

Health & Safety Brief

Purpose

The purpose of this brief is to provide you with important information and instructions on how to work safely and prevent injuries and illnesses at the workplace.

Scope

This brief applies to all workers, contractors, visitors and anyone else who may be affected by the work activities at the site.

Responsibilities

Everyone has a role to play in ensuring health and safety at work. As a PCBU (Person Conducting a Business or Undertaking), we have the primary duty to eliminate or minimise the risks to health and safety so far as is reasonably practicable¹. As workers, you have the duty to take reasonable care of your own health and safety and that of others, and to follow any reasonable instructions, policies and procedures given by us¹. As visitors, you have the duty to comply with any reasonable directions given by us or our workers¹.

Hazards and Risks

The main hazards and risks at the site are:

Falls from heights: This can occur when working on roofs, scaffolds, ladders, platforms or other elevated areas. To prevent falls, you must use appropriate fall protection equipment, such as harnesses, guardrails, safety nets or fall arrest systems. You must also follow the safe work method statements and instructions given by your supervisor or the site manager.

Electric shocks: This can occur when working with or near electrical equipment, wires, cables or power sources. To prevent electric shocks, you must ensure that the electrical equipment is properly maintained, tested and tagged. You must also use insulated tools, gloves and footwear, and avoid contact with wet or damp surfaces. You must also follow the lockout/tagout procedures and isolate the power supply before working on or near electrical equipment.

Manual handling injuries: This can occur when lifting, carrying, pushing, pulling or moving objects or materials. To prevent manual handling injuries, you must use mechanical aids, such as trolleys, hoists or cranes, whenever possible. You must also use correct lifting techniques,

such as bending your knees, keeping your back straight and holding the load close to your body. You must also avoid twisting, overreaching or overloading yourself.

Noise-induced hearing loss: This can occur when exposed to loud or continuous noise, such as from machinery, tools or vehicles. To prevent noise-induced hearing loss, you must wear appropriate hearing protection, such as ear plugs or ear muffs, whenever the noise level exceeds 85 decibels. You must also limit your exposure time and take regular breaks in quieter areas.

Emergency Procedures

In case of an emergency, you must follow these steps:

Alert: Notify your supervisor, the site manager or the emergency services (dial 111) as soon as possible. Give clear and accurate information about the location, nature and severity of the emergency.

Assist: If it is safe to do so, provide first aid or assistance to any injured or affected persons. Follow the instructions given by the emergency services or the site manager.

Evacuate: If instructed to do so, or if the situation becomes unsafe, evacuate the site in an orderly manner. Follow the emergency exit signs and the designated evacuation routes. Do not use lifts or escalators. Gather at the assembly point and wait for further instructions.

Icons and Diagrams

Here are some icons and diagrams that can help you to visually understand and remember the health and safety information in this brief.

Fall protection icon: This icon indicates that you must use fall protection equipment when working at heights. It shows a person wearing a harness and attached to a lifeline.

Electrical hazard icon: This icon indicates that there is a risk of electric shock or electrocution. It shows a lightning bolt and a warning sign.

Manual handling icon: This icon indicates that you must use mechanical aids or correct lifting techniques when handling heavy or awkward objects. It shows a person lifting a box with a trolley.

![[Manual handling icon]

Noise hazard icon: This icon indicates that there is a risk of noise-induced hearing loss. It shows an ear and a sound wave.

![[Noise hazard icon]

Emergency exit sign: This sign indicates the nearest exit in case of an emergency. It shows a person running towards a door with an arrow.

![[Emergency exit sign]

Evacuation route diagram: This diagram shows the layout of the site and the evacuation routes to follow in case of an emergency. It also shows the location of the assembly point, the fire extinguishers and the first aid kits.

! [Evacuation route diagram]

Conclusion

Thank you for reading this Health & Safety brief. Please make sure that you understand and follow the information and instructions given in this document. If you have any questions or concerns, please contact your supervisor or the site manager. Remember, your health and safety is our priority. Stay safe and work smart!