|  |  |  |
| --- | --- | --- |
| Description: Description: Description: cid:image001.jpg@01CB5F1D.A4AD4420 | **STAFF HANDBOOK**  **HEALTH AND SAFETY** | Doc: SH-010 |
| Issue: 4 |
| Date: 17.07.14 |
| Page 17 of 45 |

**Our Responsibilities**

All employees, customers, visitorsand contractors have a responsibility for safety and for the environment. It should be understood that any non-compliance with the company’s health, safety and environmental policies and procedures may result in disciplinary action.

**Our Approach**

Current at time of printing – do not use for training or editing without checking currency. Access current document from Sitemap.

Together we will make our workplace safe by:

1. finding what is unsafe or unhealthy
2. deciding what is the highest risk and needs to be fixed first
3. taking action to fix the unsafe or unhealthy workplace problems
4. checking the problems are fixed and won’t happen again
5. having a health and safety induction
6. having specific training to do work safely
7. using safety equipment

**Rights and Obligations**

Print and read the [*HSE Responsibilities*](file:///I:\Procedures\Human%20Resources\HSE%20Responsibilities.doc) procedure. It clearly identifies the responsibilities and obligations of everyone at the workplace.

**Staff Involvement and Consultation:**

Consultation is a collaborative process between you and your employer.

It involves sharing information about health and safety. Your employer must give workers who are, or are likely to be, directly affected by a matter relating to health and safety, a reasonable opportunity to express their views or raise issues. If an HSR is representing workers, the consultation must involve them.

An employer must consult with workers when:

1. identifying hazards and assessing risks arising from work
2. proposing changes that may affect the health and safety of workers
3. carrying out activities prescribed by the WHS Regulation.

An employer must also consult with workers and take their views into account when making decisions about:

1. ways to eliminate or minimise risks

|  |  |  |
| --- | --- | --- |
| Description: Description: Description: cid:image001.jpg@01CB5F1D.A4AD4420 | **STAFF HANDBOOK**  **HEALTH AND SAFETY** | Doc: SH-010 |
| Issue: 3 |
| Date: 17.07.14 |
| Page 18 of 45 |

1. the adequacy of facilities for workers’ welfare
2. procedures for consulting workers
3. resolving health and safety issues
4. monitoring the health and safety of workers or workplace conditions
5. how to provide health and safety information and training to workers.

Workers are entitled to:

1. elect a health and safety representative
2. request the formation of a health and safety committee
3. cease unsafe work
4. have health and safety issues resolved in accordance with an agreed issue resolution procedure
5. not be discriminated against for raising health and safety issues.

If a Committee is not established, then the communication and consultation entitlements of employees shall be satisfied through meetings and other communication processes described above.

**Visits By A Safety Inspector**

Current at time of printing – do not use for training or editing without checking currency. Access current document from Sitemap.

Workplace Health & Safety Inspectors are authorised by law to enter and inspect workplaces and make decisions and judgements on the appropriateness of health and safety conditions of the workers.

Inspectors can visit at any time, and may issue verbal instructions or may issue a notice pertaining to a hazardous situation. You must:

1. notify your supervisor immediately and
2. comply with instructions given by the Inspector.

**bd07154_Stress at Work**

Undue stress can have a negative effect on individuals and on their performance. There are both human welfare and operational reasons why stress in the workplace should be minimised. Some stress on people is outside the company’s control but the organisation accepts the responsibility to recognise and alleviate avoidable stress in the workplace.

To do this, the company will endeavour to ensure that systems and practices are designed and operated to minimise the risk of stress to staff and for risk assessment in stress prevention.

|  |  |  |
| --- | --- | --- |
| Description: Description: Description: cid:image001.jpg@01CB5F1D.A4AD4420 | **STAFF HANDBOOK**  **HEALTH AND SAFETY** | Doc: SH-010 |
| Issue: 3 |
| Date: 17.07.14 |
| Page 19 of 45 |

Management is responsible for the provision of working environments and practices designed to minimise stress, in particular:

1. Promotion of a supportive culture
2. Making staff training on stress management available

Current at time of printing – do not use for training or editing without checking currency. Access current document from Sitemap.

1. Provision of an external counselling service for staff if necessary
2. Raising of awareness of the nature of stress and information on coping strategies.

**Alcohol and Other Drugs Policy**

fd00440_The consumption of alcohol on company premises is permitted only at official functions and with the approval of management.

**Objectives**

1. To promote the sensible use of alcohol.
2. To encourage people with a problem to seek help at an early stage.

**Alcohol**

Drinking alcohol can affect work performance. The smell of alcohol on the breath can be offensive to others and can give a bad impression.

**General Guidelines**

1. ***hm00270_***Personnel must not drink alcohol when on duty.
2. Staff who are off duty must recognise that it takes time for alcohol to be cleared from the body, and that they need to be fit for their next spell of duty.
3. Staff have a professional responsibility to ensure that alcohol does not affect their ability to do their job

**Other Drugs**

* The use or consumption of drugs of abuse is not permitted
* Persons affected by them are not allowed at the workplace.

This also applies to prescription drugs where there is a warning from the manufacturer, pharmacist or doctor about using the drug when operating machinery.

|  |  |  |
| --- | --- | --- |
| Description: Description: Description: cid:image001.jpg@01CB5F1D.A4AD4420 | **STAFF HANDBOOK**  **HEALTH AND SAFETY** | Doc: SH-010 |
| Issue: 3 |
| Date: 17.07.14 |
| Page 20 of 45 |

**Personal Music Equipment**

* Permission must be obtained from your Supervisor for listening to radios or music
* Headphones or earphones are not allowed – the wearer becomes out of touch with their work environment and can increase the risk to themselves or other workers in the event of an emergency.

**Power and Electricity**

Current at time of printing – do not use for training or editing without checking currency. Access current document from Sitemap.

* DO NOT use double adaptors or piggyback plugs
* DO NOT use equipment that is damaged or has frayed leads
* All leads to be suspended and not run on floors
* Protect leads passing through doorways
* Keep leads and plugs dry, and out of puddles

**Ladders**

* DO NOT use damaged ladders or steps
* Use industrial standard ladders that are rated to accept the intended weight.
* Stand ladders on a firm and stable surface
* Extend ladders at least 1 metre above a surface being accessed.

**Noise –**

Staff working with plant and equipment in noisy environments will receive specific training regarding hearing protection, and requirements for plant servicing and noise management.

All staff are required to keep noise to acceptable levels and prevent excessive noise.

Your noise is a hazard to yourself, to all other site workers and to the public.

**Lighting**

Inadequate lighting may result in sore eyes, headaches, fatigue, or stress.

**In the office:**

1. Control light through windows
2. Include an outlook in the work area such as a window, wall poster, plant or picture on which to rest the eyes
3. Consider anti-glare screens for computers
4. Use matt surfaces

|  |  |  |
| --- | --- | --- |
| Description: Description: Description: cid:image001.jpg@01CB5F1D.A4AD4420 | **STAFF HANDBOOK**  **HEALTH AND SAFETY** | Doc: SH-010 |
| Issue: 3 |
| Date: 17.07.14 |
| Page 21 of 45 |

1. Avoid glass surfaces, or use non-reflective glass
2. Use appropriate lighting levels.

**In the workshop:**

Current at time of printing – do not use for training or editing without checking currency. Access current document from Sitemap.

1. Use natural light where possible
2. Provide strong direct light for work on the tools
3. Provide sufficient light in storage and forklift areas
4. Avoid strong spotlights which can shine into other workers eyes.

**Amenities**

Clean up and remove your own rubbish in the kitchen.

Report any damage or unhygienic conditions in the kitchen or washroom.