. Provide personal protection (PPE):

E.g. hearing protection, eye protection etc.

NOTE: PPE should be the last barrier to protect people when all else fails.

The Responsible Trades Man should alert the Site Foreman / Site Safety Officer or the Principle Contractor if necessary, and make a note of it on the **SWMS** (see below).

In the event of an injury, a specific process is to be followed and this is process is outlined at section 8 of this guide.

4. DOCUMENTS THAT ARE IMPORTANT

Every employee of JJTRP needs to be aware of and understand the contents of the following documents. All of them together form part of the obligations of working for JJTRP and your OHS responsibilities.

- a) **EMPLOYEE CONTRACT** – This is the document which sets out the responsibilities of an employee of JJTRP. It refers to, among other things, JJTRP's 12 points of Culture, Dress Standards, Holidays and Remuneration. Some of these responsibilities are repeated in the OHS Guide.
- b) **OHS GUIDE** – This is the guide that you are reading now. Employees should be familiar with ALL safety issues and responsibilities.
- c) **OHS ACTIVITIES REGISTER** – This is where employee's sign for each and every OHS activity that they take part in (including receiving this book).
- d) **SWMS** – The Safe Work Method Statement. There should be an active SWMS for EVERY project employee's work on. No person should be working at a site without having been "inducted" by the Responsible Trades Man, which includes a site tour and the reading and signing of the SWMS for that project.
- e) **MSDS** – Material Safety Data Sheet. The Rendering and Plastering industry utilizes many chemicals and other potentially hazardous materials. Employees need to have read the MSDS for every substance that they are using, and have clearly in mind the dangers and actions that may be required.
- f) **HAZARDOUS MATERIALS REGISTER** – This is a document that is to be taken on – site and used by the Responsible Trades Person. It is a list of the materials that JJTRP use and the Controls of these. It should be used closely with the MSDS for each product. Each employee must sight and sign this register at each site.
- g) **POWER TOOLS AND ELECTRICAL POLICY** – Any item of Electrical Equipment must not be used until the employee has been properly instructed on the correct use of this tool. The tool **MUST NOT** be used until this has occurred and the employee has signed the "Power Tool and Electricity" register located at the Office.
- h) **PERSONAL PROTECTION EQUIPMENT POLICY** - Any item of PPE must not be used until the employee has been properly instructed on the correct use of this equipment. The PPE **MUST NOT** be used until this has occurred and the employee has signed the "Personal Protection Equipment Policy" register located at the Office.

- i) **REGISTER OF INJURIES** – JJTRP aims to have NO injuries. In the event of a reported injury, however, it must be recorded in this document.

5. SAFE WORK METHOD STATEMENTS (SWMS)

Preparation of a **Safe Work Method Statement (SWMS)** involves identifying potential hazards, assessing their risk and recording how to eliminate, or minimize, the risk to worker safety (controls).

These are carried out for **EACH AND EVERY** work site that JJTRP has employees on, no matter how large OR how small. This is company policy.

A company wide SWMS has been prepared for use on site. This is a generic document which lists the common hazards that are found at most of our worksites. **This is NOT ENOUGH.**

The following SWMS procedure needs to happen for each and every site:

1. The **Responsible Trades Man** is to assess the site on arrival. At this time, any risks not listed on the **SWMS** should be added (with appropriate controls) and, if appropriate, any risks that are listed but are not present on site should be crossed off. In this way, the document is more relevant to the circumstances of each and every site.
2. The **Responsible Trades Man** should ensure that all relevant sections of the **SWMS** have been filled in, including location of First Aid, Name and Number of Site Foreman or Principle Contractor and Evacuation Points and Procedures.
3. Prior to starting work, the **Responsible Trades Man** needs to conduct a “**toolbox talk**”. This is where a run through of the **SWMS** occurs, a site tour is conducted if deemed appropriate and the **remainder of the employee’s** are encouraged to report any problems / potential risks to the **Responsible Trades Man**.
4. **All other Employee’s** on site need to ensure that they understand the **SWMS** and can ask questions at any stage. The **SWMS** is then signed when it is fully understood.
5. The **SWMS** should be left on site for the duration of the project. It should be left in a location where all employees can access it at any stage.
6. If it is an **Employee’s first day** at the site, they **MUST** ensure that have read, understood and signed the **SWMS** and have consulted with the **Responsible Trades Man**.
7. The **Responsible Trades Man** should constantly review the work site and keep the **SWMS** up to date AT ALL times. This is especially essential when new phases of the project begin (for example, when beginning work on a second story). This includes additions and deletions to the **SWMS** as seen fit.
8. At the completion of the project, the **Responsible Trades Man** must return the **SWMS** to the offices of JJTRP.

6. GENERAL POLICIES AND PROCEDURES

The following reflect the stated policy of JJTRP and must be adhered to by all Employee's. Non Compliance actions are listed at the end of this policy. They are not intended to be a comprehensive guide for use, but more a reminder of the important safety aspects involved.

VEHICLES

Company issued work vehicles must always be driven in a safe manner. In particular, employees need to pay attention to the following:

1. Vehicles must always be driven within speed limits
2. Vehicles (whether work or private) **MUST** be registered
3. Reckless or careless driving is not tolerated
4. Radiator, battery and oil checks need to be carried out daily.
5. Relevant High Visibility Safety Gear needs to be worn by employees if working near roads.

DRINKING / SMOKING / DRUG USE

1. Smoking is not allowed in the Work Vehicles, at the Clients premises or during work time.
2. Drinking alcohol is forbidden during work time. Controlling a JJTRP Motor Vehicle is also forbidden if the employee is under the influence of alcohol.
3. Using either legal or illegal drugs during work time is strictly forbidden. Under no circumstances must an employee present to work whilst affected by drug use. JJTRP aims for a drug free work force at all times. Employees needing assistance to comply with this goal will be supported by management.

DRESS

At any job site where work is to be carried out by JJTRP, or you are representing JJTRP, you are to be clean shaven. Wearing a blue or white JJTRP t-shirt, J & J tan shorts or long pants with **safety boots**. Any other jumper or jacket that is worn is to be JJTRP issued.

HARRASMENT

Harassment of any kind is not tolerated at JJTRP. Verbal, physical, emotional or sexual harassment of others will not be tolerated. **It will lead to instant dismissal.** This includes harassment of fellow employees, Management, Clients or Suppliers. In face, it involves every contact you have due to your involvement with JJTRP.

GREEN CARDS

At all times, ALL employees must have relevant Green Cards for NSW. A copy of these need to be sighted and filed by Management.

LOGGING ACTIVITIES

Central to JJTRP's OHS Policy is the recording of all activities of employees that are designed to increase Safety in the Work Place. It is the responsibility of the employee to sign off on the relevant "Registers" (for example "Power Tools Register") to ensure Management can effectively oversee all OHS activities.

Any suggestions for OHS activities will be taken seriously by Management. They are welcomed and encouraged. It forms part of our philosophy that safety is everyone's business.

SUN PROTECTION

Employees who are working outside need to be aware of the importance of effective Sun Protection. To this end, JJTRP hats are available, as well as sun screen on request. It should be used in accordance with the direction on the pack. Employees are also encouraged to consume adequate water during work hours. This becomes more crucial when working in hot places or on hot days.

POWER TOOLS AND ELECTRICITY POLICY

No Employee is permitted to use **any tool or piece of equipment** that they have not been effectively instructed in the use of that tool. No Power Tool should be used before signing off on the relevant Power Tool and Electricity Register. There are **NO EXCEPTIONS TO THIS.**

For each and every tool, Effective Instruction will include a review of the Safety Aspects that need to be adhered to using that tool, PPE required and the Manufacturers Instructions. Sufficient practice in a controlled environment should be experienced before use in on the work site.

All Power Tools and Leads that are used on site need to be tested and tagged every three months. These will be recorded in the "Power Tool and Electricity" Register at the office.

MATERIALS SAFETY DATA SHEET

A MSDS for every material JJTRP use is available at the factory. A copy has also been provided to every employee. These should be reviewed regularly, especially with regard to emergency situations.

PERSONAL PROTECTION EQUIPMENT (PPE)

Employees should ensure that they are aware of the proper use of all PPE. JJTRP's policy is that PPE **MUST** be worn in all appropriate circumstances. Employees should not, however, deem that the use of PPE is the start and end of their OHS obligation. PPE is only part of the solution to a safe work place.

MANUAL HANDLING

There is no longer a prescribed maximum weight limit for lifting for either men or women. The weight of the load needs to be considered in relation to a number of other risk factors such as the:

- actions and movements
- working posture and position when lifting
- duration and frequency of manual handling
- location of loads and the distances moved
- Characteristics of the load.

Light loads can still be a problem if for example they are lifted incorrectly or if light loads are lifted in an environment that is unsafe.

The National Code of Practice: Manual Handling indicates that the risk of injury increases when:

- lifting weights of more than 4.5 kg while seated
- lifting weights above the range of 16-20 kg. (weights over 55 kg should not be lifted without mechanical assistance or team lifting).
- pushing, pulling and sliding objects that are difficult to move.

Young workers under the age of 18 years should not be required to lift, lower or carry more than 16 kg without mechanical or other assistance and/or particular training for the task.

JJTRP will not require any employee to manually lift an object where either the Management or the Employee feel that it would be unsafe to do so.

ABUSE OF PROPERTY

The abuse of any JJTRP property will not be tolerated. Neither will the abuse in any way of Clients property be tolerated.

7.SPECIFIC OFFICE PROCEDURES

COMMUNICATIONS

All communication systems, including phone / fax and computer are for work use only. Any exceptions need to be negotiated and approved by Management.

ERGONOMICS

All Office Equipment should be used in accordance with the Manufacturers Instructions. Regular breaks from Computer Work Stations need to occur.

EVACUATION

An Evacuation Plan with Exit Points is posted around the office. All workers need to be familiar with the procedures of exiting the building in an orderly manner and where to assemble.

8. INJURY MANAGEMENT AND RETURNING TO WORK

JJTRP's goal is to have a 100% safe work place with no injuries. The close following of the OHS Policy will help in this goal. Accidents, however, do happen, and Employee's must be aware of what is to be done in the event of an injury.

WHAT TO DO IN THE EVENT OF AN INJURY

EMPLOYEES –

When there is an injury at work, the injured worker must:

- seek medical attention
- notify the employer (usually the Responsible Trades Person) as soon as possible
- record their name, the date and cause of the injury in the JJTRP Register of Injuries
- sign the WorkCover medical certificate (if one is required) to:
 - indicate the doctor that has been chosen as the treating doctor, and
 - permit the treating doctor to release information to the insurer and the employer to help with injury management
- participate and cooperate with the development and implementation of an injury management plan
- comply with requests made by the insurer within seven days (this may include obtaining a WorkCover medical certificate or completing a claim form). Workers should keep copies of all documentation relating to their injury, and
- make all efforts to return to work as soon as possible.

JJTRP –

When there is an injury at work, JJTRP (or the Responsible Trades Man) will:

- provide the injured worker with:
 - First aid and/or transport to medical treatment
 - name of the employer's insurance company
 - company name and contact details of the employer
 - a workers compensation claim form (if requested by the worker), and
 - suitable duties and any assistance that will help the worker to recover and return to work quickly.
- notify WorkCover immediately on **13 10 50** for serious incidents involving injury or illness
- for incidents that are not immediately life threatening –e.g. exposure to specific substances, notify WorkCover within 7 days using the online form or phone **13 10 50**

- notify the insurer – electronically, in writing or verbally (in person or by phone) of workplace injuries within 48 hours
- provide the insurer with:
 - date and description of injury, and details of how it happened
 - name, address and date of birth and contact telephone number of the injured worker
 - name and address of the company
 - name of the treating doctor and contact telephone number, or name of the hospital if the worker is hospitalised
 - name and contact details of the person making the initial notification, and their relationship to the worker or employer
 - date of consultation with treating doctor and a diagnosis
 - workers capacity to return to work and expected return to work date
 - details of any time off work, and
 - the worker’s wage details and how payments are to be made.
- forward to the insurer:
 - a WorkCover medical certificate, if provided by the employee, within seven days, and
 - ongoing medical certificates, receipts and accounts for medical or other treatment, within seven days
- participate in a return to work program.

INJURY MANAGEMENT

The aim of effective injury management is a timely, safe and durable return to work for workers who suffer a work-related injury or illness.

JJTRP’S Injury Management Plan involves:

- having systems in place so that everyone in the workplace agrees, understands and knows what to do in the event of an injury
- early reporting of injuries – workplace injuries must be reported to the insurer within 48 hours
- timely provision of treatment and assistance for return to work
- appropriate return to work – the workplace is the most effective place for a worker to recover
- the injured worker, the employer, the insurer and treatment providers working in an effective and coordinated way
- timely payment of weekly benefits and medical expenses.

JJTRP RETURN TO WORK PROGRAM

EMPLOYER RESPONSIBILITIES

JJTRP are committed to the safe return to work of our injured workers, through the following undertakings.

1. We will prevent injury and illness by providing a safe and healthy working environment.
2. We will participate in the development of an injury management plan and ensure that injury management commences as soon as possible after a worker is injured.
3. We will support the injured worker and ensure that early return to work is a normal expectation.
4. We will provide suitable duties for an injured worker as soon as possible.
5. We will ensure that our injured workers (and anyone representing them) are aware of their rights and responsibilities – including the right to choose their own doctor and rehabilitation provider, and the responsibility to provide accurate information about the injury and its cause.
6. We will consult with our workers and, where applicable, unions to ensure that the return to work program operates as smoothly as possible.
7. We will maintain the confidentiality of injured worker records.
8. We will not dismiss a worker as a result of a work related injury within 6 months of becoming unfit for employment.

Procedures after Injury Occurs

Notification of injuries

- all injuries must be notified to the supervisor as soon as possible
- all injuries will be recorded in the Register of Injuries
- JJTRP's workers compensation insurer will be notified of any injuries within 48 hours

Recovery

- we will ensure that the injured worker receives appropriate first aid and/or medical treatment as soon as possible
- the injured worker must nominate a treating doctor who will be responsible for the medical management of the injury and assist in planning return to work.

Return to work

- we will arrange a suitable person to explain the return to work process to the injured worker

- we will ensure that the injured worker is offered the assistance of a WorkCover-accredited rehabilitation provider if it becomes evident that they are not likely to resume their pre-injury duties, or cannot do so without changes to the workplace or work practices
- we will arrange for the worker's return to work (subject to medical and rehabilitation provider advice).

Suitable duties

- when the injured worker, according to medical advice, is capable of returning to work we will develop an individual return to work plan
- we will undertake to provide suitable duties that are consistent with medical advice and that are meaningful, productive and appropriate for the injured worker's physical and psychological condition depending on the individual circumstances of the injured worker, our suitable duties may be:

at the same worksite or a different worksite
the same job with different hours or modified duties
a different job
full time or part time.

Dispute resolution

- if disagreements about the return to work program or suitable duties arise, we will work together with the injured worker and any union representing them to try to resolve them
- if we are unable to resolve the dispute, we will involve our insurer, an accredited rehabilitation provider, the treating doctor or an injury management consultant.

Contacts

Workplace contact for return to work program

Name Adam Stanshall **Telephone** 0425374433

Workers Compensation Insurer

Name CGU **Website** www.cgu.com.au