

Issue: 29 May 2015

Introduction

Road Maintenance Pty. Ltd Management has an obligation under 'duty of care' to all employees, sub-contractors and bitumen drivers. We must provide a safe working environment and safe systems of work.

This Induction Handbook has been designed to help you;

- ❖ Develop an awareness of OH&S / Environmental requirements of Road Maintenance Pty. Ltd.
- ❖ Develop the right attitude to carry out safe working practices on-the-job at all times, and
- ❖ To protect you and your co-workers from injury or work related illnesses.

As an employee/sub-contractor of Road Maintenance Pty Ltd or as a visiting bitumen driver you have an obligation to observe site safety rules.

If at any time you feel that the job you have been asked to do is not safe, STOP doing it and report your concerns immediately to your contact person on site.

OCCUPATIONAL HEALTH & SAFETY POLICY

ROAD MAINTENANCE PTY LTD is involved in the maintenance of roads, involving crack sealing, minor repairs and the manufacture of Rubberised Bitumen products. We are committed to conducting business so that we protect the health and safety of all employees.

ROAD MAINTENANCE PTY LTD management is committed to continual improvement aimed at elimination of work-related injury and illness.

ROAD MAINTENANCE PTY LTD employees are engaged in activities other than on the company premises, the employees undertake these activities in accordance with the Occupational Health & Safety Act, respective codes, regulations, codes of practice, statutory requirements and local by-laws relevant to the nature of the work being undertaken ensuring the health and safety of the company's employees and general public.

To achieve this, ROAD MAINTENANCE PTY LTD will:

- Identify and reduce the risk of work related injuries and illnesses through pro-activity monitoring work practices and implementing mandatory training for all staff.
- Regularly provide employees with information about hazards and hazard control.
- Induct all employees to required safe work practices and expected business practices prior to commencing work.
- Investigate all incidents to identify the possible cause and implement preventive actions to minimise the risk of occurrence.
- Through effective supervision, control of physical and chemical hazards in the workplace will be achieved.
- Comply with all relevant health & safety laws and regulations.
- Conduct a regular compliance audit program to ensure adherence to Company and regulatory requirements.
- Conduct regular management reviews of safety performance, identify and implement safety improvements.
- Involve and consult employees and customers in identifying workplace safety improvements and interventions.
- Regularly review the OHSMS Strategic Plan / O.H.S. AS/NZS 4801:2001 and updating when necessary.
- This Safety Policy is fully supported by the Managing Director and all employees.

Maxwell Fitzgerald
MANAGING DIRECTOR
 19th November, 2008

ENVIRONMENTAL POLICY

ROAD MAINTENANCE PTY LTD is involved in the maintenance of roads, involving crack sealing, minor repairs and the manufacture of Rubberised Bitumen products. We are committed to protecting the Environment and the health of Employees.

To achieve this, ROAD MAINTENANCE PTY LTD will:

- ◆ Ensure as far as possible that all materials are used and applied in an environmentally friendly manner according to manufactures specification.
- ◆ Maintain Environment Goals and Objectives as Set out in our Strategic Plan.
- ◆ Provide all employees with appropriate training in safe handling of materials and the application of materials in all areas.
- ◆ Dispose of all waste according to regulatory laws and regulations, and in a responsible manner.
- ◆ Ensure that where appropriate the Public are fully informed of **ROAD MAINTENANCE PTY LTD** Environmental Policy.
- ◆ Induct all new employees to Government regulations and Company procedures regarding the use and disposal of waste.
- ◆ Commit to an ongoing Training program for ALL new employees and existing employees.
- ◆ Investigate all incidents of misuse / inappropriate disposal of waste, which does not comply with Company or statutory requirements and implement preventive actions to minimise the risk of occurrence.
- ◆ Comply with all relevant environmental laws and regulations.
- ◆ Conduct an environmental program to ensure adherence to Company and regulatory requirements.
- ◆ Regularly conduct Toolbox Meetings reviewing ALL Environmental Issues.
- ◆ Involve and consult employees, Government authorities and regulatory bodies and clients to identifying improved waste disposal.
- ◆ Maintain a committed Environmental Management System to ISO 14001:2004

Maxwell Fitzgerald
MANAGING DIRECTOR
 19th November, 2008

QUALITY POLICY

ROAD MAINTENANCE PTY LTD is committed to providing the highest possible quality and reliability of services in the maintenance of roads, involving crack sealing, minor road repairs and the manufacture of rubberised Bitumen products.

ROAD MAINTENANCE PTY LTD is committed to continuous improvement in quality with the goal of meeting or exceeding our customers' expectations.

Improvement in quality is the job and obligation of every ROAD MAINTENANCE PTY LTD Employee.

Our commitment to quality improvement will lower costs by eliminating errors, resulting in the best service at the lowest cost with the highest degree of customer satisfaction.

To achieve the above, ROAD MAINTENANCE PTY LTD will:

- Make quality work the joint responsibility of Management and Employees. Our commitment is to utilise every available means to **do it right the first time.**
- Maintain quality goals and objectives as set out in our Strategic Plan.
- Ensure that customer expectation and confidentiality, as well as specifications, are an integral part of every program.
- Apply a quality planning system to ensure effective implementation of every new program to meet our Quality goals.
- Commit to an ongoing training program for all new and existing employees.
- Promote quality awareness and employee work involvement in quality improvement programs.
- Maintain a committed Quality Management System to AS/NZS ISO 9001:2008 & AS/ISO/IEC 17025 – 2005.

Maxwell Fitzgerald
MANAGING DIRECTOR
11th September, 2013

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FATIGUE POLICY

ROAD MAINTENANCE PTY LTD is committed to providing the safest workplace that we can. We are involved in the maintenance of roads using crack sealing, minor road repairs and the manufacture of rubberised Bitumen products. Many of our work requirements occur in the hours of 9.00pm – 8.00am. Long hours of work particularly at night can lead to fatigue issues, where fatigue is the mental or physical exhaustion that prevents a person from functioning normally. Road Maintenance therefore adopts the following fatigue policy to protect its workers, contractors and visiting drivers against the possible dangers of fatigue related work.

OBJECTIVE

1. Minimise the risk of people presenting to work or conducting work while fatigue impaired.
2. Establish appropriate steps to manage people who are affected by fatigue.
3. Encourage all persons affected by fatigue to seek assistance.

FATIGUE

Fatigue is contributed by the following but is not restricted to just these causes:

1. General lack of sleep and the accumulation of sleep debt.
2. Lack of rest periods during work shifts particularly during monotonous work.
3. Continuously working nightshift between the hours 2 – 5am (circadian rhythm).
4. Medication, alcohol or general substance abuse.
5. Physical Illness.
6. Stress in family environment or stress at work.
7. Poor meals or skipped meals

SYMPTOMS

General Fatigue symptoms are as follows;

The Employee will feel exhausted and may complain of tiredness they may also display poor thought processes in particular when compared to their normal performance. You may also notice a discernible level of general confusion combined with an increase in moodiness and sudden temper or anger. Having to repeat a simple work direction many times is one symptom.

Anyone displaying these symptoms after working long hours or many days of continuous nightshift is a high risk for a potential safety incident. These employees must be immediately removed from work and rested with offers of assistance and support from the company.

Maxwell Fitzgerald
MANAGING DIRECTOR
January 2013

Sustainability Policy

Purpose

This policy defines the approach by Road Maintenance Pty Ltd to the management of sustainability and the way in which it will manage its sustainability goals. The policy is provided to assist employees, suppliers and contractors in understanding their responsibility to help deliver continuous improvement in Road Maintenance's sustainability performance. Road Maintenance will in all decisions give consideration to environmental sustainability and climate change impacts and will make every effort each year to decrease its overall carbon footprint.

Key priorities

1. Road Maintenance will reduce its energy use each year.
2. Road Maintenance will continue to innovate and ensure that it uses recycled waste ingredients that would have gone to landfill, across its entire bitumen product range.
3. Road Maintenance will foster a culture of leadership and best practise when it comes to sustainability and climate change issues related to its operations and products.
4. Road Maintenance will procure goods and services that provide value for money and minimise emissions and damage to the environment.

Audit and Reporting

Each year it is the responsibility of the Managing Director to report at the annual management meeting on the following achievements.

1. The overall electricity and gas usage on site compared to the previous 12 months. The aim is a minimum ongoing annual 5% reduction each year.
2. The overall diesel usage from all company vehicles each year compared to the previous 12 months. The aim is an efficiency gain of 5% in litres of diesel per kilometre travelled.
3. The volume of waste crumb rubber used each year reported in Metric tonnes and this converted to number of tyres saved from landfill.
4. The volume of other waste materials utilised into bitumen products.
5. A summary of new product innovations that utilise waste materials and also a summary of energy saving innovations at the Elliott road site.
6. A summary of the carbon footprint of our approved suppliers and innovations taken to reduce and manage this area.

Max Fitzgerald
Managing Director

Date: 29 May 2015

Other policies

Road Maintenance Pty Ltd manages a number of other policies not shown in this booklet.

1. We have an anti-bullying policy where if anyone is found to be bullying other employees they will be warned, counselled and temporarily sent home. We have zero tolerance for bullies.
2. We have a policy that protects all employees against Sexual discrimination.
3. We have a policy on how to manage the use of mobile phones when on-site or travelling on business.

These policies can be produced and given to the employee upon request.

OCCUPATIONAL HEALTH & SAFETY / ENVIRONMENTAL INDUCTION

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Workplace Safety

Employers and Employees have workplace safety obligations under the Occupational Health and Safety Act.

Employers Obligations

Under the Occupational Health & Safety Act 2004, Road Maintenance Pty. Ltd. must "so far as is reasonably practicable, provide and maintain for employees of the employer a working environment that is safe and without risks to health."

In complying with this there is an obligation to meet certain regulations and codes of practice.

Duties of Employees

Under the Occupational Health & Safety Act 2004 section 25 (1) and (2) an employee must:

- (1) While at work, an employee must;
 - (a) Take reasonable care for his or her own health and safety; and
 - (b) Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at the workplace; and
 - (c) Co-operate with his or her employer with respect to any action taken by the employer to comply with a requirement imposed by or under this Act or the regulations.
- (2) While at work, an employee must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare.

GENERAL SAFETY/ ENVIRONMENTAL RULES.

Safety / Environmental rules are designed to assist in the orderly and efficient running of Road Maintenance Pty. Ltd. and to help prevent accidents. For this reason if you or any other employee/sub-contractor intentionally violates any of the following safety/environmental rules then disciplinary action will be taken.

Safety / Environmental Rules

1. Employees/sub-contractors/Bitumen Drivers are required to know and follow safe working procedures for the tasks they are involved with.
2. Consumption of alcohol and drugs on Road Maintenance Pty. Ltd. property is strictly forbidden (excluding prescription medication)
3. Smoking in areas where "NO SMOKING" Signs are displayed is strictly forbidden. There is only one location on site where smoking is allowed, a small 2 metre by 2 metre area immediately outside the weighbridge office.
4. Practical jokes and "horseplay will not be tolerated on Road Maintenance Pty. Ltd property or job sites.

5. Personal protective clothing and equipment must be worn at all times when on site (outside of the office).
6. Employees/sub-contractors/Bitumen Drivers must use personal protective equipment and guards installed on the machinery and equipment they operate.
7. Employees/sub-contractors/Bitumen Drivers must observe all warning signs placed throughout the premises.
8. Each employee/sub-contractor is required to keep his/her area tidy at all times.
9. Prompt first aid must be obtained for any injury, burn or illness no matter how slight. The injury must be reported to site personnel.
10. Suitable work clothes must be worn as and when required.
11. Running on Road Maintenance Pty. Ltd. Premises is not allowed.
12. Compressed air MUST NOT be used for personal cleaning or to cool yourself.
13. Do not operate any equipment where the notice "DO NOT OPERATE" appear
14. Environmental requirements such as air and water quality, soil management, noise, etc are to be considered and addressed during construction. If applicable, an Environmental Management Plan will be prepared for the appropriate site.
15. At no time is any employee permitted on the back of any vehicle while the vehicle is in motion and works are taking place.

PERSONAL RESPONSIBILITIES

Remaining accident free is something to be proud of.

- ◆ Adopt a responsible attitude towards your own safety and the safety of our fellow workers.
- ◆ Ensure that your actions support the Road Maintenance Pty. Ltd. commitment to provide a safe and healthy place of employment.
- ◆ If you know of any hazardous work practices, report them to your Supervisor or site contact. Immediately stop working with or near the hazard.
- ◆ Contribute ideas safety improvements to your Supervisor.

HIERARCHY OF CONTROL

The Hierarchy of Control is a structure of control methods you should follow when faced with a risk. For example when faced with a risk you should start at the top of the triangle and eliminate the risk. If you are unable to eliminate what is causing the risk perhaps you could substitute what you are using for something safer.

Elimination

Where a work activity is hazardous and not essential you should eliminate that practice.

Substitution

This involves substituting the process or material with something far less hazardous.

Isolation

You can separate the process from people by the use of barriers.

Engineering Controls

This involves using mechanical devices to modify tools or equipment.

Administrative Controls

These are your work procedures, which outline the safe way to perform the task.

Personal Protective Equipment

This is the last line of defence. When no other control works you should wear (should always wear) the appropriate P.P.E. to perform the task.

ELIMINATION
SUBSTITUTION
ISOLATION
ENGINEERING CONTROLS
ADMINISTRATIVE CONTROL
PERSONAL PROTECTIVE EQUIPMENT

WORKPLACE OH&S COMMITTEES

Why have a committee?

This is a forum to bring management and employees/sub-contractors together to discuss relevant health and safety issues affecting employees/sub-contractors.

What does the committee do to help me?

The committee meets to plan and suggest measures that will make Road Maintenance Pty. Ltd. a safer and healthier place to work. The committee ensures that all employees/sub-contractors are made aware of the occupational health and safety rules.

- ◆ The committee looks at government occupational health and safety legislation and laws which could affect our work and interprets these laws to ensure all employees/sub-contractors understand their effect.
- ◆ Analysis accident and incident reports for causes and effects.
- ◆ Develop ways to improve safe working procedures.
- ◆ Table any occupational health and safety issues by employees/sub-contractors/Bitumen drivers for discussion.
- ◆ Examine issues that may affect OHS on-the-job.

REPORTING ACCIDENTS, ILLNESS and HAZARDS

If you injure yourself at work you must report it straight away. This applies for even minor first aid injuries (FAI) like small cuts, minor burns or bruises.

Why should a minor injury be reported?

- If a report is not made, you may not be able to claim for loss of wages or the cost of medical care if a problem occurs later. Further we want to find the root cause of all injuries and then put measures and/or training in place to prevent the injury re-occurring.

How are injuries reported?

- Tell your on-site contact to request immediate assistance and to ensure that it is reported; also remember to inform your supervisor.
- Tell the on-site Safety Officer.
- Ask for first aid.

What if I can't come to work due to injury?

If you cannot attend work due to an injury - or if you have medical costs arising from an injury - you must report the injury, or have a person nominated by you report the details on the Register of Injuries book (One is held at the Office)

You or the person nominated by you, must also fill in a Workcover claim form and give the whole triplicate document to your Supervisor. The Work-Cover Claim Form must be accompanied by a WorkCover Medical Certificate.

A "certificate of sickness" is not acceptable.

Failure to report injuries may prejudice your WorkCover Claim.

Reporting of an Incident

Other than personal injuries Road Maintenance Pty. Ltd wants to know about:

- any near miss situation which you feel was dangerous or could become dangerous to you or other workers (i.e.: any Hazard)
- A spill of oil, bitumen, solvent or other liquid.
- Equipment damage.
- Any Fire of any size.

These incidents must be reported directly to your site contact and/or your supervisor. Road Maintenance staff will enter all details into an incident report and will investigate the incident in order to understand the root cause and help prevent the incident re-occurring. The incident report will be made available to you and your valued contribution to future improvements will be requested.

REPORTING A HAZARD; SUCH AS FAULTY EQUIPMENT.

If you are aware of a hazard at the site such as equipment which is faulty and needs repairing inform your Supervisor and the on-site supervisor IMMEDIATELY. If the hazard is found to be a medium or high priority safety issue, a hazard report will be raised by your on-site contact containing recommendations on how to fix the hazard and immediately isolating the hazard from everyday work.

If you notice a hazard or malfunctioning equipment, warn others of the situation. DO NOT ATTEMPT Temporary repairs or alterations to any equipment yourself. Remember: We cannot fix it if we do not know about it.

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CLOTHING.

For your own safety, personal protective equipment and clothing must be worn at all times when on site at Road Maintenance Pty Ltd. It is against site rules to be on site, outside the offices, and not have appropriate PPE.

Any employee/sub-contractor who fails to use appropriate equipment will be subject to disciplinary action. You are to ensure that all personal protective equipment worn by you is maintained in a serviceable condition. All personal protective equipment must be replaced following damage or when deterioration is evident.

Face and Eye Protection

An eye injury could blind you for life! Prevention of eye injuries from physical, chemical and radiation hazards is of utmost importance.



- If you are engaged in, or assisting with any form of work which has the risk of eye injury then you **must** wear the approved eye protection. This includes all work with bitumen, rubberised bitumen and crack-sealing.
- It is compulsory for you and other employees/subcontractors/Bitumen Drivers to wear eye protection when engaged in, or assisting with, any of the following duties:
 - Steam Cleaner
 - Using compressed air for cleaning
 - Hand Chipping concrete or asphalt roads
 - Any activity that produces a spark eg. grinder, oxy-cutter
 - Extended time in the sun.
 - Working in the bitumen plant.

Sun Protection

Overexposure to ultraviolet (UV) radiation in sunlight may cause a range of skin complaints varying from sunburn to skin cancer. Lengthy exposure to sunlight can also cause eye complaints. If you work outside, you will need to minimise lengthy exposure to sunlight and wear the appropriate clothing. This clothing will help you avoid lengthy exposure to the harmful effects of sunlight. If you work in an outdoor job you will need to wear:

- A broad brimmed hat or legionnaires cap
- A long sleeve shirt, pants or coveralls
- Sunglasses with UV absorbing lenses
- Water resistant sun screen with a 15+Sun Protection Factor.

Hearing Protection

The human ear:

Noise is measured on the decibel scale (dB). The higher the decibel rating and the longer the exposure then the greater the risk of hearing damage. As a general rule, if you cannot speak normally to another person when standing at arms length away, then the noise level is too high and hearing protection is required.

Methods of Hearing Protection

To overcome the noise levels on some equipment it is necessary to wear hearing protection, the three types of hearing protection available are:



- earmuffs
- earplugs
- Canal caps.

It is compulsory for you and any other employees/sub-contractors to wear approved hearing protection when operating, or assisting any form of plant which registers 85 dB (A) or more at the operator's hearing zone.

Example of excessive noise are operating a compressor and blowing out pavement cracks with compressed air. When there is excessive noise it is management's responsibility to reduce the noise using the hierarchy of control and to provide adequate protection. None of the rubberised Bitumen plant operations exceeds 85 dB (A) in noise level.

Decibel Levels of Common Sounds

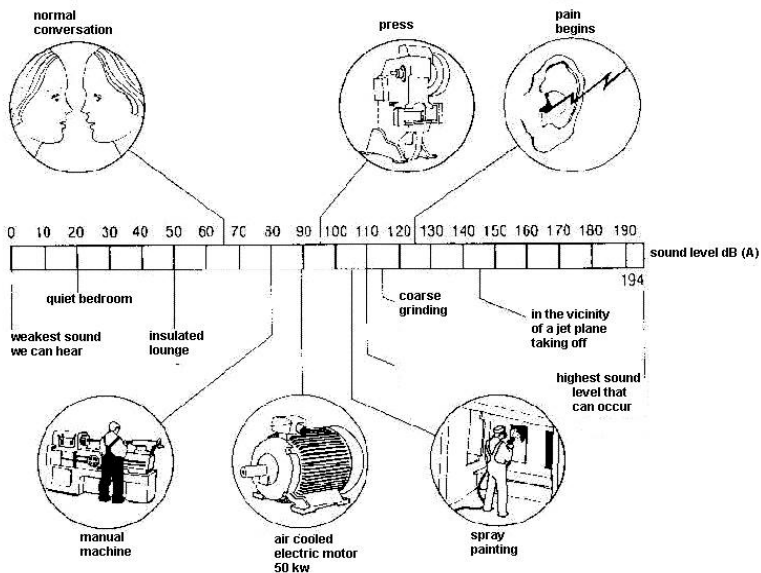


Figure 7.

Safety Vests

At Road Maintenance Pty. Ltd. all sub-contractors and employees will be issued with suitable road safety vests, however Bitumen drivers must supply their own. These vests are known as "high visibility" vests and they have a conspicuous fluorescent colour.

When work is being carried out during hours of darkness, reflective high visibility safety vests must be worn and employees must also wear white overalls.

Safety vests must be worn prior to entering the job site over any clothing and not hidden by coats or other types of clothing. If you are not wearing the appropriate apparel in the proper manner then you will not be permitted to start work.

Protective Clothing.

Personnel must wear protective clothing consisting of long trousers, long sleeve shirt or coveralls. This clothing will help protect you from potential bitumen burns, possible contact with hot pipes or hoses, heat from the sun and hot bitumen spills.



Safety Footwear

Safety Footwear has specially reinforced steel caps to protect your feet - and particularly your toes - from crush injuries. Also, safety footwear gives you more grip on wet surfaces, so you are less likely to slip and damage other parts of your body.

Safety footwear must be worn at all Road Maintenance Pty. Ltd. job locations. If you are not wearing suitable boots or shoes when you report to work then you will not be permitted to start work. The wearing of THONGS, OPEN SANDALS AND SPORTS SHOES is strictly prohibited.



Gloves

It is compulsory to wear gloves at road Maintenance whenever you are dealing with hot bitumen, rubberised Bitumen or crack-sealing. **Always** wear approved heat resistant gloves to protect your hands from potential burns and scratches, many pipes at Road Maintenance are hot and can cause burns. Specific gloves are available for particular types of work. Check with your Supervisor to ensure you obtain the right gloves for the job.



Respirators and Disposable Masks

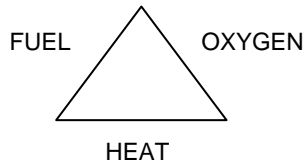
These are used to prevent fumes, vapours and dust from entering your nose, throat and lungs. If you are working in a dusty environment a disposable mask may suffice. However, in some situations a respirator would be required for greater filtration. Dust masks are generally not required at the Elliott Road site.

FIRE PREVENTION

Portable fire extinguishers are located on each crack-sealing Truck and in various locations around the manufacturing plant (reference site plan). You should note where they are situated and how to use each type of fire extinguisher. If you do not know how to use an extinguisher ask to be shown.

What causes a fire to start?

Fire can only start when three things are present



This is referred to as the “Triangle of Fire”.

FUEL is anything that will burn – solids, liquids and gases

HEAT comes from the flames, sparks, cigarettes, electrical sources, hot pipes

OXYGEN is in the air that we breathe.

If any one of these elements is removed, the fire will go out.

How can fire be put out?

- Take away the fuel around the fire
- Reduce the amount of heat in the fire
- Lower the amount of oxygen around the fire by cutting out the supply of air – this is smothering the fire.

What can cause a fire in the workplace?

- Smoking in non designated areas.
- Electrical equipment breaking down.
- Storing materials that catch fire easily near boilers or other high heat areas.
- Machine parts running hot.
- Incorrect use of gas torches.

How can the risk of fire be reduced?

Observe the following rules:

Fuel sources

- Remove all materials from the work area that may cause fire
- Place rubbish in the correct containers
- Smoke in designated areas only
- Never use flammable liquids or flammable pressure pack sprays near naked flames or near heat sources
- Clean up any flammable liquid spills immediately

- Keep well away from heat sources if you spill flammable liquid on your clothing.

Heat sources

- Check that electrical leads and fittings are in good condition
- Do not overload circuits
- Do not drive forklift trucks over flexible electric cables
- Never store flammable liquids next to heat sources
- Observe “NO SMOKING” signs
- Where smoking is allowed dispose of cigarette butts safely.

Other requirements

- Keep passageways, fire doors and exits clear at all times
- Make sure that materials are not stacked where they will block in fire fighting equipment.
- Do not apply water or foam directly on bitumen, only a dry powder chemical extinguisher should be used.

What to do in Case of a Fire

- ◆ Assist any person in immediate danger. But only if it is safe to do so.
- ◆ Close any doors.
- ◆ Call for help.
- ◆ Call the fire brigade using 000.
- ◆ Attack the fire only if it is safe to do so.
- ◆ Evacuate to the assembly area located at the site entrance.
- ◆ Remain at the assembly area. Everyone must be accounted for.
- ◆ Only re-enter the area when instructed by the fire brigade.

EMERGENCIES

Procedures on various emergency situations have been documented and are located in several areas. Practice drills are conducted at various times throughout the year. In case of emergency indicated via sirens, warning lights or if directed by the operator, all personnel are to evacuate to the site emergency response area located at the entry gate. Site Management will manage all proceedings from here and you are not to leave the emergency response area until cleared by the operator.

SMOKE FREE WORKPLACE.

Road Maintenance Pty. Ltd. recognises changing medical and community attitudes towards smoking and endorses a Smoke Free Workplace however our present policy does not include a complete ban on smoking in the workplace.

Smoking is permitted in **ONLY** one small area only (refer to site map) this is;

1. In a small area immediately outside the weighbridge office.

Smoking is banned in all other areas on site and in particular smoking in the following places will result in a person being banned from site:

- ◆ Site offices;
- ◆ The laboratory;
- ◆ On or near the forklift;
- ◆ Within the storage shed;
- ◆ Near any gas bottle or gas bottle storage area and
- ◆ Within 15 meters of the blending area.

COMPRESSED AIR

Why is using compressed air dangerous?

The misuse of compressed air can result in loss of life or serious injury. Compressed air must not be used for any other purpose except for that which it is provided. Compressed air must not be used to blow dust from your hair or clothing, or to keep yourself cool. You must never direct a stream of air towards the face or body of any person.

A blast of compressed air held close to the body can enter the bloodstream and body orifices. High pressure air can rupture internal organs can cause painful death. For these reasons you must never play practical jokes using compressed air.

What care should be taken when using compressed air?

- ◆ Always hold hoses firmly to prevent them whipping.
- ◆ Machines and benches should not be cleaned with compressed air unless an approved safety nozzle is used.
- ◆ Always wear eye protection when using compressed air for cleaning.
- ◆ Make sure that you are not causing hazard to other people in the clean-up area.

MANUAL HANDLING

The most reliable way to reduce the risk of injury from manual handling is to reduce or eliminate it wherever possible. However if you have to lift, make sure that you use a method that reduces the risk of injury. The maximum weight that any one person is allowed to lift on site is 20 kilograms.

What is the right way to lift?

When lifting, it is your legs and not your back that should take the strain.

The correct lifting procedure

- Stand with the load to be lifted, close to and in front of your body.
- Keep your feet apart with your body balanced.
- Bend at the knees and keep your back and neck in an almost straight line.
- Hold in both hands, get a firm grip.
- Lift by straightening your legs.
- Keep your back as straight as you can or arched where possible.

The same rules apply when you lower the load to the floor.

Carrying the load

- Before moving, check that there is nothing in the way that may cause you to slip or trip.
- Hold the load so that it will stay secure.
- When carrying, watch where you are going.
- Turn your whole body when you change direction; move your feet so that you don't twist your spine.

Common causes of manual handling injuries

- Lifting with your back bent.
- Trying to lift or move heavy or awkward objects
- Jerking, stretching, or twisting when lifting
- Frequently repeating the same action
- Working on wet or greasy surfaces
- Working on an uneven surface.

HANDLING AND STORING HAZARDOUS SUBSTANCES

Solvents and chemicals exist in the form of:

- Fumes and smoke;
- Vapours and gasses;
- Dust particles;
- Liquids;

How do some solvents and chemicals cause health problems?

They can enter your body in the following ways:

- Via the lungs
- Via the stomach
- Via the eyes or the skin

Ask yourself, is it hazardous?

Before handling any substance it is important to know whether it may be harmful to your health. Information should be available from either:

- the label on the container
- a material safety data sheet (MSDS)

Material safety datasheets are available for all personnel on site to view; they are located in the weighbridge office. If you are not sure about any substance ask your supervisor or site contact.

How should hazardous substances be handled?

Once you know that a substance is hazardous, you can then take the special care required for handling and storing it, usually set out in the material safety datasheet. If you are not sure if it is hazardous, treat it as though it is.

Rules to follow:

- read the instructions on the label
- ask your supervisor or site contact to obtain the material safety data sheet
- never try to identify solvents or chemicals by tasting or sniffing

- wear the recommended safety clothing or protective gear when handling harmful substances
- never use flammable materials in areas where there are naked flames or risk of sparks from grinding or welding operations
- never pour or mix substances that give off fumes in areas where there is poor ventilation
- always replace the lids on solvent and chemical containers
- always wash your hands with soap and water immediately after handling any substances considered to be even mildly harmful
- change your clothes and shoes straight away if they become splashed with solvents or chemicals that give off dangerous fumes, or are known to be harmful to the skin
- avoid splashing solvents and chemicals in your eyes.

DISPOSAL OF WASTE MATERIALS

It is a serious offence to flush solvents and chemicals in the sewerage or storm water systems. It is also an offence to dump waste materials in bins used for general waste.

What are waste materials?

At Road Maintenance Pty. Ltd there are several materials that can constitute waste:

- ❖ bitumen (drips or leaks from seals and flexible pipes)
- ❖ flushing fluid for pumps and pipes
- ❖ Any solvent e.g. Kerosene or diesel
- ❖ waste oil.
- ❖ contaminated rags
- ❖ sand from the spill kit used for cleaning liquid spills.

Each type of waste has its own designated container which must be sealed. Containers are to be stored in the allocated areas. All containers must be labelled for easy identification. The waste material will be collected and disposed by a licensed contractor.

BITUMEN IS A DANGEROUS GOOD

The Australian Dangerous Goods Code (edition 7) classifies Bitumen as a *Class 9* Miscellaneous Dangerous Goods with a *subsidiary risk* of Elevated Temperature Liquid. This identifies the product as being a dangerous good due to the high temperatures at which bitumen is handled.

The *U.N. Number* is 3257. The *Hazchem* is 2W, meaning a fog medium can be used to extinguish a fire and full protective equipment with breathing apparatus should be used when fighting a fire.

The Driver's Responsibilities

If you are the driver of a vehicle carrying dangerous goods you must adhere to the following:

- ◆ You must not transport dangerous goods in a damaged or defective package or bulk container;

- ◆ You must not transport a placard load if the load is not placarded or the placarding is misleading.
- ◆ You must not drive a dangerous goods vehicle if the vehicle or equipment does not comply with the code.
- ◆ You must not drive a dangerous goods vehicle transporting incompatible dangerous goods unless they are segregated or stowed according to the Code.
- ◆ You must ensure that if the load is a placard load, fire extinguishers, portable warning signals and any other safety equipment that is required is carried and stowed according to the Code.
- ◆ You must ensure that if a vehicle carrying a placard load is broken down, immobilised or stopped, other road users are alerted of the hazard.
- ◆ You must not transport passengers other than work colleagues.
- ◆ You must, if involved in an incident resulting in a dangerous situation:
 - Notify police or fire service as soon as practicable;
 - Notify Road Maintenance Pty. Ltd. as soon as practicable;
 - Provide assistance as requested by an officer of the emergency services or authorised officer.
- ◆ You the driver must be licensed and ensure the vehicle carrying the dangerous goods is licensed.
- ◆ You must ensure the vehicle is not driven unless the vehicle is fitted with an Emergency Information Guide holder, located inside of either door.
- ◆ You must carry your bulk dangerous goods licence at all times whilst transporting bulk dangerous goods and must provide it on request.
- ◆ Your burners must be off when travelling on public roads.
- ◆ The weight of the truck must be legal according to VicRoads guidelines.

Vehicle Accident (For Crack-sealing drivers)

In the event of being involved in an accident:

1. Do not remove any person(s) who are badly injured, only move if the person is in immediate danger of further injury.
2. Carry out any appropriate first aid.
3. Call Police and ambulance on 000 if they are needed
4. Get details from any other vehicles involved in the accident (Names, addresses, licence number, vehicle registration, vehicle make).
5. Contact the office and inform them of the situation.
6. UNDER NO CIRCUMSTANCES admit liability.

Driver Responsibility in an Emergency (For Crack-sealing Drivers)

- (1) A road vehicle transporting dangerous goods involved in an incident that results in a dangerous situation, the driver of the vehicle must:
 - (a) Notify the police or fire brigade of the incident as soon as possible; and
 - (b) Notify the prime contractor as soon as possible; and
 - (c) Provide reasonable assistance to an authorised officer or officer of an emergency service, as required by the officer.
- (2) The driver of such a vehicle should also take all safe practicable steps:
 - (a) To carry out emergency procedures recommended in the emergency information and
 - (b) Carry out the procedures set out in any emergency plan; and

- (c) if there has been an escape of flammable dangerous goods - to prevent other vehicles, other dangerous goods and any source of ignition from coming within 15 metres of the driver's vehicle, or, if a greater distance is specified in emergency information relating to the flammable dangerous goods, that distance: and
- (d) To warn or cause to be warned any person in the vicinity who may be at risk: and
- (e) To prevent or minimise the escape of the dangerous goods and their entry into drains, sewers or natural watercourses.

UNDERSTANDING THE HAZCHEM CODE

The Code characters (numerals and letters) are intended to inform emergency services of the immediate response action to minimise the hazards to personnel and the effects of spillage.

1	JETS
2	FOG
3	FOAM
4	DRY AGENT

P	V		
R		FULL	
S		BA	
S	V	BA FOR FIRE ONLY	DILUTE
T		BA	
T		BA FOR FIRE ONLY	
W	V	FULL	
X			
Y		BA	
Y	V	BA FOR FIRE ONLY	CONTAIN
Z		BA	
Z		BA FOR FIRE ONLY	

E	CONSIDER EVACUATION
V	CAN BE VIOLENTLY OR EXPLOSIVELY REACTIVE
FULL	FULL BODY PROTECTIVE CLOTHING WITH BA
BA	BREATHING APPARATUS PLUS PROTECTIVE GLOVES

DILUTE

May be diluted with large quantities of water. Wherever practicable, diluted substances should be contained and prevented from entering drains and water courses.

CONTAIN

Prevent, by any means available, spillage from entering drains or water courses.

BITUMEN BURNS AND FIRST AID

One of the biggest safety risks in handling bitumen is the risk of burns. Bitumen at Road Maintenance Pty Ltd is nearly always handled at temperatures above 180°C and if it comes into contact with the skin or eyes it can do serious and painful damage. Even when wearing all appropriate PPE, a burn is still a potential hazard, so in this section we present advice on how to handle a burn.

Firstly, NO ATTEMPT SHOULD BE MADE TO REMOVE THE BITUMEN FROM THE SKIN. IMMEDIATELY PUT THE BURNT SKIN UNDER RUNNING COLD WATER. NO ATTEMPT SHOULD BE MADE TO REMOVE ANY CLOTHING STUCK TO THE BITUMEN.

Do not apply solvents such as Kerosene or Diesel. Running cold water must be kept on the burn while the first aider attends to the burn and the welfare of the burn victim, this should continue until the bitumen begins to harden. If it is serious, the Dandenong Hospital must be contacted by an employee and the person burnt should be taken to hospital, still with the burn immersed in cold water. It is critically important that the burn area is cooled as quickly as possible to minimise any potential skin damage. At all times a person on site should be aware of the location of safety showers.

If the bitumen encircles the limb or has entered the eye, the person must be taken to hospital so that removal can be performed by qualified personnel or a burns specialist.

Another possible reaction to burns is shock. Personnel that experience a burn can go into shock, for this reason it is important that a burn victim is never left alone and is kept rested, stress free and is not given liquids or food.

A special bitumen burns card supplied by the Australian Asphalt Pavement Association (AAPA) will be given to the burn victim by the first aider. This card is meant as guidance for for the victim and the medical professionals.

SAFETY WHILST TRAVELLING TO AND FROM WORK.

Safety is a 24-hour-a-day job, so do not let your guard down when you leave work. You will increase your chances of getting home safely if you:

- * Observe the road rules.
- * Watch for pedestrians (Particularly at night)
- * Stay within the speed limit.

Bitumen Drivers On Site

The majority of rubberised bitumen blending and supply is done in the hours from 8pm – 8am and is performed at the high temperatures of 190 – 205°C, the product is then usually stored at 195 – 205°C until loaded. Road Maintenance operates its own public weighbridge and thus all weights are performed by certified Road Maintenance staff. Prior to the arrival of drivers the rubberised bitumen product is manufactured and then tested in the on-site NATA laboratory.

The driver normally enters the gate at the scheduled time after 10.00 pm (more usually from 1am onwards). If the gate is closed, the driver calls the senior operator on the mobile phone. If that number is not answered, the supervisor should be available. The list of the numbers to call if there is an issue is as follows:

1. Senior operator = 0448-342-762
2. Supervisor = 0418-830-756
3. On Site security = 0412-339-357

The late hours and high bitumen temperatures brings into play specialised safety issues around fatigue management of staff, visitors and our customer's drivers combined with the highest level of safety protection to provide protection against potential burns (Bitumen is a DG-9 substance).

We filter the rubberised Bitumen product through two filters which improves the quality of our product but can at times slightly slow down product transfer. At a loading rate of 750 litres per minute a normal full load takes approximately 35 minutes to complete (Weighbridge and paperwork takes another 15 minutes). During loading through the "chute" a fume extraction system is working within the chute to take away all fumes and odours.

Please note that the emergency (landline) phone is located in the weighbridge office located 20 metres north of the loading bay. A safety shower, a fire extinguisher, a dead-man switch and two emergency stop buttons are located within 3 metres from the load-in area. The driver will be shown the location of these items during the induction.

To ensure that we meet and exceed the highest possible level of driver safety it is a policy of Road Maintenance Pty Ltd that the bitumen driver does not participate in the load-in of C170 or the load-out of rubberised Bitumen, the two operators on-site will manage these processes. The drivers will be asked to perform a safety check (ie: check all valves, check the top hatch is cracked open etc) prior to unloading C170 bitumen. Once the safety check is performed the operators will manage the process until completion and the driver will be asked to stand outside the marked 15 metre exclusion zone. Road Maintenance provides a fully maintained well sheltered kitchen with free coffee, tea, a microwave etc and it also provides toilets and a shower for the use of all bitumen drivers. At the end of the unloading process the driver will be asked to check all valves are closed and that the lines have been flushed with 20 litres of diesel. Once this is completed the driver will be asked to drive onto the weigh bridge. All unloading is done by suction via the Road Maintenance unloading pumps. We unload at about 600 litres per minute and at no time during night deliveries will a driver be asked to pump under pressure into a storage tank.

Road Maintenance P/L will ensure that two operators are in attendance at all times and it will also ensure that a fully qualified bitumen scientist capable of resolving all rubberised bitumen issues, is also in attendance at all times. We recognise that with

rubberised bitumen, many problems can potentially occur during loading and a technical solution is often required.

During the loading process, the driver's assistance will not be required; the entire process will be managed by Road Maintenance operators. During loading it is ok if the driver sleeps in his/her cabin.

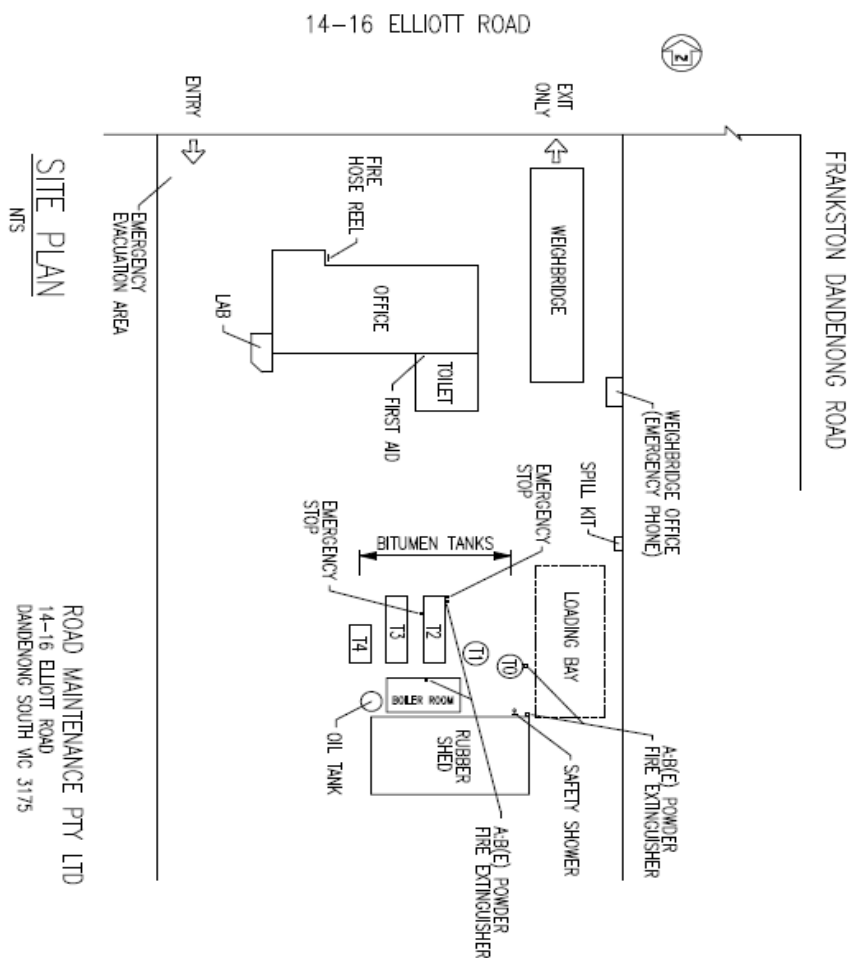
When loading is complete and made safe, we will ask the driver (attired in full PPE) to check the top hatch is securely closed down along with all valves, to check that the dipstick records the amount of product ordered and that the loadout temperature was above 185°C. Once the safety check is complete the driver will be instructed to drive onto the weighbridge and the load paperwork will be completed.

We have developed additional site rules applicable to Bitumen drivers due to the differing work conditions, these are as follows (some are repeats from previous pages)

Site Rules

1. The speed limit within the site is 5 km per hour; the speed limit is well signposted and must be adhered to.
2. Only inducted drivers may enter the site.
3. The following personal protective equipment must be worn at all times when out of the cabin;
 - a. Steel capped safety boots.
 - b. Heat resistant gloves that go past the wrist.
 - c. Long sleeve long legged overalls, buttoned all the way up to the neck.
 - d. Full protective face shield with neck protection.
 - e. A high visibility jacket.
4. Safety glasses are optional but they must be used if a full face shield is not being worn.
5. UHF channel 21 must be turned on in the driver's cabin while on site at Road Maintenance.
6. The Bitumen tanker must have a calibrated dipstick.
7. All drivers' need to provide evidence of mass management at the time of induction.
8. No triaxle tanker may leave site if the truck final weight is above 45.5 metric tonnes for a Victorian delivery and 43.5 for a NSW delivery. No vehicle is permitted to leave site overloaded.
9. No person may work on site if they report being fatigued or if they are assessed by the site supervisor as being fatigued. This includes bitumen drivers.
10. Consumption of alcohol is not permitted on the premises.
11. Ear protection is required when the noise level is above 85dba, at the Road Maintenance plant this does not occur. However, the operator will notify you when a noisy operation is about to start and will provide hearing protection if requested.
12. Fume/dust masks are not required on site.

13. Temperature is critical to the handling of rubberised bitumen. The low temperature policy is a minimum of 185°C at the load out (not in the drivers tanker). If the load out temperature is below this please report it to the senior operator and to your company supervisor. An incident report will be raised.
14. All trucks must have a working PTO (Power take off unit).
15. Because of the enormous dangers involved with mixing liquid water with hot bitumen (1,000 fold expansion to steam) If a driver is coming in empty the tanker must be dry. Our senior operator will delay loading and will inspect the tanker through top hatch using a torch. If the tanker is wet the driver will be asked to dry it out before proceeding. If it is raining we will suspend all loading.
16. All tankers must have a working from heights railing system.
17. If a normal full load (25,000 litres) takes more than 2 hours to complete, please ask the chief operator to raise an incident report.
18. Smoking is only permitted in the small smoking area immediately outside the weighbridge office.



Employee/Sub-Contractor Acknowledgment

I acknowledge that I have received a copy of the Road Maintenance
Pty. Ltd. OH&S / Environmental Induction Handbook.

I understand the requirements and my questions were answered to my
satisfaction.

I agree to abide by the requirements of the OH&S / Environmental Induction
Handbook.

Signed:

Name (Print):.....

Date:

**Tear out this page and return it to the site supervisor or the Quality
Manager.**