



# Site Safety Induction

BioGiene Pty Ltd  
Unit 9U, 175 Gibbes Street,  
Chatswood Business Park  
CHATSWOOD  
NSW 2067

Tel: +61 2 9087 8210 Fax: +61 2 9087 8211

Email: [hr@biogiene.com.au](mailto:hr@biogiene.com.au)




## **WH&S Policy**

To achieve this policy the company will;

- provide all employees and contractors with a safe place to work
- Make every effort in the areas of accident prevention
- Develop and maintain a risk management program
- Ensure compliance with Workplace Health and Safety Rehabilitation Legislation
- Maintain effective employee and / or Contractor consultation
- Ensure implementation of Risk Management and safety standards

## **Safety Rules**

- No smoking on site, Other than designated areas
  - Do not misuse compressed air lines
  - No riding on fork lifts
  - Do not take short cuts over machinery etc
  - Do not carry out any job or operate any machinery unless trained to do so
  - Keep your work area clean and tidy.
  - Keep passage ways clear unless barricades are used
  - All injuries must be reported
  - NO GLASS TO BE TAKEN INTO THE FACTORY, INCLUDING WATCHES
  - No practical jokes or horseplay
- 

- Any electrical faults must be reported immediately
- Do not use chemicals unless trained
- Wear protective equipment supplied
- REPORT ALL HAZARDS YOU SEE OR THINK OF



## Safety Equipment

- SAFETY EQUIPMENT MUST BE WORN AND USED AT ALL TIMES
- Hard hats, Gloves, Glasses
- Chemical resistant boots
- Bib and brace rain wear
- or
- Blue wet pants and jackets

## MSDS

- No Chemical is allowed on any site unless it has an MSDS with it
- When Chemical is involved in an accident the MSDS must go with the injured worker to the hospital or
- MSDS sheets are available in the chemical store or in the production

- MSDS sheets contain the following:
  - Statement of Hazardous nature
  - Identification
  - Physical description
  - Other properties
  - Hazard information – Health Effects
  - First Aid information
  - Precautions for use
  - Safe Handling Information
  - Other information

### **Use of Chemicals**

- Never mix chlorine products – Green labelled drums with acid products - Red labelled drums, mixing these chemicals will cause a poisonous gas to occur
- Always wash out containers before containers before and after use

### **Use of Dangerous Goods**

Do not use chemicals or poisons unless:

- You have been trained to use them
- You have been authorised to use them
- You have the correct safety equipment
- You know where the MSDS are located and have ensured that they are available
- Always wear safety glasses/goggles and equipment when using chemicals

### **Chemical Handling**

- Always replace drum caps on full and empty drums
- Never use chemical from unlabelled drums
- Never smell chemicals
- Always wash off chemicals immediately if spilt on yourself

- NEVER MIX CHEMICALS

## Use of Chemicals

- NEVER MIX CHEMICALS
- Always use chemicals at the recommended strength
- Always ask if you are not sure about any chemical usage
- Always add water first then add the chemical slowly
- Always wear safety equipment when using chemicals

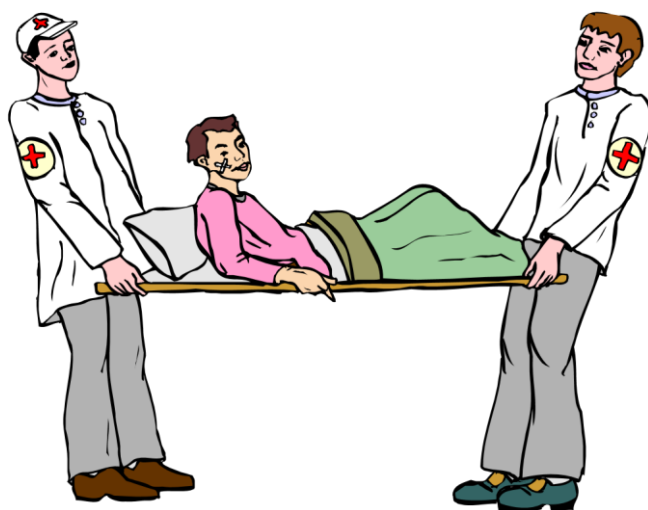
## Chemical Safety

Employees must wear safety equipment and especially safety glasses/goggles when:

1. Decanting from chemical drums
2. Opening chemical drums
3. Inserting and removing pick up tube
4. Carrying open buckets
5. Foaming
6. Scrubbing

## Climbing on Equipment

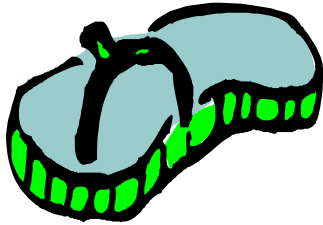
- Do not climb onto machinery or belts
- Always use a cleaning ladder



## Safety Rules

No open footwear

No necklaces, earrings, watches, studs or ties



## Food Safety & Hygiene

- Food safety and hygiene is the responsibility of every BioGiene employee on site
- A failure by just one employee to observe the correct procedures can affect us all
- Employee's must wear hair nets, beard nets and any clothing or equipment as required to achieve the highest hygiene standards

## Lockouts

- Lockout tags & tag locks must be used where specified in Safe Work Practices
- Lockout keys are used in EV & Kill
- Valve lockouts are used in different areas
- You are the only person who can remove your lockout tag & lock

- You must keep the lock key on your person
- You must not remove your lockout until the guards are replaced or the equipment is made safe



## **Ladders**

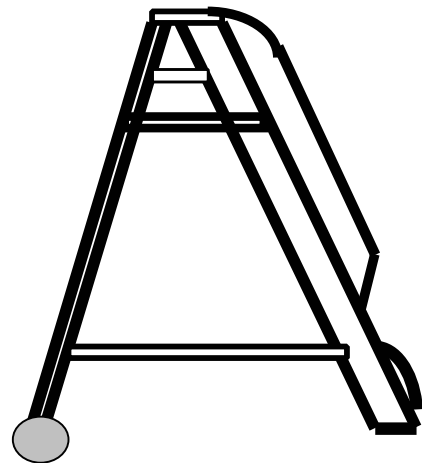
### **DO**

- Inspect for damage
- Use a cleaning ladder
- Danger tag broken ladders and report them

### **DON'T**

- Use if Damaged
- Use ladders that are painted

### **LADDER**



## **Evacuation Procedure**

- Switch off any equipment you are using
- Leave the area by the nearest fire exit
- Do not panic
- Do not run
- Do not collect personal belongings
- No smoking
- Go to designated assembly area
- Await roll call and instructions



## **Confined Space**

### **DO NOT ENTER A CONFINED SPACE**

The following are confined spaces –

- Scald tank
- Blood and Feather pits
- Roof cavity's
- Tanks -Waste water



## **Incident Reporting**

- Report all accidents
- Damage to property
- Environmental damage
- Near misses
- Fill out the accident / incident register in the change area
- Unsafe actions

## **High Belts / Stands**

- Ensure that people below are protected
- Ensure tools or any other loose items, cannot fall onto people below
- Do not throw materials from the platform

## Machinery & Guards

- Do not operate equipment without guards
- Lockout or isolate equipment before removing guards
- Replace guards before removing lockout
- DANGER TAG and Report all defective or broken guards immediately



## Drugs & Alcohol

- No Drugs or Alcohol are allowed on any BioGiene Site
- Instant dismissal /criminal charges will be instigated for any employee caught stealing
- Clients can refuse any person they consider under the influence of drugs or Alcohol entry to any Site



## Correct Lifting

- Assess the load to be lifted get help if load appears too heavy
- When lifting bend your legs not your back



## Employee Induction Form /Checklist

This induction must be completed by the Manager & filed with records.

**Employee name:** .....

**Location / Site:** .....

**Manager's name:** .....

Please ✓ the ☐ when item completed

- ☐ Safety rules
- ☐ Safety equipment
- ☐ MSDS
- ☐ Use of chemicals
- ☐ Use of dangerous goods
- ☐ Chemical handling
- ☐ Use of chemicals
- ☐ Chemical safety
- ☐ Climbing on equipment
- ☐ Food safety & hygiene
- ☐ Lockouts
- ☐ Ladders – Do's & Don't
- ☐ Evacuation procedure
- ☐ Confined space
- ☐ Incident reporting
- ☐ High belts & stands
- ☐ Machinery & Guards
- ☐ Drugs & Alcohol
- ☐ Correct lifting

## Declaration

This induction information / instruction have been explained to me. I have understood all aspects of this induction.

Employee signature: ..... Date: ...../...../.....

Manager's signature: ..... Date: ...../...../.....

## Employee Observance Induction

This Observance Induction must be completed by the Manager & filed with records.

**Employee name:** .....

**Location / Site:** .....

**Manager's name:** .....

The above mentioned employee has been observed to complete all physical activities of the Site Safety Induction in my presence.

**Date:** .....

**Manager Signature:** .....

**Employee signature:** .....