**Site Induction**

**Project:**

**Introduction**

This guide is designed to give employees, subcontractors and visitors information on **Specialised Geo Pty Ltd's** Safety Management System and provide specific rules when working on site. By reading and understanding this guide, everyone working on site will be able to play their role in maintaining a safe workplace.

The key purpose of this guide is to advise:

* OH&S obligations under the *OH&S Act 2000* and *OH&S Regulation 2001:*
* Identification, assessment and control of hazards relevant to the current project;
* Any relevant operational issues in the management of subcontractors.
* All Client standards and policies

Employees, subcontractors and visitors are required to undergo Site Induction training prior to commencement of works and/or site visitation. The Site Supervisor is responsible for ensuring the Site Induction training is undertaken. Verification of personnel having received the General Industry OH&S induction training prior to commencement of works will be conducted if required. Site Induction training will take place on site.

**Site Information**

Site access and security:

* Construction work will be within the construction area. Work outside the premises will need approval by the client.
* Personnel on site should know:
* All access and egress points, and emergency procedures;
* First Aid location;
* Location of fire fighting equipment (A copy of the Site Plan is available in the Site Shed).

**Content of Training**

The content of the Site Induction training shall be consistently conveyed in accordance with the following:

1. **Legislation**
2. **Site Specific Risks**
3. **Responsibility and Accountability**
4. **Standard Operating Procedures**
5. **Site Organisation**
6. **Fatigue Arrangements**
7. **Site Facilitates & Amenities**
8. **Incident Reporting**
9. **Emergency Procedures**
10. **Risk Management**
11. **Authorisations to Work**
12. **Prestarts & Toolbox Talks**
13. **Job Safety Observations**
14. **Equipment and Apparatus**
15. **Personal Protective Equipment**
16. **Alcohol & Drugs**
17. **Housekeeping**
18. **Working at Heights**
19. **Environment**
20. **Hazardous Substances**
21. **Heat Stress**
22. **Smoking Policy**
23. **Mobile Telephones**
24. **Perimeter Fencing & Safety Signage**

The Site Supervisor, or the person conducting the training, must emphasise the relevant information to the persons being inducted and ensure records of the training are maintained.

**1. Legislation**

The following statutory requirements apply for all works undertaken at Tom Price site**:**

* OH&S Act 2000
* OH&S Regulation 2001
* Client standards, rules, policies and directives.

All persons must:

* Work in accordance with the **Specialised Geo Pty Ltd and Client** safety systems on site;
* Take care for their own safety and that of other persons who may be affected by their acts or omissions; and
* Co operate and comply with all safety instructions given
* Abide by Specialised Geo’s Safety Rules

**2.** **Site Specific Risks**

Site specific risks have been identified as follows:

* Fire hazards
* Fuel vapours
* Ignition sources – use of mobile phones is prohibited within the work area (prior to visiting the site all phones are to be switched off, usage of phone is only allowed within the site shed).
* Compressed air incidents
* Working at Heights & Falls
* Unauthorised access to site injury from plant & equipment or power source
* Workers, Pedestrians & Property Damage from Vehicles
* Material Handling
* House Keeping
* Environmental risks
* Falling objects – Rock falls or materials from height
* Heat exhaustion

**3. Responsibility & Accountability**

*Workers Responsibilities*

It is the responsibility of all workers on site to work in a way to protect the safety of themselves and others on site. These responsibilities include, but are not limited to, the following:

* Ensure all employees, contractors and visitors are site inducted
* Follow health and safety legislative requirements
* Follow all site safety policies, procedures and regulations
* Arrive to site in a Fit for Work state
* Promptly report all incidents and near misses to the Site Supervisor
* Report to the Site Supervisor any defects in equipment or PPE
* To not work in any situation which may cause harm – to report any unsafe condition or unsafe work practice to the Site Supervisor, and to make the situation safe before proceeding
* Cooperate with the Site Supervisor regarding any site health and safety issues, including incident investigations
* To be aware that any refusal to comply with any safety rule or directive can lead to dismissal from site

*Site Supervisor's Responsibilities*

The Site Supervisor is responsible for promoting a safe work environment and ensuring the safe work practices. The Site Supervisor's responsibilities include, but are not limited to the following:

* Advising personnel of any hazardous conditions and any precautions that must be taken to ensure safe work practices
* Ensure that PPE is worn by all workers and used correctly
* Conduct regular inspections and ensure prompt corrective action is taken to eliminate unsafe working conditions or practices
* Aid or conduct, accident investigations and taking corrective action as necessary
* Enforce **Specialised Geo Pty Ltd's and Client** OH&S regulations
* Take disciplinary action as necessary to ensure compliance with **Specialised Geo Pty Ltd's and Client** policies
* Provide a good example for employees by directing them to work in a safe manner

*Personal Accountability*

If it is found that an employee, subcontractor or visitor knowingly or repeatedly breaches any of the above site and safety responsibilities, then their authority to work on site will be withdrawn.

**4. Standard Operating Procedures**

To enable **Specialised Geo Pty Ltd** to meet its obligations under legislation and to control hazards in the workplace, standard operating procedures have been developed. These must be complied with. These procedures have been developed using risk based principles. Hazards associated with the task are identified and controls put in place in an effort to minimise hazards.

All tasks are to be covered by an appropriate SWMS. All SWMSs must be approved by the Project Manager. Copies will be filed in the site shed and are available at all times. All personnel are to be aware of, understand and comply with all JHA’s, SWMs and Risk assessments.

**5. Site Organisation**

**Principal**

Client

**Specialised Geo Pty Ltd**

**6. Fatigue Arrangements**

Hours of work for the project shall be as follows:

* The maximum hours of work permitted shall be 14 hours in any continuous shift, including travel
* Shifts longer than 10 hours shall contain (2) 30 minute meal breaks
* A minimum break of 10 hours between shifts shall apply

**7. Site Facilities & Amenities**

The Site Plan (located in the site shed) identifies location of First Aid station, amenities, site office, fire and evacuation assembly points, fire extinguishers, and parking.

**8. Incident Reporting**

An incident is any unplanned event resulting in, or having potential for injury, ill health, damage or other loss.

Incidents include First Aid, Medical Treatment, Lost Time, Restrictive Work and Non Injury Incidents. All incidents are to be communicated to all site personnel as soon as practicable after the incident.

In the case of a Serious Accident, Fatality or High Potential Incident, the site must be secured and all equipment left exactly as it is found. The scene can only be interfered with to save a life or prevent further injury.

**Report all incidents and near misses, no matter how minor they may seem, immediately to the Site Supervisor.**

**9. Emergency Procedures**

Persons injured must be assisted immediately, and ambulance and/or first aid officer called. Dial **000** for an ambulance, fire brigade or police.

Notify the operator of what is needed:

a. an ambulance; or

b. a paramedic/intensive care unit; and/or

c. fire brigade; and/or

d. police

Give the ambulance/fire brigade/police the following information:

* nature of emergency
* location of the emergency
* assistance required
* site contact number – **0400 722 111**
* any other relevant information

Ensure message is clearly understood and wait for instructions or information from the operator. Refer to Site Plan and Google Map for directions.

***First Aid***

All persons requiring first aid treatment are to contact the Site supervisor who will administer the treatment, and record the reason for treatment (accident/incident or illness) in the First Aid Register (located in site shed). First Aid kits are available in the shed and vehicles.

Your First Aiders are:

Anne-Marie Timmermans

Peter Dark

***Evacuation***

The site is to be evacuated in the event of fire or any other risk to safety. All personnel on site must evacuate when directed to do so.

The Assembly Area for an evacuation is: **Refer to Site Plan**

**10. Risk Management**

**Specialised Geo Pty Ltd's** safety system is based upon proper risk management. The aim is reduce all risks associated with the project to an acceptable level. We manage risk primarily by:

* Use of HAZPAK (refer to WorkCover NSW)
* Managing Hazardous substances
* Developing and updating SWMSs
* Issues of Permits to Work
* Conducting specific risk studies
* Incident investigation
* Using qualified and authorised operators
* Monitoring health
* Regularly inspecting plant and equipment
* Performing regular Job Safety Observations

**11. Authorisations to Work**

Prior to operating any plant or machinery on site, or doing any prescribed work (Dogging, Rigging, Scaffolding etc), personnel will need to be authorised to do that job. **Do not operate any machinery unless authorised to do so.** You will not be authorised to operate machinery unless you have been authorised by **Specialised Geo Pty Ltd.**

**12. Prestarts & Toolbox Talks**

Prestarts are conducted on a daily basis by the Site Supervisor at the beginning of each shift (unless there is a change that involves a brief). Topics to be discussed are:

* Work scheduled for the day
* Other people entering site (subcontractors, visitors) – what they will be undertaking for the day
* Safety precautions to be taken over and above the standard requirements
* All SWMSs. An SWMS must be prepared for all activities and signed off by all persons undertaking the work
* Hazards and housekeeping
* Daily plant and equipment inspections

As well, there will be weekly tool-box talks held to address specific safety topics and to review any incidents that have occurred.

**13. Job Safety Observations**

On site, the Site Supervisor is expected to carry out a minimum of one Job Safety Observation (JSO) per shift. The aim of this is to review an activity with the participants in order to see if all safety aspects of the job are being complied with and even more important, to see if safety on site can be improved. All personnel are encouraged to perform JSOs and discuss the results with the Site Supervisor.

**14. Equipment & Apparatus**

All equipment (machinery, tools, lifting gear, PPE, etc) must be inspected prior to use. Mobile plant and equipment must be inspected on arrival at site and then on a regular basis. Registers are provided (for lifting equipment, machinery, etc) and must be updated on a regular basis.

***Tagging***

All electrical equipment including leads and appliances must be checked and tagged 3 monthly (distribution boards, etc) as per Code of Practice, and checked visually by the user before each use. Care must be taken not to drop sharp objects on leads, not to immerse leads in water or damp locations and not to pull leads over sharp edges.

**15. Personal Protective Equipment**

**Specialised Geo Pty Ltd** has a procedure for the use of PPE, 8049 PPE Policy and Procedure. It is worn whenever on site. Exceptions only for breaks in work, inside offices/site shed, toilets, inside vehicles/equipment cabins. All personnel must be properly instructed on its use. All PPE must conform to Australian Standards and Client standards.

Personnel must wear at all times:

* Safety helmet – Industrial standard, (hats or caps must not be worn under hard hats) in designated areas
* Steel capped boots – no elastic sided boots allowed
* High Visibility long sleeved shirt and trousers, with the sleeves buttoned at the wrist
* Safety glasses
* Prescription glasses to have CR39 hard coat lens with side shields fitted
* Hearing Protection in mandatory signed areas or as required by risk assessment
* Respiratory Protection (as required by risk assessment)
* Gloves when working unless specifically exempted by the Site Supervisor as a result of a risk assessment – gloves to be of RTIO/BP guidelines
* Full face shields and safety glasses are required when shotcreting works
* Disposable overalls must be worn when mixing grout
* Seat belts must be worn in any vehicle or piece of equipment
* Sun protection to be worn when appropriate, including sunscreen, hats or sunglasses

**16. Alcohol & Drugs**

The consumption of alcohol or drugs on this site is prohibited at all times. If an intoxicated person is found on site, they will be dismissed from site indefinitely. Specialised Geo’s and Client, Drug and Alcohol Policy is to be adhered to.

**17. Housekeeping**

DO

* Gather up and remove debris to keep the work site orderly
* Plan for the adequate disposal of scrap, waste and surplus materials
* Keep the work area and all equipment tidy. Designated areas for waste materials are provided
* Keep passageways, access points, ladders, scaffold and gangways free of material, supplies and obstructions
* Secure loose or light material that is stored on site
* Keep materials at least 2m (5ft) from openings, rock face edges, excavations or trenches
* Remove or bend over nails protruding from lumber
* Wipe up spills immediately. Use of spill kit as per 8056 Spill Prevention and Response Policy.
* Keep hoses, power cords, welding leads, etc from laying in heavily travelled walkways or areas
* Cap all exposed reinforcement bars
* Ensure structural openings are covered/protected adequately (eg sumps, shafts etc)

DO NOT

Do not throw tools or other materials

**18. Working at Heights**

All personnel to undertake Working at Heights certification and deemed competent, and adherence to Specialised Geo’s Safety for Working at Heights Procedure.

Safe access to all work areas is required and area below secured to prevent entry.

Any person having to perform works above 1.8m must be supplied with and operate from a fully completed scaffold, or other acceptable working platform or safety device, eg EWP or safety harness. A certified scaffolder must erect scaffold over 3 metres high.

When using a ladder, it must project 1m above the roof, a ladder bracket to be used to secure at head where possible & check rubber feet and contact with ground prior to every use.

**19. Environment**

Everyone has a duty of care to the environment and it is important that everyone is aware of this as the penalties for breach is significant. It is in **Specialised Geo Pty Ltd's** interest to ensure personnel understand and comply with its Environmental System.

***Reporting environmental problems***

To report any environmental problems, notify the Site Supervisor immediately and/or refer to the Emergency procedure previously explained.

***Environmental Requirements***

To ensure compliance with environmental legislation and **Specialised Geo Pty Ltd's** Environmental Management System and Client standards and policies, the following issues should be observed:

* Where possible waste is to be recycled or reused on site
* Waste is not to be buried on site
* Erosion and sediment control measures are to be adopted and in place prior to any excavation work
* Potential pollutants are to be stored away from drains or waterways
* Do not wash brushes or dispose of chemicals or hazardous substances into drains
* Ensure machinery is regularly serviced and ensure any leaks or spills are cleaned up immediately
* Obtain approval from the Contract Supervisor prior to clearing any vegetation
* Reduce air contamination by maintaining effective mufflers and exhaust on equipment and reducing rising dust
* Reduce dust using alternative techniques (water barrier protection)
* Establish procedures for control of wet trades and concrete waste
* Only operate noise generating machinery at times permitted under the legislation

**20. Hazardous Substances**

Adherence to Hazardous Substances and Dangerous Goods Management Policy is to be maintained at all times including standards and policies of RTIO/BP.

Site Supervisor is to approve any material or substances before bringing them on site. Material Safety Data Sheets (MSDS) are provided on site for each item (refer to folder). Correct PPE must be used/worn when handling these items.

Material or substance must be stored in the area allocated. Before using the material or substance, MSDS must be read and clearly understood. Ask Site Supervisor if unsure. All containers will be clearly labelled.

**21. Heat Stress**

Heat stress is an ever present danger when working in Australia, especially in summer. To minimise the effect of heat stress, personnel should:

Wear a wide brimmed cover on the hard hat

Keep up fluid intake

Take regular breaks in high temperatures

Maintain PPE – especially long sleeves

Look after one another – signs of heat stress include pallor, redness of face, over- sweating, dizziness and drowsiness

**22. Smoking Policy**

Smoking is permitted on this site in designated areas only. No smoking is allowed in construction area. No lighters, matches are to be taken into the construction area. All personnel on site have an obligation to dispose of sources of ignition.

**23. Mobile Telephones**

Use of mobile phones is prohibited within the construction area. Mobile phones are to be switched off prior to entering the area. Usage is only available within the site shed.

**24. Perimeter Fencing & Safety Signage**

Existing, including any temporary barricades, perimeter fencing and safety signage are to be maintained throughout the project.

**Record Of Induction Training**

|  |  |  |
| --- | --- | --- |
| **Date:** | **Name:** | **Signature:** |
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