

OCCUPATIONAL HEALTH & SAFETY SITE INDUCTION HANDBOOK

FOR EMPLOYEES, CONTRACTORS, VOLUNTEERS AND VISITORS

September 2006

Endorsed by Manager Business Support on 25/9/06
Policy No OHS013



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Notice to Contractor

Under the Victorian Occupational Health and Safety Act 2004, North Central Catchment Management Authority (North Central CMA) has a responsibility to ensure the safety of its employees at all of its worksites. In this document, unless otherwise stated, a reference to employee also includes contractors, volunteers and visitors, and a reference to a worksite means a place where industry is located or where labour takes place but does not include a place where office-based staff are employed. This package has been developed to ensure your safety whilst engaged by, or visiting, any worksite controlled by North Central CMA. As an employee at a North Central CMA worksite you are required to comply with all Occupational Health & Safety (OHS) policies and procedures that have been adopted by the authority.

If you require any further information about a particular safety issue, please contact North Central CMA Risk Management Coordinator on (03) 5440 1804, or visit our website at www.nccma.vic.gov.au

North Central CMA Occupational Health and Safety Policy

North Central CMA is committed to providing its employees with a working environment that is safe, secure and without risks to health.

North Central CMA will establish and review measurable health and safety objectives and targets. The objectives and targets ensure continual improvement in safety systems and the elimination of work-related injury and illness whenever practicable.

North Central CMA's health and safety objectives include:

- ∨ Controlling workplace hazards, as far as reasonably possible
- Monitoring the timely closure of health and safety issues (compliance achieved)
- ∨ Ensuring management compliance with Occupational Health and Safety legislation
- Providing relevant information and instruction to employees, contractors, volunteers and visitors on OHS.
- All accidents, incidents and near-misses are reported

North Central CMA's health and safety targets include:

- ∨ Number of incidents (whether requiring medical treatment or not) are reduced
- Conducting at least one safety audit of all work sites where works are less than two weeks duration
- Where works are greater than two weeks duration, conduct a safety audit each two weeks (where possible)
- ∨ Increasing the number of days since the last 'time lost' injury occurred.

Responsibilities

All employees have a responsibility to take reasonable care for their own health and safety and for the health and safety of persons who may be affected by their actions.

Consultation

North Central CMA will consult with employees as required by Section 35 of the Occupational Health and Safety Act, to ensure the workplace is safe, secure and healthy. In return, North Central CMA expects employees to comply with the safety policies and procedures which have been developed, endorsed and implemented to protect their well-being.

Communication

All employees will be provided with a copy of this handbook. It is also available on the authority's website at www.nccma.vic.gov.au. This policy will be reviewed annually as part of North Central CMA's management process.



Environment Policy

As an integral part of coordinating the management of natural resources in the north-central region, the North Central CMA is committed to:

- Safeguarding and improving the communities we service and in which we operate
- ∨ Eliminating or managing hazards and practices in our business which could cause unacceptable impacts on the environment
- ∨ Compliance with all appropriate regulatory requirements and codes of practice relating to environmental impacts of our business
- ∨ Implementation of an Environmental Management System (EMS) in accordance with the requirements of AS/NZS ISO 14001:2004.

All reasonable steps and procedures must be taken by a contractor to ensure operations are conducted with due regard to environmental issues and in compliance with all appropriate legislative requirements.

Equal Opportunity

North Central CMA is an equal opportunity employer and is committed to ensuring a work environment that allows all employees to work to their full potential.

North Central CMA is committed to providing a work environment that is free of all forms of discrimination, harassment, bullying and workplace violence. This commitment will be achieved by providing relevant workplace education and awareness, and by having appropriate policy's in place. Should any employee have any complaint regarding equal opportunity issue he/she may report it to their manager or Equal Opportunity Contact Officer.

Occupational Health and Safety Procedures

1. Compliance with the Occupational Health and Safety Act and Regulations

Any services performed by contractors engaged by North Central CMA, must be carried out in accordance with the requirements of the Occupational Health and Safety Act 2004, and all relevant Regulations and Codes of Practice.

Section 21, OH&S Act 2004 - Duty of Employers

'An employer must, so far as is reasonably practicable, provide and maintain for employees a working environment that is safe and without risks to health'.

Section 25, OH&S Act 2004 – Duties of Employees

'While at work, an employee must take reasonable care for his or her own health and safety; take reasonable care for the health and safety of persons who may be affected by their acts or omissions at a workplace and co-operate with the employer'.

Contractors must ensure that their employees, sub-contractors and all other persons involved in provision of the service are aware of their obligations under the Act and take all reasonable steps to comply.

2. Safe Work Practices

Contractors must ensure that all work performed and materials used to complete the works are maintained in a satisfactory standard and do not impose any risk, so far as is reasonably practicable, to the health and safety of anyone on site.

3. Workplace Hazard Identification, Risk Assessment and Risk Control

A Site Safety Plan together with a relevant Standard Operating Procedure for the task(s) shall



be completed at each worksite. The Site Safety Plan and Standard Operating Procedure should be completed by all employees involved in the activity, not just the principal contractor or supervisor. Hazards should be identified, assessed and appropriately controlled to ensure a safe workplace. The following list includes some of the high risk activities for which a Standard Operating Procedure shall be used:

- Working with or near electricity
- ∨ Traffic management
- ∨ Fencing
- ∨ Rock chute
- ∨ Pile fields
- Weed management
- ∨ Willow management
- ∨ Rock truck
- ∨ Revegetation
- ∨ Beaching
- ∨ Field days

Copies of completed Site Safety Plans shall be forwarded to North Central CMA Risk Management Coordinator.

4. How to Report a Safety Concern on the Job

Any safety concerns relating to a job you are working on should be directed immediately to:

- ∨ Your employer (in the first instance)
- ∨ The relevant North Central CMA supervisor or manager
- ∨ Your Health and Safety Representative
- ∨ North Central CMA Risk Management Coordinator.

Reports of safety concerns may be verbal in the first instance. However, once they are brought to the notice of North Central CMA staff they shall be documented using OHS Hazard Report Forms (see Appendix A).

5. Accident Reporting

All accidents, incidents and near misses must be reported to the relevant North Central CMA person responsible on-site as soon as possible, to prevent the possibility of the accident or incident recurring. If an injury is sustained seek medical assistance immediately. For Ambulance dial 000 (112 on mobile).

Reports shall be made immediately (or as soon as possible within twenty four hours) using the Incident Accident Near Miss form (see Appendix B). The process for reporting is:

- ∨ Immediately notify your employer and North Central CMA supervisor
- ∨ North Central CMA supervisor shall complete the Incident Accident Near Miss form and forward to Risk Management Coordinator
- ∨ Risk Management Coordinator will complete other documentation and (where applicable) report the matter to Work Safe Victoria.

6. First Aid Facilities

A first aid kit shall be maintained at the worksite. Generally, North Central CMA staff on site will be trained 'first aiders'.

7. Personal Protective Equipment

All North Central CMA personnel have been issued with appropriate personal protective equipment (PPE) which is suitable to deal with routine hazardous tasks. In all cases PPE is a supplement to other control measures implemented to minimise risks. Employees must have adequate PPE suitable for performing the required tasks. All protective equipment shall meet relevant Australian Standards. The North Central CMA project manager or responsible person on site shall ensure that all volunteers and visitors have appropriate PPE.



PPE shall be maintained by individual users and kept in a serviceable condition. PPE for visitors and volunteers shall be maintained by the Risk Management Coordinator.

8. **Smoking**

Smoking is not permitted on any North Cental CMA premises. Care should be taken not to expose non-smokers to tobacco smoke. Butts and matches shall be disposed of properly.

9. Electrical

All electrical power tools shall be checked prior to use and maintained appropriately. Power leads must also be checked and tagged every three months. When intending to work in close proximity to overhead or underground powerlines an appropriately trained person – ie the contractor, must (*where required*) obtain a 'Permit to Work' from the Powercor and ensure a competent power spotter is on-site.

When excavating, "Dial Before You Dig' service should be contacted to ascertain the location of subterranean pipe and cable locations ('phone 1100).

10. Falls Prevention

Contractors are required to submit a Hazard and Risk Assessment before commencing any work at heights greater than two metres. The requirements of the OH&S (Falls Prevention) Regulations 2003 must be followed.

11. Use and Maintenance of Plant and Equipment

Contractors shall ensure that all equipment required to complete the work is kept in good working condition and be complete with any safety devices fitted by the manufacturer. No modification that would reduce the operational safety standard of the plant or equipment will be permitted. Contractors must ensure compliance with the Occupational Health and Safety (Plant) Regulations 1995. Maintenance records for all North Central CMA owned plant and equipment shall be kept by the Risk Management Coordinator.

12. Manual Handling

All tasks involving hazardous manual handling must be assessed for risks using a Hazard and Risk Assessment (see Appendix C). The requirements of the OH&S (Manual Handling) Regulations 1999 must be adhered to.

13. Trenching

If intending to complete any works in a trench greater than 1.5 metres in depth, a 'notice of intention to commence excavation operations in trenches' must be faxed to WorkSafe at least three (3) days prior (for planned works).

14. Noise

Obligations of the OH&S (Noise) Regulations 2003 shall be adhered to by contractors engaged by North Central CMA. High noise levels are often present on worksites. If employees are to be exposed to high levels of noise effective control measures must be implemented: Hearing protection (PPE), signs, labels or other appropriate means

15. UV Protection

It is North Central CMA policy that employees working outdoors wear appropriate PPE. This includes long or three quarter length sleeve shirts, long trousers, broad brim hats, sunglasses and 30 plus sunscreen. The wearing of shorts, short sleeve shirts and uncovered footwear is



not permitted when working outdoors.

16. Licences

Where required, all works must be carried out by a suitably qualified or licensed person. Details of licenses and qualifications must be provided to North Central CMA prior to commencement of works and recorded on Standard Operating Procedures (where applicable).

17. Emergency Procedures

Emergency contact numbers:

North Central CMA – phone: **54487124** (Business hours) Police, Fire, Ambulance – phone: **000**, **or mobile 112**.

18. Site Inductions

Prior to entry onto a North Central CMA work site, **all** employees, contractors, visitors and volunteers must be inducted. An induction shall explain:

- ∨ Site safety rules and policies (eg drugs and alcohol, smoking, horseplay etc.)
- Site amenities and welfare facilities
- ∨ Site specific hazards and control measures
- ∨ How safety issues and disputes are sorted out
- ∨ How to report safety hazards and unsafe work practices
- V How to report incidents, accidents and near-misses
- ∨ What to do if you are injured
- ∨ Where first aid kits are located and who is the 'fist-aider'
- ∨ How and when it may be appropriate to make a WorkCover claim.

This is an induction for each individual worker, not a company induction. This induction shall be carried out by a North Central CMA person on site, the principal contractor or whoever is in charge of the site at the time. No person shall enter a North Central CMA site without being inducted.

Person's inducted onto North Central CMA worksites shall sign the Site Safety Plan to acknowledge that they have been made aware of the hazards, risks and other safety information that forms part of the site induction.

Environmental Requirements

19. Understanding North Central CMA's Environmental Management System

North Central CMA is committed to improving the natural environment, and works undertaken by the authority are conducted to achieve this aim. All employees are to ensure that their activities do not cause or contribute to significant adverse environmental impacts.

20. Major Issues/Non-conformance to OHS

North Central CMA has a procedure for recording and managing major issues, non-conformances and corrective actions. These procedures form part of our Contractor Engagement Policy and are available on the authority's web page at www.nccma.vic.gov.au. This procedure must be used to record significant issues identified by North Central CMA staff. Contractors who notice any non-conformance to OHS must indicate this to the site manager.



$\label{thm:linear} \textbf{HEALTH}, \textbf{SAFETY\& ENVIRONMENT SITE INDUCTION FOR CONTRACTORS AND VISITORS}$

Record of Induction

	Yes	or	N/A
Notice to Contractor			
OH&S and Environment Policies and Equal Opportunity Statement			
Compliance with OH&S Act and Regulations			
Safe Work Practices			
Workplace Hazard ID, Risk Assessment and Control			
How to Report a Safety Concern on the Job			
Accident reporting			
First Aid Facilities			
Personal Protective Equipment			
Smoking			
Electrical			
Falls Prevention			
Use and Maintenance of Plant and Equipment			
Manual Handling			
Confined Space Entry			
Trenching			
Dangerous Goods and Hazardous Substances			
Asbestos			
Noise			
UV Protection			
Licensing			
Emergency Procedures			
Site Inductions			
Environmental Requirements			

CONTRACTOR/VISITOR – PLEASE PRINT:	
Name:	
Company:	
Address:	
I have been instructed and will comply with the instructions a	and obligations contained in this site
induction handbook.	
Signature:	
<u></u>	_
NORTH CENTRAL CMA STAFF TO COMPLETE:	
Name of Person completing induction:	Date:



Appendix A

OHS Hazard Report

Use this form to report situations that have the potential to cause an accident. For example, it should be used to report faulty equipment, poor work methods/practices, office hazards and dangerous work sites. It should also be used to report situations where hazards have been identified and eliminated.

Incidents and near misses should be reported on Incident/Accident/Near Miss report forms.

After completion please forward this form to the Risk Management Coordinator.

Date
Reported by
Location
Details of hazard
Action taken or recommended



Appendix B

Incident/Accident/Near Miss Notification Form

 Personal Details: To be completed by the person involved in the incident/accident near miss 				
Status:	Staff member	·· Contractor		·· Visitor
Name:			Date of Birth: _	
Address:				
Phone (H):				
If an employee:	Position:		Department: _	
If a contractor:	Company:		Phone:	
If a visitor:	Contact Details:			
2. Incident/	Accident/Near Mi	ss Details		
Date of incident/a	ccident/near miss:		Time:	
Location:				
Reported to:	Name:		Position:	
Date reported:			Time:	
Describe the incid	lent/accident/near miss in	detail:		



Appendix C

HAZARD IDENTIFICATION AND RISK ASSESSMENT - NCCMA

Activity/Process:		Site / Location:	Site / Location:			
HAZARD	POSSIBLE OUTCOMES	RISK ASSESSMENT	RISK CONTROL MEASURES			
I						
Completed by:	Reviewed By:					