

OCCUPATIONAL SAFETY & HEALTH EMPLOYEE INDUCTION BOOKLET

OCCUPATIONAL SAFETY AND HEALTH POLICY

Baker Personnel is aware of its responsibilities in regard to the Occupational Safety and Health of the employees whom it employs.

As all employees are located at host company workplaces and or sites, Baker Personnel will assist host companies to become aware of their responsibility in providing safe workplaces and sites.

Additionally, all employees employed by Baker Personnel are directed to ensure that they comply with all Safety and Health policies, information, instructions and requirements applicable to the host company's workplace or site.

Each employee must: -

- 1) Adhere to all safe work practices, instructions and rules
- 2) Perform all duties in a manner, which ensures the individual 's safety and health and that of others

When in the employment of the host employer and working at another employer's workplace or site all employees are to comply with any Occupational Safety and Health procedures, rules and instructions that the host company may have in force at that workplace or site.

Baker Personnel will consult regularly with employees and host companies to ensure effective implementation of the policy and that the safety and health issues are regularly reviewed.

GENERAL DUTY OF CARE

This section outlines the "General Duty of Care" provisions contained in Western Australian Occupational Safety and Health Legislation.

Everyone has responsibilities for ensuring safety and health at work. This includes employers, employees, self-employed persons and other, such as people who control workplaces, design and construct buildings or manufacture and supply plant.

Duties

These are expressed in broad terms, for example:

- An employer must, as far as is practicable, provide a work environment in which employees are not exposed to hazards;
- Employees must take reasonable care for their own safety and health, and that of others, at work; and
- Self-employed persons must, as far as practicable, ensure the work does not adversely affect the safety and health of others

These wide ranging duties are called 'general duties of care'.

EMPLOYER'S GENERAL DUTY OF CARE

An employer duty of care under the OSH legislation is to ensure, Where practicable, employees are not exposed to hazards while at work. Employers are required to provide employees with:

- Safe Systems of Work
- Information, Instruction, Training and Supervision;
- Consultation and Cooperation;
- Personal Protection;
- Safe Plant and Substances; and
- Reporting of Fatalities, Injuries and Disease

EMPLOYEE'S GENERAL DUTY OF CARE

An employee's duty is to take reasonable care for their own safety and health at work and to avoid harming the safety and health of other people through any act or omission at work.

The employee's duty does not stand-alone. It is complimentary to the employers duty.

The employee needs to receive the appropriate information, instruction, training and supervision for them to be able to work safely. Employees must ensure they

- Follow the employer's safety and health instructions
- Use personal protective clothing and equipment as intended
- Take good care of equipment (use, storage, etc.)
- Report all work related injuries, possible harm to health, near misses or likely hazards
- Cooperate with employers so employees can carry out their duties under the Act

ALCOHOL AND DRUGS

Policy

The use, possession, sale or supply of, or being under the influence of illegal drugs or using or being under the influence of alcohol or any other intoxicating substance while working in the course of employment (whether on or off Company premises) is strictly prohibited. This prohibition includes the use of prescription or non-prescription drugs which may result in the potential impairment of an employees performance or their ability to work efficiently and safely. The requirement to use this type of prescription or non-prescription medication must be brought to the attention of your Manager.

If an employee is found to be in breach of this Policy, he or she will be subject to disciplinary action.

- Employees must not present for work under the influence of illegal drugs or alcohol
- Illegal drugs or alcohol must not be taken onto any work site
- Breaches of Baker Personnel or a Host Employer's drug and alcohol policy may place the persons employment at risk

RESOLUTION OF SERIOUS OSH ISSUES

Your Host Company may have specific procedures for resolution of the issue.

If the issue is not resolved to your satisfaction you must contact your Baker Personnel Manager **IMMEDIATELY**.

- No employee is to knowingly place themselves (or other persons) at risk of injury or harm to their health at work
- If you believe you are at imminent and serious risk you must:
 - Withdraw from the work area or risk
 - Report to your Host Manager
 - Accept reasonable alternative work
 - Refer the matter to an OSH representative if necessary
 - Contact Baker Personnel if the issue is not adequately resolved

OSH COMMITTEE AND REPRESENTATIVES

The Occupational Safety and Health Act 1984 provides for the establishment of OSH committees and the election of OSH employee representatives.

The purpose of committees and representatives is to provide an environment of cooperation and consultation on workplace safety and health matters.

If you have a problem or issues relating to workplace safety and health, you should ALWAYS DISCUSS IT WITH YOUR HOST COMPANY MANAGER FIRST. If you are still concerned you should request the attendance of your safety and health representative and follow the safety and health issue procedure.

If you have any general suggestions relating to safety and health you may discuss them with a safety and health committee member.

PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

If you are not sure as to how or where personal protective equipment is to be worn you must ask your relevant manager.

- Personal protective equipment supplied for your use must be worn where required
- It is your responsibility to take reasonable care of your PPE and protective clothing
- Baker Personnel will replace at no cost to you any protective clothing or PPE needing replacement due to reasonable wear and tear
- You should contact Baker Personnel or host employer manager if you need replacement PPE or protective clothing

HAZARD REPORTING

- If you identify a hazard in the workplace you must report it to your host employer
- If you are not satisfied that the hazard has been addressed you should approach your host employer manager
- Baker Personnel must be contacted if the hazard is not addressed and there is a likelihood you could be injured by exposure to the hazard

REPORTING OF ACCIDENTS AND INJURIES

It is your duty of care as an employee to report all workplace accidents and injuries.

Even if an accident does not result in an injury or damage to property (near miss) it must be reported.

- Report all workplace accidents and injuries to your host employer as soon as you can
- Do not leave the workplace before reporting
- Report any lost time to your Baker Personnel manager

WORKERS COMPENSATION & INJURY MANAGEMENT

If you have a workplace related injury or disease and cannot work for a certain amount of time because of the disability, you are able to make a claim for entitlements under the *Workers Compensation and Injury Management Act*

- If you are injured at work you must notify Baker Personnel and host employer as soon as possible
 - Unless in an emergency you must not leave site without notifying your immediate manager
 - Do not drive yourself if you are seriously injured
 - You must tell the treating doctor that it is a work related injury
 - You must complete the *Workers' Compensation Claim Form* available from the host employer, Baker Personnel or WorkCover (Baker Personnel or host manager can assist)
 - Your manager will send the claim form to WorkCover within 3 days of receiving it from you
 - Failure to complete the form will result in delays in payments to you or your doctor's bills
 - You will be advised if the claim has been accepted or not
 - Baker Personnel will make every effort to return you to gainful employment as soon as practical following a work injury
 - You have an obligation to co-operate with your employer in injury management and vocational rehabilitation
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IDENTIFYING WORKPLACE HAZARDS

There are a number of ways of identifying potential sources of injury or disease at work. Selection of the appropriate procedure will depend on the type of work processes and hazards involved.

Procedures may range from a single checklist for a specific piece of equipment or substance to a more open-ended appraisal of a group of related work processes. A combination of methods may provide the most effective results.

- Methods of identifying workplace hazards include:
- developing a hazard checklist;
- conducting walk-through surveys;
- reviewing information from designers or manufacturers;
- analysing incident, accident and injury data;
- analysing work processes;
- consulting with employees;
- examining and considering material safety data sheets and product labels

Hazards may be grouped into three categories - physical, mental and biological. Within each category there are further hazard groups, or types. It is useful to consider these hazard types when identifying work related hazards to ensure that a wide range of potential hazards are considered.

Many hazards cannot be eliminated from your workplace. If you follow the safety instructions and safety rules we are able to control exposure to hazards.

Main Points

- Learn about the particular hazards in your work environment
- Be alert when moving around the workplace
- Ask your manager or fellow workmate to point out the hazards for you
- Attend and participate in workplace safety meetings

ASSESSING RISK & CONTROLLING HAZARDS

After you've identified all the possible sources of injury or harm in your workplace, the idea is to try to eliminate or minimise these hazards. Assessing the risk associated with each is a way of working out which to tackle first.

Main Points

- Risk assessment helps to prioritise remedial action when dealing with workplace hazards
- Tackle high risk hazards first
- Be very sure you are working to relevant safe work procedures for work incorporating high risk (eg Hazardous substances, electrical plant)
- Hazard control methods that do not rely on the person doing something (eg elimination, or engineering controls) are most effective

WARNING SIGNS

Warning signs come in many differing configurations, colours and sizes. Signs are placed in the work environment to warn employees of workplace hazards that may not be immediately and easily recognizable.

Symbolic signs are often used as a means of visual communication that is superior than words.

Safety signs are mandatory and must be complied with at all times

Main Points

- Failure to comply with workplace safety signs could result in serious injury and may also be considered a serious breach of safety company safety policy

HAZARDOUS SUBSTANCES

It is unlikely you will use and handle hazardous substances such as cleaning products, detergents and disinfectants. Chemicals and hazardous substances in the workplace need not be dangerous if used safely. Awareness of possible risks, even from ordinary substances, can help prevent sickness, discomfort and injury.

It is important that your manager makes sure you use hazardous substances according to the manufacturers or supplier's written instructions (the Material Data Safety Sheet or MSDS) and the agreed safe work procedures for your workplace.

If you need more information on the substances that you are using, ask your manager or safety and health representative.

Main Points

- Read and understand MSDS prior to using any hazardous substance that you have no prior knowledge of
- Check the label on the container before you use any hazardous substance
- Always use the personal protective equipment provided
- Ensure you have fast access to eye wash or safety shower facilities if they are needed
- The best first aid for treatment of a substance in the eyes or on the skin is water, water, water
- Treat any chemical in your eyes as a serious injury and seek urgent medical treatment

HOUSEKEEPING

Every employee has a responsibility to ensure that his or her respective work area is maintained and left in a clean and safe condition at the end of each day.

Main Points

- Walkways and work areas must be kept clear of obstructions and tidy
- Always use bins provided for discarding waste materials or garbage

MANUAL HANDLING

When approaching the problem of safe manual handling of materials there are three important questions you should ask:

- Can mechanical equipment be used in place of manual handling?
- Can the load be lightened or suitably shaped for manual handling?
- Have you been trained in proper methods of lifting and carrying?

Almost one-quarter of work injuries occurring during manual handling are strains to the hands, legs, feet, and back. You should know your physical capabilities and only tackle jobs you can safely handle. It is also important to have been trained in the right techniques of lifting and carrying.

Main Points

Look after your own safety by:

- Putting the load on wheels if you can, instead of carrying it
- Using mechanical handling equipment if you have been trained to use it
- Ensure the load is within your capabilities
- Wearing and using the right equipment for the job
- Checking the weight of the load before lifting/moving
- Not lifting loads higher than is necessary
- Removing or securing loose objects on the load, before lifting
- Getting assistance if the load is too heavy or awkward for you to handle on your own
- Making sure that there is a clear walkway to your destination and a safe stacking place

PREVENTING FALLS AT WORK

Many office related injuries are caused by slips, trips and falls, some of these type of injuries can be very serious and result in long term disabilities for the un-fortunate employee concerned. Accidents of this nature can be prevented with a little thought on behalf of the employee.

Tripping over obstructions, falling down steps or falling off chairs and desks are just a few examples and accidents that can occur in the office environment and can be easily prevented.

Main Points

- Do not use chairs, desks or other office furniture to climb on to gain access
- Protect other employees and the public by making sure you have signposted slip/trip hazards when working
- If need to gain access to high objects such as filing use a set of steps or other approved access platform
- Never run when at work
- Wear sensible footwear
- Take care when using the stairs and use the handrail provided
- Do not create trip hazards for yourself and others
- Clean up spills immediately

WORK STATION SAFETY & HEALTH

Poorly set-up computer workstations or poor work practices on behalf of the employee can create a situation where you can be at risk of long term work related injury and disabilities.

The provision of comfortable and adjustable equipment, which enables the operator to adjust heights and distances to individual needs is vital in ensuring the risk of injury is reduced.

Main Points

Chair	The height of the operator's chair should be adjusted so that the elbows are approximately the same height as the home keys
Footrest	If there is an adjustable footrest it should be adjusted so that the knees are slightly higher than the hips
Desk	If the desk is adjustable it should be set so that the elbows are at the same level as the home keys
Floor	Feet should be flat on the floor or supported by a footrest
Chair adjustments	Adjust the height of the lumbar support to rest in the natural contour of the lower back, just above the hips
Screen	The screen should be positioned so that the top portion is approximately the same height as the operator's eyes. The viewing distances should be about 400 – 550 mm
Document holder	Document holders are useful in reducing forward stooping to view paperwork flat on a desk. They should be adjusted so that the document is in front of the operator and at the same visual distance
Mouse	Use the mouse as close to the side of the keyboard as possible Use a mouse pad to assist ease of control. Position the mouse at the height of the elbow or slightly below
Posture	Good operator posture should be comfortable and supported by properly adjusted furniture <ul style="list-style-type: none">• Shoulders should be relaxed, not hunched• Head should be upright. Avoid excessive forward or backward bending of the neck• Spine should be supported by the chair backrest• Wrist should be straight and in line with the forearm• Feet supported and adequate leg room under the desk• Avoid leaning forward• Avoid pressure on the front edge of the chair as this can cut down blood circulation in the legs

Keyboard operators should:

- Arrange work so that materials, equipment and controls are within easy reach
- Ensure workstation furniture is correctly adjusted so that good operating posture can be adopted
- Start keyboard work slowly each day in order to warm up, also reduce keyboard strokes slowly at end of day to assist with cool-down
- Do not accumulate work breaks
- Take short keyboard breaks every 30 – 60 minutes and perform other work tasks that use different muscles and actions
- Report any defect equipment
- Report any pain of discomfort relating to computer keyboard work

ELECTRICAL REQUIREMENTS

Only appropriately qualified persons are legally allowed to repair, service or otherwise work on electrical equipment and tools in a workplace.

All portable power tools, electrical equipment and electrical leads must be inspected and maintained in a safe operational condition.

It is a general duty of care that all electrical tools and equipment is routinely checked by the user before use and placed out of service if found to be defective. Ensure that you do not use any electrical item if it appears to be damaged.

Main Points

- Only use equipment and tools for the purpose for which they have been designed
- Keep electric leads away from sources of damage
- If you find someone who has been electrocuted, approach with extreme caution. Make sure the current is turned off. Use heavy duty insulated gloves, dry wood, dry cloth or rubber to free the casualty
- Only licensed electricians are permitted to repair electrical equipment
- Dangers from electricity are not self evident. An electrical conductor looks the same whether it is alive or dead. Always assume that electrical wire and equipment is alive and treat with caution
- Report any exposed electrical wires to your manager immediately
- Always turn off the source of supply before connecting any piece of equipment, no matter how small or insignificant it may seem

OFFICE FIRE PROTECTION

Fire extinguishers are situated throughout all workplaces and on some mobile plant and equipment. Familiarise yourself with the location of extinguishers, the type of fire they are designed to fight and their method of operation. If you don't know these points, a minor fire could become a major one.

If you are not familiar with the use of portable fire extinguishers do not attempt to use one on a fire.

Main Points

- If a fire is too big to be put out by hand extinguishers, report the emergency immediately and offer assistance to evacuate
- Never use a water fire extinguisher (All RED cylinder) on an electrical fire or a fire associated with electrical components
- Fire extinguishers should be kept free of obstructions and in plain view at all times
- If you use a fire extinguisher, tell your manager so that he can arrange a replacement
- Any fire, no matter how small, must be reported to your manager
- If attempting to put out a small fire, always maintain escape route

EMERGENCY PROCEDURES

Every workplace should have basic emergency procedures in place.

You should make yourself familiar with the procedures that apply to the workplace to which you have been assigned. This should be achieved during your Host Company Induction.

If you are not certain of any of the following, ask your Manager:

Main Points

The following should be achieved during your Host Company Induction:

- The location of the first aid box, facility or accident reporting book / log
- The identification of the first aid persons
- To explain the emergency evacuation procedure
- Location/s of emergency exits
- Location/s of assembly points

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received one copy of the Baker Personnel Occupational Safety and Health Booklet.

I undertake to read the Booklet and will ask my Manager if there is anything, in the Booklet, that I do not fully understand.

I will also:

- Wear the required personal protective equipment relevant to my workplace.
- Report any safety and health hazards I become aware of.
- Consult and cooperate with Baker Personnel management on safety and health matters.

DATE: _____

EMPLOYEE NAME: _____

(Please print)

SIGNATURE: _____

**BAKER PERSONNEL
MANAGER:** _____

SIGNATURE: _____

(PLEASE: Date / Print / Sign and return THIS PAGE ONLY to Baker Personnel)

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