



WYONG SHIRE COUNCIL

GENERAL SAFETY HANDBOOK

Trim Revision No: 5
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WYONG SHIRE COUNCIL

GENERAL SAFETY HANDBOOK



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GENERAL MANAGER'S MESSAGE

Wyong Shire Council is committed to providing and maintaining a safe and healthy work environment for everyone in the workplace. This is achieved through commitment to policy and systems, leadership, accountability, consultation and involvement, and two-way communication.

I am pleased to announce that the new Occupational Health and Safety Management System (OHSMS) has been implemented within Council. The new System was developed to align with the National Audit Tool, to meet Council requirements as a self insurer. I am also pleased to announce the commencement of our Safety Observation Team, a behavioural based inspection Team developed through the Injury Reduction Programme, Council's Safety Management Plan.

This latest version of the General Safety Handbook has been revised to reflect the changing needs within Council that are dictated by legislation and safety requirements. Use this book as a first reference if you have any questions regarding Safety or Council's Policies and Procedures. There are also sections highlighting the responsibilities of all levels within Council, as well as Workers Compensation and the Return to Work Program. Please take the time to read through it and refresh your understanding of its contents.

I would like to thank the many people who took time to provide the feedback and suggestions that helped form this latest edition of the handbook.

In closing, I would again ask you to think about what you are doing and what could hurt you, your workmates and members of the public. Accidents within the workplace not only have an effect on you, but on your family and friends. Council has a Take Two safety campaign, encouraging all staff to take the time to assess their activities before they undertake them.

Remember: "Take Two – The life you save could be yours".



Kerry Yates
GENERAL MANAGER

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1.0 FOREWARD

This manual deals with the basic safe working practices that are in place at Wyong Shire Council.

Additional site specific safety training will be provided by your direct Supervisor.

The objectives of the manual are:

- To ensure the health, safety and welfare at work for all Council employees;
- To promote an occupational and work environment for employees which is adapted to their psychological and physiological needs.
- To ensure that persons not in Council's employ are not exposed to risks to their health or safety arising from the conduct of Council's undertaking while they are at Council's place of work.
- To make available appropriate resources in order to ensure compliance with the relevant acts, regulations, policies, codes of practice, Australian Standards and to ensure the workplace is safe without risk to health.

It is Wyong Council's sincere wish that all employees/contractors accept the safety rules willingly and with enthusiasm as an essential aid to his or her own safety and the safety of others. If another person acts in an unsafe manner, point this out to the individual. If they persist and their action endangers you or other persons, immediately notify your supervisor.

The following breaches will be regarded seriously and will result in disciplinary action:

- Failure to strictly observe Council's, policies, procedures, Safe Work Method Statements (SWMS's) and instructions, eg not using the correct Personal Protective Equipment in designated areas.
- Smoking or using naked flames in prohibited areas.
- Possessing, consuming or being under the influence of illegal drugs and/or alcohol on Council work sites or Council vehicles, as per the Drug and Alcohol Policy.
- Fighting or attempting bodily injury to another person.
- Wilful neglect in the care of and use of Council's property.

Where such matters involve Contractors, this will be seen as a breach of contract.

Safety is a shared responsibility - it is the combined efforts of all that prevent accidents. It is not the sole responsibility of Council, the Supervisor, the OH&S Section or any one section alone.

You should be alert at all times, otherwise you may cause injury not only to yourself, but to others around you.

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1.1 WYONG SHIRE COUNCIL OHS POLICY

Our OHS Vision: “**Safety First – No Injuries, to Anyone, at Anytime**”

Wyong Shire Council is committed to providing and maintaining a safe and healthy work environment for everyone in the workplace. We achieve this through commitment to policy and systems, leadership, accountability, consultation and involvement, and two-way communication.

Management, at all levels, is responsible for undertaking all reasonably practicable action to address the following:

- a **Identifying and reducing any workplace hazard** and risk that may result in injury or illness, damage to property or the environment, fire or security breaches, through the risk management process.
- b Identifying, assessing and **controlling risks from chemical and physical agents** capable of causing harm or ill health in the workplace.
- c **Complying with the relevant OHS legislation** and other requirements applicable to your area of responsibility or to which Council subscribes.
- d **Ensuring that all persons** in your area of responsibility **comply with Council’s OHS requirements**, in order to protect them and others from any potential adverse health effects associated with any Council activity.
- e **Setting measurable objectives and targets for OHS** to ensure continuous improvement aimed at eliminating work related illness and injury, and **regularly auditing and reviewing performance** against these goals.
- f Providing appropriate **OHS training and supervision to all persons in the workplace**.
- g Providing a **consultative approach** to OHS matters **that includes all persons in the workplace** in the decision making process affecting their workplace health and safety.
- h **Providing appropriate OHS information to all persons in the workplace**, (this includes employees, contractors, labour hire employees, customers and visitors to the workplace).
- i Effectively **implementing Council’s OHS Policy and systems**, and contributing to continuous improvement of OHS systems.
- j **Providing adequate systems and appropriate resources to address OHS issues**, and promote health care.
- k **Consulting with government bodies, unions and other industry groups; and contributing to improved OHS standards**, control strategies, and monitoring techniques.

While management provides this commitment, it must be realised that to be fully effective, responsibility and accountability for safety is owned by all employees and contractors, not just one person or section of Council. To demonstrate this, everyone needs to show awareness, understanding and compliance with regulatory and Council’s safety standards and requirements. Accordingly, I seek and encourage your support and co-operation in the application of this policy.



.....
K Yates
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1.2 RETURN TO WORK STATEMENT

POLICY

1 COMMITMENTS OF THIS WORKPLACE

Wyong Shire Council is committed to:

- 1.1 Preventing injury and illness by providing a safe and healthy working environment.
- 1.2 Developing an individual injury management/return to work plan for injured workers
- 1.3 Ensuring that an early return to work by an injured worker is the normal practice and expectation. Support will be provided throughout the rehabilitation process.
- 1.4 Ensuring that the injury management process is commenced as soon as possible after an injury in a manner consistent with medical judgement.
- 1.5 Seeking to provide suitable duties/employment for an injured worker, where appropriate and practical, as an integral part of the return to work process.
- 1.6 Consulting with workers and any industrial union or employees representing them to ensure that our return to work programmes operate effectively.
- 1.7 Ensuring that participation in a Return to Work Programme will not, of itself, prejudice an injured worker.

PROCEDURES

2 ACTION WHEN AN INJURY OCCURS

When An Injury Occurs

- 2.1 It is the employee's responsibility to notify their supervisor of any injury as soon as practicable.
- 2.2 When an injury or an illness is notified, the supervisor for the section or group will be responsible for ensuring that the injured person gets necessary first aid and if required gets to their doctor as soon as possible.

Follow Up After Injury

- 2.3 The designated Return to Work Coordinator is Gail Curtis, Occupational Health Coordinator who can be contacted on extension 5459 and will cooperate in developing and complying with an injury management plan for an injured worker. The Return to Work Coordinator will maintain a case file and protect the confidentiality of the information on this file.

Finding suitable duties

- 2.4 When the injured employee is, according to medical judgement, capable of return to work, an individual Return to Work Plan will be developed including suitable duties which will be identified after consultation with relevant parties and will be specified in writing. Appropriate assistance will be given to workers from a non-English speaking background and to those permanently unable to return to pre injury duties.

Involving a Rehabilitation Provider

- 2.5 The following accredited rehabilitation providers are available to assist when required in the rehabilitation of those employees who suffer a workplace injury or illness. AW Workwise and CRS.
Injured workers will, however, retain the right to nominate an accredited provider of their own choice.

3 CONSULTATION

- 3.1 Employees will be informed of their rights and responsibilities and of Council's Injury Management Program. Such consultation will be effected through the Occupational Health & Safety Committees and the relevant unions of this organisation.

4 DISPUTES

- 4.1 Wyong Shire Council agrees to consult with workers (and where applicable any industrial union representing them) on disputes and to contact WorkCover NSW for assistance if unresolved.



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2.0 PERSONNEL

Occupational Health and Safety Section

The Occupational Health and Safety Section provide advice and assistance on safety related issues and promoting safety throughout Council. The OHS Section undertakes inspections and audits, and presents various training courses. Their key responsibility is managing the OHS Management System to ensure Council meets its obligations under the legislation.

Occupational Health

The Occupational Health Co-Ordinator manages Council's rehabilitation program with the aim of returning injured employees back to work. The Co-ordinator also manages the Wellbeing Program with initiatives such as Work Fit, and Flu Vaccinations. Council also has a Doctor who performs Pre-employment Medical Checks.

Risk Management

Risk Management manages Council's Self Insurers licence, and also process Workers Compensation and Insurance Claims. They ensure that Council's reporting requirements are met each year, and maintains Council's asset schedule.



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2.0 DOCUMENTATION

2.1 Table of Policies

Listed below are policies that Council has in place to support this program. It is imperative that you make yourself aware of these policies. Council's Officer responsible for delivering this information to you will highlight these as appendices to this handbook.

- Occupational Health and Safety Policy
- Protective Safety Clothing and Equipment Policy
- Drug and Alcohol Free Workplace Policy
- Workplace Smoking Policy
- Vaccinations Policy
- Manual Handling Policy
- Return to Work Programme
- Motor Vehicle Policy
- First Aid in the Workplace

2.2 Health and Safety Information

Health and Safety information can be accessed by:

- Viewing Council's Intranet and Internet
- Viewing Safety Noticeboards
- Asking Supervisors, the OH&S Section or OH&S Committee Members
- Consulting relevant Codes of Practice or Australian Standards
- Contacting WorkCover NSW (13 10 50)
- Reading safety publications such as WorkCover News

2.3 Approved Industry Codes of Practice (Occupational Health and Safety Act 2000, Section 40)

Some examples of Codes of Practice for our industry are:

- Noise Management and Protection of Hearing at Work
- Electrical Practices for Construction Work
- Safe Work on Roofs (Parts 1 & 2)
- Excavation Work
- Control of Workplace Hazardous Substances
- Labelling of Workplace Substances

... and many more.

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Codes of Practice:

- provide practical guidance on how the required standard of health and safety can be achieved in an area of work;
- should be followed, unless there is an alternative course of action that achieves the same or better standard of health and safety in the workplace;
- can be used in support of the preventative enforcement provisions of the Occupational Health and Safety Act 2000
- can be used to support prosecution for failing to comply with or contravening the Occupational Health & Safety Act or Regulations.

Information on codes of practice can be obtained from the Corporate Library, the OH&S Section, or responsible officer, WorkCover Publications (1800 658 134), WorkCover NSW (13 10 50) or www.workcover.nsw.gov.au.

2.4 Australian Standards

An Australian Standard is a national consensus standard which, in itself, is voluntary, but may be adopted into law via an instrument which contains the mandatory obligations under the law. A standard is a published document which sets out technical specifications or other criteria necessary to ensure that a material or method will consistently do the job it is intended to do.

Australian Standards provide a national benchmark or standard for products and services to enhance the quality of life and industry efficiency. They provide a guide for both employees and employers.

Some Australian Standards are referred to by legislation and must be followed (eg. AS 2927-1987 – The Storage and Handling of Liquefied Chlorine Gas).

Information on Australian Standards can be obtained from:

- Council's Intranet site has a listing of Australian Standards available within Council or call the Corporate Library on Ext 5236.
- WorkCover NSW
- Standards Australia (1300 654 646) or www.standards.com.au
- OH&S Section

2.5 Safe Work Method Statements (SWMS)

Safe Work Method Statements are Council's approach to the completion of tasks so as to minimise the risk to employees. Copies of the current Safe Work Method Statements, containing the manager's approval, are available in Trim Folder F2004/13038 or on the Intranet.

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3.0 RESPONSIBILITIES

(Occupational Health and Safety Act 2000)

3.1 Legal Obligations

Breaches of this legislation can result in prosecution and hefty fines administered by the WorkCover Authority upon Council, employer representatives and employees/contractors. The following maximum penalties currently apply under the legislation:

- A corporation can be fined up to \$1,650,000
- An individual eg. Department Manager, Line Manager, Director, Supervisor can be fined up to \$165,000,000 or imprisoned for 5 years.

3.2 Management Responsibilities

(Occupational Health and Safety Act 2000, Section 26)

It is the general responsibility of Management to promote and maintain the occupational health and safety of Council's employees. Further to this responsibility, Management is required to do all things that are reasonable and practicable to ensure the health and safety of all persons in the workplace.

3.3 Employer

(Occupational Health and Safety Act 2000, Section 8)

Under the Occupational Health and Safety Act 2000, Council has the following obligations.

Council must ensure the health, safety and welfare at work of all their employees by:

- ensuring that any premises controlled by Council where its employees work (and the means of access to or exit from the premises) are safe and without risks to health;
- ensuring that any plant or substance provided for use by its employees at work is safe and without risks to health when properly used;
- ensuring that systems of work and the working environment of its employees are safe and without risks to health;
- providing such information, instruction, training and supervision as may be necessary to ensure its employees' health and safety at work.
- providing adequate facilities for the welfare of its employees at work.

Council must also ensure that people (other than its employees) are not exposed to risks to their health or safety arising from the conduct of Council's undertaking while they are at Council's place of work.

3.4 Self Employed Persons (Contractors)

(Occupational Health and Safety Act 2000, Section 9)

A self-employed person must ensure that people (other than the employees of the person) are not exposed to risks to their health or safety arising from the conduct of the person's undertaking while they are at the person's place of work.

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3.5 Employees

(Occupational Health and Safety Act 2000, Section 20 and 21)

Under the Occupational Health and Safety Act 2000, all employees have the following obligations:

- All employees while at work, must take reasonable care for the health, safety and welfare of others in the workplace.
- Employees must co-operate with Council in complying with safety laws.
- Employees shall not interfere with or misuse anything that is provided in the interest of health and safety.
- An employer must not dismiss or victimise an employee for raising a safety issue or for being a member of an OHS committee.

3.6 Designers, Manufacturers and Suppliers of Plant and Substances

Persons who design, manufacture or supply any plant or substance for use by people at work, must:

- ensure that the plant or substance is safe and without risks to health when properly used.
- provide, or arrange for the provision, of adequate information about the plant or substance to the persons to whom it is supplied to ensure its safe use. This may include formal training when required.

NB: **Manufacture** plant includes assemble, install or erect plant.

3.7 Teamwork and Communication

- Co-operate with your workmates and respect the fact that they also have a job to do.
- Avoid taking unnecessary risks.
- Your Supervisor is interested in your health and safety. If you have a problem with which you think he/she can help, do not hesitate to approach them to hear what they have to say.
- Tool box/team meetings shall be held on a regular basis. The frequency of the meetings shall be determined by the nature of the work and the location.
- Safety shall be an agenda item. Meetings shall be used to identify any potential risks or hazards which may be present at the commencement of the day or work or which could be encountered during the day.
- At meetings, all Employees and Contractors shall confirm that all health and safety measures, risk assessments and procedures are being carried out.
- The names of all persons, including contractors, attending the meeting shall have their names and any issues from the meeting documented.
- All changes to any Act, Regulation, Code of Practice, Australian Standard, Procedure, Process, Materials, Tools, Plant, Equipment or anything associated with technological change shall be communicated through Council Capers, Council's Intranet, Specific Notices, etc to all concerned prior to implementation.

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3.8 Duty to Consult

(Occupational Health and Safety Act, 2000, Section 13 and Code of Practice: OHS Consultation)

It is Council's duty to consult with its own staff, labour hire and contractor employees to ensure that there is meaningful and effective consultation about matters that may affect the employees' health, safety and welfare while at their place of work.

3.9 Occupational Health and Safety Committees

(Occupational Health and Safety Regulation 2001 Code of Practice: OHS Consultation)

Consultation between employers and employees is an essential part of effectively managing health and safety at work. The OH&S Act 2000 places a duty to consult on each employer. Under the duty, employers must consult with their employees to enable the employees to contribute to the making of decisions affecting their health, safety and welfare at work.

Two committees are in operation for the Council and its employees/contractors, one representing indoor staff and the other outdoor staff. The Committees are representative groups in the workplace who come together in a co-operative way to improve systems for managing health and safety in Council. The Committees endeavour to facilitate co-operation between Council and its employees, in developing and implementing the means to protect Council's employees' health and safety. By drawing together management and employee representatives in a planned, structured and focused way to specifically address measures for controlling risks in the workplace, the OH&S Committees provide an excellent mechanism for developing recommendations to continually improve the way OH&S is managed in Council.

The Committees are responsible for:

- Formulating recommendations concerning occupational health and safety to Management.
- Monitoring of any recommendations endorsed by Council.
- Regular inspections of work sites.

All employees, labour hire and contractor employees are encouraged to co-operate and communicate with any member of the OH&S Committees on its policies and to contribute any information which will lead to a safer place of work and prevent accidents recurring.

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4.0 COUNCIL POLICIES AND PROCEDURES

4.1 Injury Reduction Programme

The long term aim of the Injury Reduction Programme (IRP) is to reduce the number of Lost Time Injuries (LTI) at Wyong Shire Council. A LTI is when one or more work days have been lost due to an injury.

The IRP consists of six (6) strategies designed to promote attitudinal change towards OHS and promote accountability. These strategies are:

1. Bench Marking
2. Information
3. Inspection
4. Investigation
5. Training and Education
6. Accountability

4.2 Safe Work Method Statements (SWMS)

Safe Work Method Statements outline the safest and easiest methods of performing a task, process or operating equipment. They are usually developed where the absence of documentation can increase the risk.

If a SWMS exists, the person carrying out the task must read and understand the SWMS requirements before commencing work. If the person has difficulty understanding the SWMS or needs further information, they should ask their supervisor, the Safety Co-Ordinator or responsible officer to explain them.

SWMS are regularly reviewed to ensure they are up to date and the risk controls are effective. Reviews are to occur annually or when triggered by some other event, ie an incident or change of work practice. Your supervisor will regularly review these practices with you.

4.3 Drug and Alcohol Free Workplace Policy

Council is committed to providing a drug and alcohol free workplace in order to protect the interests of both our employees/contractors and the public.

Council will not tolerate any employee presenting for duty in an unfit state so that in carrying out normal work activities they do not: expose themselves, their co-workers or the public to unnecessary risks to health and safety.

Possession or consumption of illegal drugs and/or alcohol will not be tolerated on Council work sites or within Council vehicles without permission or being in accordance with the Drug and Alcohol Policy

To determine your responsibilities, talk to your Supervisor.

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4.4 Smoke Free Workplace Policy

The purpose of this policy is:

- To achieve a workplace free from the effects of environmental smoke.
- To ensure the health, safety and welfare of employees and other users of Council facilities.
- To provide positive assistance to staff to quit smoking.

To protect all workers from the effects of passive smoking, smoking is prohibited at all times in all Council buildings, work areas and vehicles/items of plant. Council will actively support and encourage those employees wanting to cease smoking. Smokers who require assistance to give up smoking should contact Council's Occupational Health Coordinator.

4.5 Protective Clothing and Equipment Policy

It is the aim of Wyong Council to substantially reduce injuries and losses due to industrial accidents and/or occupational diseases. The wearing of Council issued clothing and safety equipment is obligatory on all worksites and in depots, treatment plants and other buildings. Failure to wear protective safety clothing and equipment as required will lead to disciplinary action.

The policy also applies to Contractors working on Council controlled sites.

4.6 Vaccination Policy

Council offers and encourages vaccinations to employees in defined risk areas. All new employees in the identified areas will be required to undergo vaccination. This will be arranged as soon after commencement as possible.

4.7 Manual Handling Policy

(Occupational Health and Safety Regulation 2001, Part 4.4)

Council recognises that the manual handling of materials, equipment, furniture, people and animals within the workplace is potentially hazardous to health and safety. A manual handling program aimed at preventing the occurrence of injuries resulting from manual handling tasks, will be developed and implemented within each department. This program will be based on a risk assessment of identified tasks considered to present an ongoing hazard if left uncontrolled.

In the event that a manual handling task poses high or medium level risk the supervisor, in consultation with worker, shall undertake a manual handling risk assessment.

Manual Handling techniques to follow are:

- Get a good footing and never try to lift anything which you consider is outside your capacity. If you think the object is too heavy or bulky, get help – either from one or more persons or some mechanical lifting device.
- Place feet about shoulder width apart in a good comfortable balanced position.
- Bend at the knees to grasp the load.
- Keep back straight - not vertical but straight. It should not be arched or bent. Tuck chin in to “lock” the spine.
- Take a firm hold on the load with the palms of the hands - not just the fingers (N.B. you need gloves to protect against any sharp protruding objects).
- Lift gradually by straightening the legs - let the strong thigh muscles do the work - not the low back muscles.

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- Do not twist the body when lifting, or turn one of your feet. If you have to change direction turn your feet, not your trunk (body).
- Carry the object close to your body (if you can) and watch where you are going.
- When lowering, maintain a good grip and keep the back straight. Watch out for pinching of your fingers.

4.8 First Aid Policy

(Occupational Health and Safety Regulation 2001, Clause 20)

Wyong Shire Council is committed to continuously improving the management and standards of Occupational Health and Safety. This commitment extends to the provision of first aid facilities and training of first aid officers to assist employees who suffer an injury or illness in the workplace.

4.9 Chemical Management Policy

Wyong Council's chemical management system includes a risk assessment and approval process.

A risk assessment will be undertaken on any chemicals that are rated dangerous or hazardous, prior to their use. This assessment will take into account the type and nature of the chemical, the use it is to be put to and the amount of exposure liable to be experienced by the user.

All new chemicals will be subject to an approval process, to be undertaken by the OH&S Section, prior to their inclusion as a store item and prior to their initial use.

All chemicals will be used in accordance with the relevant Material Safety Data Sheet (MSDS). MSDS should be obtained when obtaining chemical.

4.10 Working in Hot and Cold Environments Policy

This policy provides guidelines and establishes requirements for the protection and well being of staff working in an outdoor environment exposed to the effects of solar radiation and/or working in extremes of temperature and humidity.

It allows for the provision of products, equipment and procedures to manage exposure to solar radiation and work activities that may be required to be undertaken in high/low temperature and/or high/low humidity environments.

Council's approach will be in line with its commitment to the principles of risk management, whereby managers/supervisors are required to complete a risk assessment of the tasks to be undertaken and implement appropriate controls as to eliminate or manage the risk identified to an acceptable level.

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5.0 RISK MANAGEMENT

5.1 Induction

(Occupational Health and Safety Regulation 2001, Part 8.2)

As part of Council's general induction process, staff are provided with Occupational Health and Safety induction training.

Staff working outdoors are deemed to be involved in construction work, as defined in the Code of Practice – OH&S Induction Training for Construction Work. All outdoor staff are therefore required to complete training in line with the conditions of this code:

- a general OHS induction training course;
- a work activity OHS induction training course, and
- site specific OHS training.

5.1.1 General OHS Induction (Wyong Shire Council) – Clause 13

Part of the induction process, familiarises participants with the basic principles of health and safety management within Council, in order to assist in the prevention of injury and illness at work.

5.1.2 General OHS Induction to Construction Activity – Clause 217

This training is to familiarise participants with basic principles of health and safety in the construction industry. This training is provided in the form of a documented training course approved by WorkCover.

5.1.2 Work Activity OHS Induction Training – Clause 218

This training is to provide participants with knowledge of the health and safety issues that are relevant to the construction work activities undertaken by particular industry sectors, organizations or employers.

5.1.3 Site Specific OHS Induction Training – Clause 219

This training will be provided in the form of OH&S information and instructions specific to a particular workplace or site. These site inductions are based on the hazard identification, risk assessment and control measures.

5.2 Risk Management

(AS3931 and Occupational Health and Safety Regulation 2001 Clauses 9-12)

Risk management is not something that can just be fitted in when an employer has time or the workplace is a little quiet. OH&S laws require that hazards are identified and that procedures are in place and are used to identify, assess and control hazards:

- before setting up and using a workplace;
- when planning work processes;
- before installing, commissioning or erecting plant;

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- whenever changes are made to:
 - the workplace;
 - the system or method of work;
 - the plant used;
 - the chemicals used;
- whenever new information regarding work processes becomes available.

How can this be achieved?

A hazard is defined as anything (including work practices or procedures) that has the potential to harm the health or safety of a person. Risk is the likelihood of something happening that would have an adverse impact and the severity of that impact.

To meet the requirements previously listed, you need to think about health and safety whenever decisions are being made about how the work is to be done and whenever plans are being made to improve productivity or reduce costs.

Risks are most effectively identified when work activities are actually being designed, planned, talked about and decisions about the impact on health and safety can be made uncompromisingly. This means risk management **must** be: planned; systematic; done at the right time; and comprehensive, to cover all potential hazards and risks.

All employees must identify, assess and control hazards at work.

Identification

- Identify all risks that could cause injury or illness to anyone in the workplace.

Assessment

- Assess the risk and prioritise in order of high risk to low risk.
- Assessment is to be undertaken in consultation with the person doing the job.
- The Hazpak matrix is used for hazard identification and analysis.

Control

- Identify and implement the most suitable method of controlling the risk.
- Control methods are to be identified and implemented in consultation with the person doing the job.

Hierarchy of Controls

Control measures may vary with each hazard and may require a combination of measures. They may include but are not limited to:

•	Elimination	The most effective means of control
	By design, replacement, etc.	
•	Substitution	↑
	With less hazardous materials or processes – the resultant risk should be more tolerable.	
•	Engineering Controls	⇕
	For example automation, remote control, guarding, mechanical handling, ventilation, bunding, isolation.	
•	Administrative Controls	
	For example, standard work procedures, housekeeping, training, supervision, emergency procedures, work permits, maintenance schedules, etc.	↓
•	Personal Protective Equipment (PPE)	The least effective means of control.
	Steel cap boots, safety glasses, gloves, etc.	

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5.3 Hazard Reporting

(Occupational Health and Safety Regulation 2001, Clause 16)

If you see any condition, practice or method of working which appears dangerous, if you are able - fix it and then report it to your Supervisor immediately. If not, report it immediately to your supervisor. Council's computer system can be utilised to report hazards which may have an affect on employees, contractors and/or members of the public.

5.4 Procedure for the Resolution of Occupational Health and Safety Issues

There are a number of steps to be followed in the resolution of safety issues.

Step 1	Employee/ Contractor	Identification of hazard. If possible employee/contractor makes hazard safe. If not possible, employee/contractor reports hazard to supervisor.
Step 2	Supervisor	Supervisor investigates and, where possible, resolves issue. If unable to resolve to the satisfaction of those concerned, report to OH&S Committee representative.
Step 3	OH&S Committee Representative	Employee/contractor and/or Supervisor and Committee representative carry out an appropriate investigation and consult with employee/contractor affected by the issue. If not resolved, issue is passed on to upper management.
Step 4	Further Consultation	Manager responsible for that work area and the Safety Co-Ordinator is informed and involved in the investigation and discussions with all parties concerned. If not resolved, OH&S Committee gets involved.
Step 5	OH&S Committee	Special meeting is convened. The Committee gathers information from other Councils, consultants and other relevant people for the purposes of resolving the issue. If not resolved, WorkCover is notified.
Step 6	WorkCover Inspector	Committee or Council can notify the WorkCover Authority for advice on resolving the matter.

Resolution Advise Committee of resolution, record for future reference and inform affected employee/contractor of the resolution. Supervisors to provide the initiative and follow up action to maintain the agreed resolution within their own section.

5.5 Site Safety

In order to ensure work site safety, a full understanding of what constitutes a work place is needed. For the purpose of Occupational Health and Safety legislation a workplace is any location where work is undertaken including access to and exit from that place or site.

The Occupational Health and Safety Act, Division 1, Section 8 assigns the obligation for Worksite Safety. This obligation is placed with the employer and is to ensure that the place is safe to carry

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out the tasks involved in the project. Safe means safe for staff involved in the activities, contractors who may come on to a work site, visitors who may attend the work site, and members of the public that may be affected by any activities that may be undertaken. The Site Supervisor represents the employer on site and has the responsibility to implement and maintain systems and procedures provided by the employer to ensure site safety is achieved and maintained for the life of the project. That is, continuing until full restoration of site to pre-project status or condition is achieved.

Site Safety is achieved by the application of Council's Risk Management approach to the activity being undertaken and the specific site conditions experienced, ie the identification, assessment and control of hazards arising from the activities within the project and the site itself. The following steps should be followed:

- Hazards are identified during the Project pre-start site inspection, where appropriate Safe Work Method Statements (SWMS) for activities are identified and selected. These SWMS detail standard hazards and suitable controls for those hazards.
- If hazards exist on the site that are not covered by SWMS then a site specific risk assessment must be developed to eliminate or manage these hazards, for the life of the project.
- When all hazards have been identified, site induction must be delivered to all who have business on the work site and site security arrangements put in place to prevent any unauthorized access.
- There is an obligation to provide alternate means of access around any construction or hazard established.
- Should conditions on site change, a subsequent site inspection must be undertaken to ensure hazard control is still effective. These changes may include but are not limited to the following:
 - Site activities changing e.g. excavation, to above ground works
 - Environmental conditions e.g. weather, day, night etc
 - Activities adjacent to the site, people using the area, traffic patterns
 - Emergency situations e.g. bush fire, flooding etc.
 - The introduction of a change in the method of completing the work e.g. excavation to using a directional bore etc

5.6 Warning, Prohibition and Danger Signs

Warning, prohibition and danger signs are erected for your safety and well being. These signs must be obeyed at all times.

5.7 Site Inspection

There are different levels of inspections that need to be undertaken for worksite. All permanent worksites must be inspected every six months using the Site Inspection Checklist. Under the Injury Reduction Program work areas are to be inspected regularly using the Inspection/Hazard Identification Report book. Regular site inspections allows for Council to be proactive in hazard identification.

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6.0 PERSONAL INJURY/ WORKERS COMPENSATION & RETURN TO WORK PROGRAMME

(Workers Compensation Act 1987 & Workplace Injury Management & Workers Compensation Act 1998)

6.1 Reporting

All accidents must be reported to your supervisor as soon as possible.

All accidents, injuries, dangerous occurrences and near misses must be reported to the Safety Section on the Wyong Shire Council Occurrence (accident / incident) Reporting Hotline for entry into the SafeTsmart database. These must then be forwarded to Council's Risk Management Section within 24 hours. Council also has a treating doctor staff may be required to make an appointment with.

Occurrence Reporting Hotline
43505789

6.2 Accident Investigation

All accidents/injuries must be investigated immediately by the supervisor responsible for the activity and copies of the investigation reports sent to the OHS Team for recording in the SafeTsmart database. Depending on the severity, ie if WorkCover has to be notified or the Hazpak measurement of the risk involved is 3 or greater, then an "Incident Investigation Report" shall also be completed by the supervisor.

Auditing of corrective actions taken will take place at unspecified intervals.

6.3 WorkCover Notification

(Occupational Health and Safety Act 2000, Section 86
Occupational Health and Safety Regulation 2001)

Incidents notifiable to WorkCover include:

- Any dangerous occurrence involving an imminent risk of death or serious injury to any person (eg electric shock, road accidents, trench collapse, escape of gas or dangerous goods) or substantial damage to property (eg vehicle roll over, plant or equipment failure) . These incidents shall be reported immediately to the OH&S Section Occurrence Reporting Line 43505789.
- In the case of a non-employee who cannot carry out their usual activities, for a continuous period of at least 7 days. These situations include people placed on suitable duties for a period of 7 days or more.

In the event of a serious injury or fatality, the workplace or accident site shall be secured and left undisturbed for a period of 36 hours or until all investigations have been completed by the appropriate authorities (eg. Police, WorkCover NSW).

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6.4 Workers Compensation

All employees shall notify their supervisor of any accident or injury as soon as possible.

If you have time off due to an accident or incur any expenses eg. Doctors' accounts etc, you must contact your supervisor and Risk Management immediately for notification purposes and arrange to fill in a Workers' Compensation Claim and other relevant forms that will be available in the Workers' Compensation Package.

The Risk Management Section will provide you with a claim number for reference purposes only. This should not be seen as an acceptance of liability. You will receive an advice at a later stage as to Council's decision on your claim.

6.5 Injury Management

What Is Injury Management?

- It encompasses all the activities associated with ensuring the early return to the workplace of an injured worker, including treatment, rehabilitation, retraining, claims management and employment management practices.
- The main tool for injury management is the provision of suitable duties at work.

Obligations

More Timely Injury Management

Council/Insurer

- Establish a return to work program outlining the procedures that will apply when a person is injured at work, as well as the steps to be taken to provide rehabilitation and suitable duties. A summary of the return to work plan must be displayed in the workplace.
- Consultation between employees and Council in the establishment of the Injury Management Plan (IMP).
- Provide suitable duties as far as practical in accordance with restrictions nominated by the treating doctor (suitable duties are short term).
- Individual Injury Management Plans are developed for every worker who has a significant injury. (Significant injury is where an employee is unable to perform their normal job for more than 7 days). This plan ensures the worker receives prompt, appropriate medical treatment and a planned and managed return to work.
- Provide a register of injuries which is Wyong Shire Council Occurrence (accident / incident) Reporting Hotline 4350 5789. This allows workers to report any work related injury details.
- Comply with obligations imposed under the Injury Management Plan.
- Nominate a return to work co-ordinator.

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Employee

- Take reasonable care in the performance of work so as to prevent work related injuries to self and others.
- Must notify Council as soon as possible after an injury (and before voluntarily leaving the work site at which the injury has happened).
- Obtain a WorkCover medical certificate from treating doctor.
- Nominate a treating doctor who will participate in the development and implementation of the Injury Management Plan.
- Participate and co-operate with establishment of Injury Management Plan.
- Comply with obligations imposed under the Injury Management Plan.
- Make all reasonable efforts to return to work.
- Failure to comply with the injury management requirements may result in suspension of weekly Workers Compensation payments. If benefits are reinstated, suspended payments cannot be recovered.

Nominated Treating Doctor

- Must be prepared to participate in the development and implementation of the Injury Management Plan.
- Council can request a change to the nominated treating doctor when the chosen doctor is not participating in the injury management process in accordance with the Act.

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7.0 HAZARDOUS SUBSTANCES

(Occupational Health and Safety Regulation 2001, Part 6.4)

7.1 Purchasing of Hazardous Substances

New chemicals must have a risk assessment undertaken and be approved for use by the OHS Section. Approved chemicals will then be added to Council's Approved Chemical List.

7.2 Handling of Hazardous Substances

Never handle any chemicals without first obtaining, reading completely and fully understanding the Material Safety Data Sheet (MSDS) for the chemical you are about to work with. MSDSs are to be obtained from suppliers of chemicals (either external supplier or Council Stores) and a copy should remain at the worksite at all times.

- There are many different types of chemicals stored and used throughout the Council's area of operations.
- Be familiar with chemicals that you may come in contact with and where you can obtain the information.
- Ensure chemicals are only used for the approved application and that chemicals are stored according to the requirements of the MSDS.
- Know what personal equipment must be worn to safeguard yourself during work, or if spillage/escape occurs.
- For all substances marked as hazardous on the Material Safety Data Sheet, ensure all signs required are in place and storage and transport requirements are complied with.
- Obey all signs relating to dangerous substances and instructions on work procedures.
- All training needs must be identified.

7.3 Asbestos

There are a number of controls in place to manage asbestos within Council and across the Shire. There is an Asbestos Management Plan and a Building Register detailing buildings and sites that contain asbestos. Both of these are available on the intranet. Asbestos awareness courses are run within Council and specific training is identified for staff that require it for their work activities. There are SWMS in place for working with asbestos.

If you encounter suspected asbestos, contact the Depot Clark on either 4333 2400 for Long Jetty Depot or 4350 3100 for Charmhaven Depot. Do not touch the asbestos and leave the site if necessary. If you have had an exposure to asbestos contact the OHS Section on 4350 5789.

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7.4 First Aid for Employees/Contractors Who Contact Hazardous Substances

- First aid procedures for substances are contained in the Material Safety Data Sheet (MSDS) for that substance. It is important to have quick access to MSDSs for **ALL** chemicals used on sites in order to provide effective first aid.
- Safety showers with eye baths are provided at strategic points. Make yourself familiar with the location of the eye/shower bath closest to their jobs and ensure that it is in operable condition before starting to handle any chemical.
- Use clean water to wash chemicals from eyes. Wash your eyes for 15 minutes. Use eyewash fountains where available.
- If you are splashed by chemicals, leave your goggles in place until chemicals have been washed off unless chemicals have entered the eyes under the goggles. Remove eye protection only after chemicals have been removed by washing.

7.5 Personal Hygiene

Skin diseases and other irritations, such as dermatitis or tinea, can be prevented by maintaining standards of personal hygiene.

Employees should:

- Wash hands thoroughly before eating, drinking or smoking
- Wash hands before and after using the bathroom
- Keep clothes in clean and good order discarding clothing that is torn or worn
- Clean all relevant PPE used with antibacterial wipes
- Use barrier cream when required before handling oils or chemicals



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8.0 CONFINED SPACES

(Occupational Health and Safety Regulation 2001, Part 4.3)

8.1 Confined Spaces Work

No person shall enter into a confined space unless they have received training in confined spaces entry procedures, declared competent in this work practice and have been issued with a copy of Council's Confined Spaces Procedures and Codes.

A confined space, in relation to a place of work, means an enclosed or partially enclosed space that:

- is not intended or designed primarily as a place of work, and
- is at atmospheric pressure while persons are in it, and
- may have an atmosphere with potentially harmful contaminants, an unsafe level of oxygen or stored substances that may cause engulfment, and
- may (but need not) have restricted means of entry and exit.

Examples of confined spaces within Council include valve pits, water reservoir, sewer pumps, cargo/storage containers and dump trucks.

Any suspected confined spaces identified must be reported.



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9.0 FIRE AND EMERGENCIES

(Occupational Health and Safety Regulation 2001, Clause 17 and 62)

9.1 Emergency Preparedness

All work areas within Council must have an evacuation plan displayed and procedures in place. Evacuation Drills are undertaken regularly in different work area , such as the Civic Centre, Depots and Child Care Centres. Wardens will be designated for all work areas and their names and locations displayed.

9.2 Fire Precautions

Make yourself familiar with the location of fire extinguishers in your workplace, the type of fire they are designed to fight and their methods of operation. Fire fighting equipment has to be tested and inspected every six months. If you use a fire extinguisher you should inform your supervisor who will then arrange for a replacement. No employee can be required to fight a fire. The decision to fight a fire must always be taken in terms of the risk involved and for Council employees the use of fire fighting equipment is on a voluntary basis.

Never try to combat a fire that is in a position that could cause you, or any other persons close by, personal risk. Do not attempt to control the fire unless it can be dealt with quickly and safely.

Buildings

- If specific fire procedures apply to your work area these will govern the emergency steps to be taken in the event of fire. Otherwise an alarm should be raised immediately a fire is detected.
- Give your name and exact location of fire (floor level – area).
- Alert others in your immediate area and remain calm.
- Follow instructions given by Emergency Wardens.
- Fire Hydrants, hose reels and extinguishers must be kept free of obstruction at all times (at least 1 metre clearance).

Outdoor Work

- Phone Emergency Services on **000** – Mobile phone emergency services on **112**
- Inform Fire Brigade of exact location of fire
- State briefly the type of fire (eg. Bush fire/motor vehicle/gas/etc)
- If in an isolated area arrange to meet the fire brigade at a given location and guide them to the scene of the fire.

9.3 First Aid

Nominated First Aid Officers are required to hold a current first aid certificate from a WorkCover approved, recognised, accredited provider, which enables them to provide first aid treatment to injured employees without putting their own health and safety at risk. They must also ensure that any first aid kits appointed to them are fully stocked and maintained. They are also to keep a register of treatment provided.

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10.0 PLANT AND EQUIPMENT

10.1 Plant

Plant items are to only be used by staff who are trained, competent and authorised to do so. It is the responsibility of both the operator and the supervisor to ensure all required licences are current.

10.2 Council Vehicles

Whether the vehicle you drive is a truck, tractor, car etc., there are a number of provisos which have been placed on the users of such vehicles. Broadly:

- No smoking in any Council vehicle at any time.
- You must be correctly licensed to operate the vehicle.
- Respect the rights of other road users.
- Adopt safe driving practices.
- Know the current road and operating rules and adhere to them.
- Passengers must not ride on mobile equipment unless proper seating is provided.
- When dismounting from any mobile equipment operators are to ensure that the vehicle/plant is stationary, properly secured and when dismounting, climb down facing the cabin using hand and foot holds – maintain three points of contact. Do not jump.
-

10.3 Ladders

(AS1657/AS1892.1)

Avoid falls from ladders by observing the procedures in place for safe ladder use. Ladders are to be inspected every six months using the Ladder Inspection Checklist.

10.4 Inspection, Testing and Monitoring

Council has an Inspection, Testing and Monitoring Program in place. Items that require inspections include:

- All lifting equipment such as slings and chains, are inspected and tagged *monthly* with the correct coloured tag corresponding to the month
- Electric hand tools require *monthly* inspections through Small Plant
- Equipment requiring calibration such as noise monitors, gas monitors, temperature gauges
- Motor vehicles
- First aid kits are inspected *monthly* by nominated first aiders
- Fire extinguishers, blankets, sprinkler systems are tested every *six months*

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11.0 PERSONAL PROTECTIVE EQUIPMENT

(Occupational Health and Safety Regulations 2001, Clause 15)

If a SWMS exists requiring the use of personal protective equipment for the task to be undertaken it shall be read in conjunction with these guidelines. All mandatory PPE signage must be obeyed.

11.1 Safety Helmets (Hard Hats)

(AS 1801:1997)

Safety Helmets must be worn wherever there is a potential danger of material falling from above and/or where there are cranes or backhoes working in the area.

Do not misuse your safety helmet. Any damage to your helmet could reduce its effectiveness as a safety device.

11.2 Eye Protection

(AS 1337:1992)

Safety glasses are available from the store. You must always wear eye protection when using grinding wheels or where danger of flying particles, splashes or hazardous liquids or chemicals and burns from hot metals exist.

These safety glasses are issued from the store to employees/contractors and protect you from harmful UV radiation; some are tinted purely for comfort of the wearer. UV rays still exist on cloudy days, so it is essential that you wear them at all times. These glasses will also protect your eyes from flying particles and other similar hazards.

11.3 Hearing Protection

(AS 1270:2002)

Of the many causes of deafness, exposure to excessive noise is one that can be guarded against. Investigations have shown that exposure to high noise levels, whether at work or elsewhere, can cause damage to the ear mechanism, and any loss of hearing caused by excessive noise could be permanent.

High noise levels may be caused by a single operation or process such as grinding, drilling, operation of machines, use of hammers, boilermaking, air tools or explosive power tools or may be produced by machinery such as pumps in pump stations, etc.

Approved ear muffs or plugs must be worn when any activity produces noise levels of 85db or more. Hearing protection must be worn in designated areas. When noise on a job is excessive suitable ear protection such as ear plugs or ear muffs will be provided.

People entering into or visiting in these areas must wear hearing protection which will be supplied.

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11.4 Foot Protection

(AS 2210.1:1994)

Outdoor Staff

Safety boots with steel toe caps are to be worn at all times in designated areas. Bare feet, sandals, slippers, thongs or any soft soled shoes are not permitted in work shop area or any work site where you are employed by Wyong Shire Council. Clean, dry, woollen socks give more protection than nylon stretch socks and are recommended but not compulsory. The use of foot powder is recommended to prevent Tinea or other skin diseases.

Indoor Staff

Safety shoes with steel toe caps are to be worn whenever indoor staff are entering operational areas or workshop areas.

11.5 Clothing

All employees/contractors must wear protective clothing and footwear as supplied by Wyong Shire Council and as required for specific jobs/tasks such as welding, oxy cutting, the use of chemicals and general work duties.

Torn or loose fitting clothing must not be worn. Avoid loose sleeves, ties and belt ends.

Finger rings are dangerous and if you must wear them at work then they must be taped..

11.6 Gloves

(AS 2161.1:2000)

Wear gloves to protect your hands when removing chokes from pumps, handling sharp, rough or splintery objects, cement, concrete, chemicals or acids.

Do not wear gloves when operating machinery or near moving machinery because they may get caught and cause you an injury.

11.7 Maintenance

All PPE needs to be routinely inspected to ensure it is compliant with the relevant Australian. PPE is to be stored appropriately and cleaned, such as ear muffs, respirators when required using antibacterial wipes.

11.8 Sun Protection

Employees/contractors must wear the Council approved long sleeved shirts, long trousers/shorts, wide brimmed hats and UV protected glasses at all times while working in the sun. UV protective cream is to be applied to exposed parts of the body prior to sun exposure and at regular intervals during the period of exposure.

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12.0 HOUSEKEEPING

12.1 Housekeeping

Good housekeeping practices will be observed in all areas. Keep work areas, aisles, passageways, stairs, escape routes, access to fire extinguishers, etc, free of tools, rubbish and equipment. Keep work areas clean and tidy.

12.2 Floors

Damaged and defective floors should be reported for attention. Floors are to be kept free from oil, grease or obstructions.



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INTERPRETATION

If you are in doubt regarding any rule contained within this Handbook you should discuss the matter with your Supervisor, refer to the OH&S Management System or to Safe Work Method Statements. All employees/contractors are responsible to ensure that these rules are properly observed and applied.

CONCLUSION

Remember - health and safety is everybody's business. We all have a part to play.

It is a condition of your employment that you continually observe the instructions contained in this handbook, and in any other safe working instruction with which you are issued.

You must realise that there are many dangerous situations that can arise in the work environment. Some are easily recognisable, others lie and wait for you - the unwary. Loose ground, slippery or rough surfaces underfoot, projecting objects are some examples. You must always be vigilant and assess the situation and you must advise your mates to look for hidden hazards and be equally vigilant so that they too will avoid injuries to themselves and not cause injuries to you and other workmates.

Remember:

Accidents Do Not Just Happen.

In Each Accident There Is A Cause.

Behind Each Cause There Is A Hazard.

To Prevent Accidents Remove Or Isolate The Hazard.

Report all Occurrences on 43505789

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