



Mount Isa City Council Contractor Induction

Welcome

Congratulations in commencing your engagement with Mount Isa City Council.

The purpose of this induction is to provide you with the framework in which you are to conduct yourself as an external resource to Council.

The induction and associated materials is mandatory to complete and you must complete the assessment and acknowledgment that accompanies this induction. Please return your completed documentation to Induction Facilitator.

We look forward to working with you!

Mount Isa City Council Elected Body

Mayor Danielle Slade



Cr Phil Barwick



Cr George Fortune



Cr Kim Coghlan



Cr Peta MacRae



Cr Paul Stretton



Cr Mick Tully



Mount Isa City Council – Organisational Structure



Code of Conduct

- The Mount Isa City Council's Code of Conduct is a set of standards and behaviours related to the way we do our work. It puts a responsibility on each of us to use sound judgement while at work.
- It aims to deliver best practice by ensuring those standards are clear and guided by sound ethics.
- By consistently applying these standards, we enhance public trust and confidence in each of us.
- Nothing in this Code interferes with your rights as a private citizen or a ratepayer.
- The Code does not cover every situation, however, the values, ethics, standards and behaviours it outlines are a reference point to help make decisions in situations it does not cover.
- If you act in good faith and in keeping with the spirit of the Code, you can expect to be supported by your colleagues, your supervisor/manager and by Council.

Mount Isa City Council's Code of Conduct for Employees provides an outline of the minimum behavioural standards required of all Council employees regardless of employment status.

Please see the Code of Conduct at the end of this presentation

Below are the principles underpinning the code...

Ethics:

- Integrity and Impartiality
- Promoting the public good
- Commitment to the system of government
- Accountability and transparency



Council Policies and Procedures

There are many Council Policies and Procedures in place that covers just about everything. Please ensure that you become aware of these, they are all important during your employment.

Council also use a program called magiQ which is a record management software. This software also contains our company policies and procedures.

Contact your Supervisor for a copy of any specific MICC Policies and Procedures, alternatively, Policy documents are also located in the H:\Governance-Staff\Organisational Policies folder.

Hierarchy of Reporting and Accountability

- In Council, we have a hierarchy of reporting and accountability. All levels of the business are required to follow the same hierarchy of reporting. You may report to a team leader who reports to a manager, who in turn, reports to a Director, for example.
- All employees must follow this hierarchy of reporting and accountability.
- If you have a concern with another team member or a problem with the work you are performing, please speak with your immediate supervisor. If the issue is with your supervisor, please escalate to their supervisor or manager.
- If you have an issue with a team member from another Directorate, speak with your supervisor, who will decide whether it warrants speaking to that staff member's supervisor.



Council Phones and Private Mobiles

Council Telephones

- Our telephone system has the capacity for you to redirect your external calls to another workstation should you not be available to take them.
- If you are leaving your workstation for an extended period of time, then please advise Customer Services of how long you will be away.
- If you are supplied with a Council mobile phone, it should be switched on and charged ready for use at all times.
- If you have missed a phone call, it is your responsibility to return contact.

Private Mobile Phones

- Employees must limit personal calls from their mobile phones to matters which, as a matter of urgency, must be dealt with during working hours.
- Personal mobile phones should not be used to make business calls. Council does not undertake to refund any business calls made from an employee's personal mobile phone.
- Workplace participants are free to use their mobile phones during morning/ afternoon tea/lunch breaks provided usage is not in view of Council customers and does not create a disturbance for other employees.
- Personal mobile phones lost/damaged will not be replaced/repared by MICC.

We request personal mobile phones to be set to silent mode during paid working hours.

Using IT Systems

- Based on job requirements, employees may be granted access to IT Systems using computers, mobile devices, telephones, and fax machines to assist in their job performance.
- IT Systems should only be used to carry out the work tasks they are required perform as part of their jobs.
- Council reserves the right to review any employee's files and messages to the extent necessary to ensure IT systems and IT services are being used in accordance with Federal and State law and Council's policies.
- Staff are not permitted to download and install applications without first consulting with IT and getting approval.
- If you are unsure or require advice on IT systems security at anytime then contact IT.



Misuse of Emails and Approved Chat Forums

Misuse of Emails and approved Chat Forums can result in disciplinary action up to and including termination.

The following examples of misuse are prohibited and include:

- Obscene, profane or offensive material from being transmitted over any company communication system. This includes, for example, accessing erotic materials, messages, jokes or forms that violate our harassment policy or create an intimidating or hostile work environment.
- Use of company communications systems to set up personal businesses or to send promote questionable business activities.
- Unauthorised use of other staff members profiles.
- Broadcasting unsolicited personal views on social, political, religious or other non-business related matters.
- Solicitation to buy or sell goods or services (please use staff notice boards).
- Emails to promote local activities/events (please use staff notice boards).

Fitness for Work

Employees, volunteers and external resources are responsible for ensuring they present to work in a condition in which they are able to carry out duties without risks to themselves or others.

For further information contact the People, Culture & Safety Department for a copy of the Fitness for Work Policy

Workplace Bullying and Harassment

- MICC is committed to providing a safe and healthy work environment in which all workers are treated fairly, with dignity and respect. MICC has zero tolerance to harassment and/or bullying.
- If you notice harassment and/or bullying happening at your workplace then inform your supervisor immediately.
- If there is bullying/harassment identified, then management shall address as per the current policy.
- A worker is bullied at work if:
 - a person or group of people repeatedly act unreasonably towards them or a group of workers
 - the behaviour creates a risk to health and safety.
- What isn't bullying at work:
 - An employer or manager can:
 - make decisions about poor performance
 - take disciplinary action
 - direct and control the way work is carried out.



Examples of bullying/harassment:

- behaving aggressively
- lies and rumours
- Intimidation or threats
- physical treatment
- unreasonable work demands

Please be aware that the People, Culture and Safety team have an open-door policy. You can speak with People and Culture at 23 West Street or Safety at the Depot!



Drugs and Alcohol

Under Council's Drug and Alcohol Policy, random drug & alcohol testing will be carried out.

- Council has **ZERO (0%) tolerance** as per the Drug and Alcohol Policy. Coming to work with drugs or alcohol in your system, not only puts you in danger but everyone around you as well.

Alcohol LIMIT as per the Drug and Alcohol Policy - 0.00 BAC

- This Policy is not restricted to the workplace. The obligations contained in this Policy extend to all functions and places that are work related, i.e. conferences, lunches, meetings, client functions, training etc.
- If you are attending an approved council function, this prohibition may be waived by the CEO.
- This Policy is not restricted to normal work hours, it includes overtime, meal breaks, call outs, on call, travel to and from work, and functions where you are representing Council.
- Testing is conducted for Pre Employment, Cause for Concern, Random and after an incident or accident.

NOTE:

- If you are on prescription medication, you have an obligation to inform your immediate supervisor and complete the Medication Declaration Form.
- A risk assessment shall be made regarding the safe operation of plant and equipment for those on medication.

Smoking at Work



Employees are prohibited from smoking in the following areas:

- Buildings and offices owned or leased by MICC.
- Vehicles, plant/equipment owned or leased by MICC.
- Within **5m** of entry of a building (inc. demountable or portable).
- Within/at 10m of a playground or skatepark.

Designated smoking areas:

- Each council workplace (including depot) has designated smoking areas.
- Please speak with your manager/supervisor for the designated smoking area specific to your workplace.

Respect those that do not smoke.

• **Work Health and Safety Policy Statement**

- MICC values the health and safety of its workers and all others who may be affected by our operations, buildings and facilities.
-
- If we value our own personal safety and that of our colleagues, we are less likely to take risks or shortcuts with safety that can easily prevent us from doing the things we enjoy away from the workplace.
-
- Please make yourself familiar with the content of our Work Health and Safety Policy Statement and consider how we can make your workplace and work methods safer to prevent injury to you or your colleagues.

- **(Statement displayed on all Notice Boards)**

Obligations of Workers and Other Persons – Workers Responsibility

Workers are responsible for:

- Conducting themselves in a manner that ensures not only their own health and safety but also that of everyone around them.
- Adopting and maintaining safe working practices in accordance with MICC policies, procedures, workplace instructions SWMS etc.
- Using appropriate personal protective clothing and equipment and maintain it when necessary.
- Operate only machinery and equipment you have the competency to operate.
- Report any faulty machinery and tools.
- Report any hazards or unsafe conditions.
- Report all accidents, injuries, incidents, near misses and damage to plant/equipment to your supervisor as soon as possible.
- Co-operate with any reasonable policy or procedure relating to health and safety in the workplace.
- Comply, so far as you are reasonably able, with any reasonable instruction that is given by a person conducting the business or undertaking.
- Keeping your work area in a clean and tidy state.

Work Health and Safety Team

WHS Team Responsibilities:

- ▣ Advise the Council about the overall state of health and safety the workplaces.
- ▣ Report hazards and recommend actions to remove or control these hazards.
- ▣ Identify and establish training programs.
- ▣ Assist with where required, in the investigation of any incidents, injuries, accidents and events at the workplace.
- ▣ Advise on the purchase, use, maintenance and replacement of personal protective equipment.
- ▣ Conduct Health & Safety Audits.

Work Health and Safety Procedures

- Work Procedures have been established and provided for your safety and the safety of others.
- Procedures give employees the required information on how to complete the job in the safest possible way.
- Procedures change according to the experience from the task being completed and continual feedback.
- Supervisors are able to access and provide employees with job related procedures.
- Please supply feedback on a procedure that you believe can be improved.

Incidents, Incident Reporting & Investigations

- ✓ All injuries, illnesses, near misses, plant damage and adverse health effects no matter how small or big must be reported after the incident has occurred.
- ✓ **Must be reported as soon as possible on the day of the incident to your immediate supervisor.**
- ✓ Must be recorded on the approved Incident Report Form and forwarded to the department Director within 3 days of the event occurring.
- ✓ The Incident Report/Investigation Form is to be used to record and investigate all incidents.
- ✓ Supervisors are to take responsibility and assist the injured worker to complete the form.
- ✓ Supervisors are to investigate all reported incidents and are able to obtain assistance from the WHSR or WHSA.

Reporting incidents helps keep accurate records that may identify areas of concern, therefore helping to minimise the re-occurrence of undesirable events.

Emergency Evacuation

Evacuation of your work area can be due to a number of reasons e.g. building fire, chemical spill etc. all employees are expected to be aware of the evacuation requirements:

1. Ensure you familiarise yourself with the Emergency Evacuation Procedure and designated assembly point for your building or area.
2. Ensure you are familiar with the Evacuation Diagram/s for your workplace.
3. Follow instructions given to you by the area Fire Warden.
4. Leave the building by the designated safe exit.
5. Go to the designated external assembly areas as instructed by the area Fire Warden.
6. Do not run or crowd exits.
7. Do not return to the building unless instructed.



**EMERGENCY
ASSEMBLY
POINT**

First Aid

- ❑ Know the location of your nearest first aid kit.
- ❑ Inform your supervisor of an injury. All injuries require an Incident Report to be completed.
- ❑ Record any first aid equipment and medical treatment in the book/form provided.
- ❑ Inform your supervisor if the first aid equipment is running low. If necessary notify the WH&S Advisor.



Sharps Awareness



Always be aware when you pick rubbish up by hand. Use rubbish tongs as they prevent any possibility of a needle stick injury.

Notify your supervisor of any instance that a needle has been discovered in your work area.



Report immediately to your supervisor if you believe that a needle stick injury has occurred to you during your work duties.

Make the area safe before moving on. Secure needle and disposed of correctly.

Good Housekeeping

- ▣ The tidier your workplace, the safer it will be.
- ▣ You should clean up as you go by:
 - Keeping floors and work benches clear of rubbish;
 - Keeping walkways clear;
 - Putting rubbish in the bin or a designated area;
 - Cleaning up spills immediately;
 - Storing tools and equipment in their appropriate area;
 - Designating a specific area on site to store site rubble or rubbish.
 - Just because you didn't make the mess does not mean you do not have to clean it up!



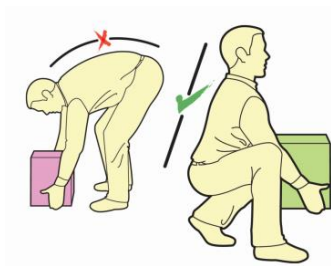
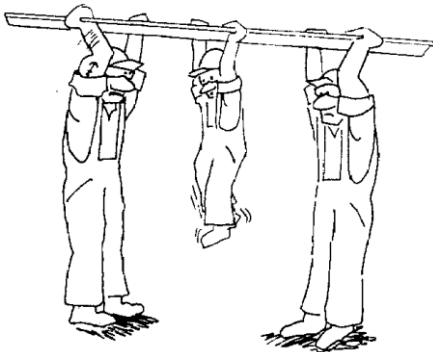
Manual Handling

Involved in nearly all work performed in our industry.

Must be conducted in a way to avoid sprain and strain injuries, especially to your back.

Injuries are sustained through:

- Incorrect lifting or handling practices.
- Poor habitual posture.
- Bad working habits:
 - Bending;
 - Twisting;
 - Slouching;
 - Arms raised;
 - Carrying a load too far away from your body.
- Repetitive work.
- Vibration



Ask yourself the following questions:

- ✓ Can I use mechanical lifting aids to do the work?
- ✓ Is the load too heavy?
- ✓ Can I slide it instead of lifting (push – don't pull)?
- ✓ Is the load in my safe lifting zone?
- ✓ Must I twist or stretch to get to the load?
- ✓ Have I stretched my muscles to warm up properly?
- ✓ Is the pathway clear of obstacles?
- ✓ Can I see where I am going?
- ✓ Do I need assistance – two person lift?

Manual Handling Rules for Lifting

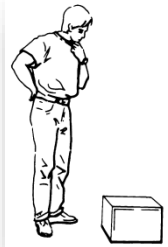
Step 1 – Plan for the lift



Decide where the load is to be placed.

Make sure your path of travel is clear.

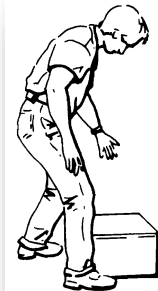
Step 2 – Prepare for the lift



Assess the weight of the load.

Decide how it is to be handled.

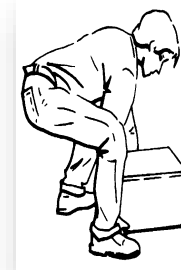
Step 3 – Determine the technique



Stand close to the load.

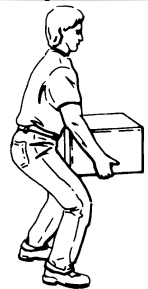
Adopt a balanced stance.
Avoid twisting, bending and reaching

Step 4 – Starting the lift



Bend your knees.
Ensure a firm grip.

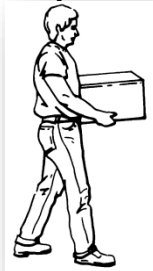
Step 5 – Lifting



Lift with your legs.
Let the leg muscles do the work.

Maintain your natural back and lift smoothly

Step 6 – Moving



Keep load close.

Maintain natural spine position.

Don't twist your back, move your feet.

Step 7 – Lower



Use the leg muscles to lower the load.

Keep your back as natural as possible, this applies to whether you are lifting or lowering a load.
Bend in a semi squat, don't twist your body.

Noise & Hearing Protection

- ❑ Any noise level above 85 dB(A) is considered excessive.
- ❑ A worker who is exposed to a high level of noise (above 85 dB(A)) must wear appropriate hearing protection.
- ❑ A sticker or some other indication of the noise level should be placed on equipment.
- ❑ If a normal conversation cannot be heard above the surrounding noise, the level may be loud enough to require hearing protection.



- Hearing Protection must be worn when:
 - ✓ Working with noisy tools, plant & equipment.
 - ✓ A mandatory sign indicating “Hearing protection must be worn” is displayed.
- If you are unsure how to use your ear plugs or ear muffs, ask your supervisor.

Hazards & Hazard Reporting

What is a Hazard?

A hazard is something that has the potential to cause harm to yourself or others including the environment.

- Everybody has a responsibility to report hazards;
- If you see a hazard, then it is your obligation to report and rectify.

Hazard Reporting

- ❑ You will identify hazards as go about your work.
- ❑ **If you see a hazard, you own that hazard.**
- ❑ If you cannot immediately rectify the problem, report it to your supervisor.

REMEMBER!!!!

It is everyone's responsibility to report hazards.

Risk Assessment & Control

Risk is the chance of something happening that may impact on your health and safety.

- You need to make an assessment of the risk of possible injury on the job you are about to perform.
- When conducting an assessment, you must consider the consequences and likelihood of something happening.
- Your supervisor, workplace health and safety representatives and workplace health and safety officers are able to assist you to conduct risk assessments.



Ensure you monitor and review the controls to ensure they are effective!

Risk Assessment & Control

	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	Medium	Medium	High	High	Extreme
Likely	Medium	Medium	Medium	High	Extreme
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

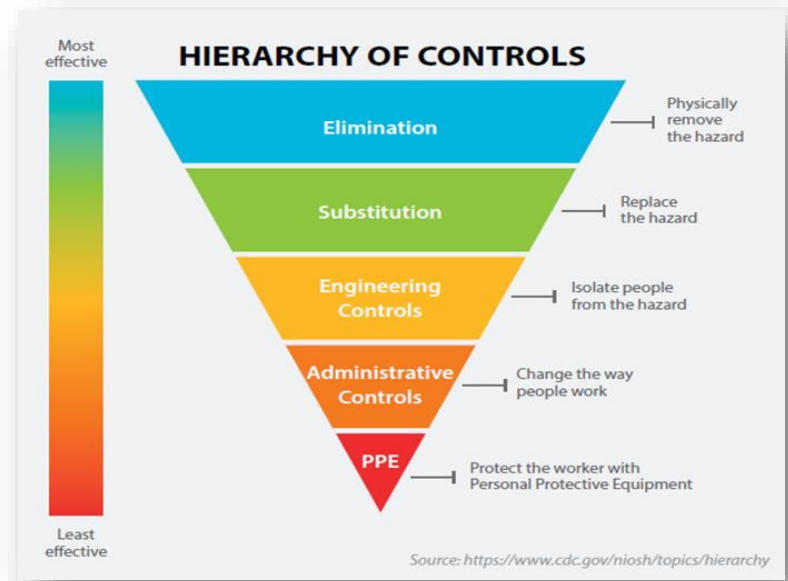
The consequences can only be altered if the hazard is eliminated.
The likelihood can be altered by applying an appropriate control.

Hierarchy of Controls

Once the hazard has been identified and the risk has been assessed, the risk needs to be controlled. When selecting appropriate control measures it is best to eliminate the hazard.

Examples are:

- Elimination – A permanent solution by eliminating the process, material or substance completely.
- Substitution – Replacing the process, material or substance with a safer one.
- Engineering – Re-designing or modifying the process, material or substance or the way the job is done.
- Administration – Limiting the exposure to the risk by job rotation, procedure or training.
- PPE – Using personal protective equipment (PPE).



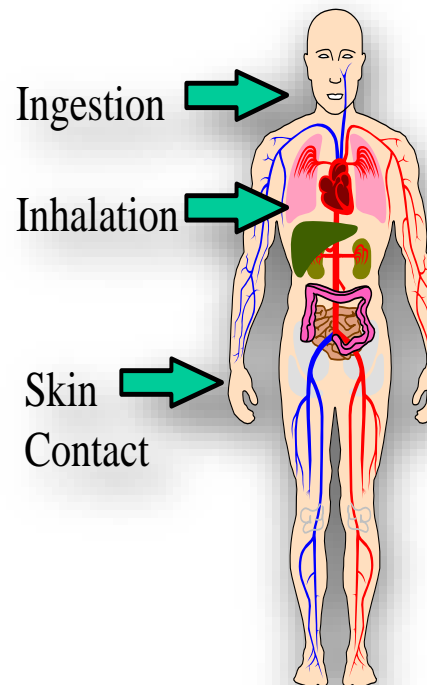
Hazardous Substances

Handling Hazardous Substances

- Follow the correct safe working procedures for using the chemicals.
- Wear the appropriate personal protective equipment (PPE).
- Never place (de-cant) any chemical in an unmarked container, particularly food or drink containers.
- Ask/check for a SDS (safety data sheet) – obtained at a location close to the storage location of the chemical, via access to a computer, register or your Supervisor. These documents will instruct you how to use the chemical safely.

Registers contain:

- List of hazardous substances
 - Relevant SDS's for the area
 - Know how to access
 - Ask you supervisor if you have any concerns regarding a chemical or SDS
- Anyone who purchases or would like to add a new chemical to Council is required to notify the Safety Advisor prior to the purchase so that the correct storage and documents relating to such are complied with.



Safety Data Sheets

Provide information for safe handling, safe use and correct disposal including clean up recommendations.

Define the Class of chemical. E.g. Hazardous and or Dangerous.

Associated health, environment, safety, storage and handling hazards.

Emergency & first aid procedures.

Recommended Personal Protective Equipment (PPE).

SDS life span is for 5 years from the date the SDS has been reviewed.

To be kept close to the storage area for each chemical.

Safety Data Sheet



1. IDENTIFICATION OF THE MATERIAL AND SUPPLIER

Product Name: POLYGLAZE WHEEL CLEANER (AEROSOL)

Recommended Use: Cleaner for automotive mag wheels. An aerosol deposited as a white foam with a mild odour.

Supplier: Selley's Australia, a division of DuluxGroup (Australia) Pty Ltd
ABN: 67 000 049 427
Street Address: 1 Gow Street, Padstow, NSW 2211, Australia
Telephone Number: +61 2 9781 8777
Facsimile: +61 2 9781 8625
Emergency Telephone: 1 800 033 111 (ALL HOURS)

2. HAZARDS IDENTIFICATION

This material is hazardous according to criteria of Safe Work Australia: HAZARDOUS SUBSTANCE.
 Classified as Dangerous Goods by the criteria of the Australian Dangerous Goods Code (ADG Code) for Transport by Road and Rail: DANGEROUS GOODS.

Risk Phrases: Irritating to eyes and skin.

Safety Phrases: Avoid contact with skin and eyes. In case of contact with eyes, rinse immediately with plenty of water and seek medical advice. After contact with skin, wash immediately with plenty of water (or soap and water if product is water insoluble). Use only in well ventilated areas.

Poisons Schedule: S5 Caution.

3. COMPOSITION/INFORMATION ON INGREDIENTS

Components	CAS Number	Proportion	Risk Phrases
2-Butoxyethanol	111-76-2	1-10%	R03/21/22, R36/38
Butoxide	926-97-8	1-10%	R12
Propane	74-98-6	1-10%	R12
Naphtha (petroleum), hydrorefined heavy	64742-48-9	1-10%	P201, R06
Diaodum metasilicate	6634-92-0	1-5%	R34 R37 R41
Morpholine	110-91-8	<1%	R10, R20/21/22, R34, R41
Ingredients determined not to be hazardous	-	to 100%	-
Water	7732-18-5	>80%	-

4. FIRST AID MEASURES

For advice, contact a Poisons Information Centre (e.g. phone Australia 131 126, New Zealand 0800 764 766) or a doctor.

Product Name: POLYGLAZE WHEEL CLEANER (AEROSOL)
 Substance No: 000704484007

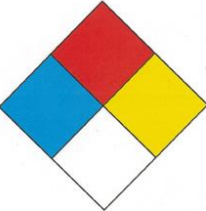
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Chemical Storage

- Ensure that the correct decanting tools are used. E.g. funnel, syphon hose, tap, pump.
- Never use drink bottles/containers to decant chemicals. (e.g. coke/milk bottles).
- Store chemical contains on bunds to assist will spill management
- Always label container that hold chemicals and remove any old labels off containers.



	Chemical Name _____
	Common Name _____
	Manufacturer _____
	MSDS# _____ Date _____



Electrical Safety

- ❑ Has the potential to kill if used carelessly or equipment is defective.
- ❑ The following requirements are to be adhered to:
 - ❑ Electrical equipment must not be used unless it has been inspected, tested and tagged by an electrical worker.
 - ❑ Before using power tools and electrical equipment, check the leads, plugs, guards, switches and accessories for damage and check the test tag.
 - ❑ Faulty electrical equipment is to be tagged with an 'Out of Service' tag.
 - ❑ Piggy back plugs or double adaptors are NOT to be used.
 - ❑ Be aware of overhead and underground electrical power lines and cables.
- ❑ Don't mess with electricity. You cannot see it and the bite it has may be permanent.



Tagging Requirements

The following tags are recommended:

- **Danger – ‘Do Not Operate’ tags** – is for the protection of the person working on the controls or system.
 - **Caution – ‘Out Of Service’ tags** – indicating that the plant, equipment or system is faulty or not operating correctly.
- ☐ **Danger Tag:**
- Never operate a switch or control that has a Danger ‘Do Not Operate Tag’ attached.
 - Never remove someone else’s Danger ‘Do Not Operate Tag’.
 - The person who installed the tag is the only person permitted to remove the tag.
- ☐ **Out of Service Tag:**
- Only authorised personnel are allowed to remove an ‘Out of Service Tag’ e.g. Serviceman, Electrician.



Personal Protective Equipment (PPE)



- PPE is required for workers protection.
It is the last line of defense.
- Always ensure (request if applicable) you have the correct PPE for your job.
- Training regarding the proper use and wearing of PPE can be provided if unsure.
- You must not intentionally misuse, damage or alter PPE that is supplied by Council.
- PPE supplied by Council must be looked after and maintained at all time.

Signage - Blue and White indicates PPE must be worn as per the sign - mandatory.

Six rules for PPE.

1. Make sure you've got it;
2. Make sure you know how to use it;
3. Make sure you use it;
4. It is your responsibility to maintain it;
5. Replace it when it becomes unserviceable or worn;
6. Dispose of it properly.



PPE Continued....

Exposure to the sun can cause skin cancer and eye damage. Council requires, if working outdoors, that you will wear/use the following Personal Protective Equipment (PPE):

- ✓ a hat/safety helmet with a broad brim,



- ✓ a long sleeve shirt and long pants,



- ✓ safety sun glasses,



- ✓ minimum 30+ sun screen for all exposed areas, reapplied at least every 2 hours.

Working in Heat

Prevent exposure to heat by:

- Protecting yourself from direct sunlight.
- Increasing your fluid intake (water, not soft-drink).
- Frequent small drinks of cool water.
- Where possible schedule the job for cooler times in the day.
- Wearing the appropriate protective equipment.

Drink at least 2 litres of water a day, more if perspiring heavily.

Take rest breaks as required. If feeling weak or faint, immediately stop work and cool down, notify your supervisor/workmates and replenish fluids.



Plant and Machinery

When working with plant and machinery the following precautions must be taken:

- ❖ Ensure you hold the applicable competency/licence to be able to operate.
- ❖ Comply with the specific site and safe working procedures.
- ❖ Report any malfunctions and defects immediately.
- ❖ Plant-specific Pre-start checks are to be conducted on the plant and equipment on a daily basis.
 - ❖ Walk around the machine to check for obvious defects
 - ❖ Check that all footways and handholds are free of grease, including any wear to anti-slip surfaces
 - ❖ Check that all guards and safety screen are in place
 - ❖ Check water, fuel, battery, lights, horn and tyres etc
 - ❖ Check controls, brakes and steering before moving off
- ❖ Any maintenance carried out on the equipment must be recorded in a maintenance log book.

Operating plant:

- ❖ Make sure the way is clear, particularly when reversing.
- ❖ Keep attachments low when travelling.
- ❖ Watch for side and overhead clearance, especially powerlines.
- ❖ Don't work closer than specified distance (exclusion zones) to live overhead powerlines unless lines have been covered by the local supply authority.
- ❖ Only operators or authorised persons are permitted to ride on mobile plant unless approval has been given for training or repairs.
- ❖ Don't jump off moving machinery.
- ❖ When carrying objects on the bucket of loaders or backhoes, wherever possible keep the load as low as possible.
- ❖ Take care when operating equipment on sloping ground.



Driving Council Vehicles

To drive a Council vehicles and plant you are:

- ✓ To hold a current and relevant drivers licence.
- ✓ To be authorised to drive that vehicle.
- ✓ To be held responsible for the vehicle at all times.
- ✓ To maintain the vehicle in a clean and tidy manner (no rubbish).
- ✓ Not to drive if under the influence of alcohol or a drug.

When working with vehicular traffic comply with the following:

- ✓ Check the relevant work procedures for that site.
- ✓ Stay clear of areas with vehicles and machinery unless it is essential you enter.
- ✓ Check the appropriate signage, lights and barricades in use.
- ✓ Wear high visibility clothing.
- ✓ Be aware that drivers can not always see you, take the relevant precautions.



Licensing & Competency to Use Equipment



All workers must ensure that they possess the necessary legal documentation to undertake their work (Drivers Licence, High Risk Licence, Construction Industry Card – Blue or White card).



All workers have the responsibility to immediately inform their MICC Supervisor of any change to their licences or qualifications (e.g. Suspension or Cancellation) that may impact their work.

Important WHS Signage

- ❑ Blue & White – Mandatory sign:

- ❑ You must follow the instruction.



- ❑ Green & White – Information Sign:

- ❑ Indicating safe conditions (First Aid).



- ❑ Red, Black and White – Danger Sign:

- ❑ Indicating a danger (Danger – Switchboard 415 volts).



- ❑ Yellow – Caution Sign:

- ❑ Indicating to take caution (Caution – Explosive Power Tool in use).



- ❑ White, Black and Red – Prohibition sign

- ❑ Indicating you are not to do something (No Smoking).



- ❑ Red and White Fire Signage

- ❑ Indicating fire fighting related information (Fire Extinguisher).



Road Signage

- Signs and devices are to be selected to give the appropriate warning, guidance and instructions to all road users so they may be guided through, around or past the work site in an appropriate and safe manner.
- An untrained person must not conduct road signage or traffic controlling unless assisting a qualified person.



Barriers & Barricades

Barriers are used to designate an area and limit access from unauthorised personnel and the public.

Barricading has many types; however, it must be fit for purpose to the hazard being protected. Must prevent personnel and animals from entering the hazardous area.

Witches hats are only a form of barricading whilst there is a spotter designated to the work area. Once personnel leaving the work area marked by witches' hats, then barricading must be implemented.

Signage is required to notify personnel.



High Risk Work Activity



Should you be required to perform a high risk work activity, you will be required to have successfully completed competency training for this high risk work and authorised to do so.

You must follow the Safe Work Method Statements (SWMS) for that specific task.

Permits may be required for some High Risk tasks (e.g. Confined Space Entry, Working at Heights etc.)

Equipment Inspections

Each type of equipment contains different inspection requirements. Coloured tags are located on equipment to detail the next inspection date. Before use of equipment, each person is responsible for checking that the tag is current. If you are ever unsure, please speak with your Manager or Supervisor.

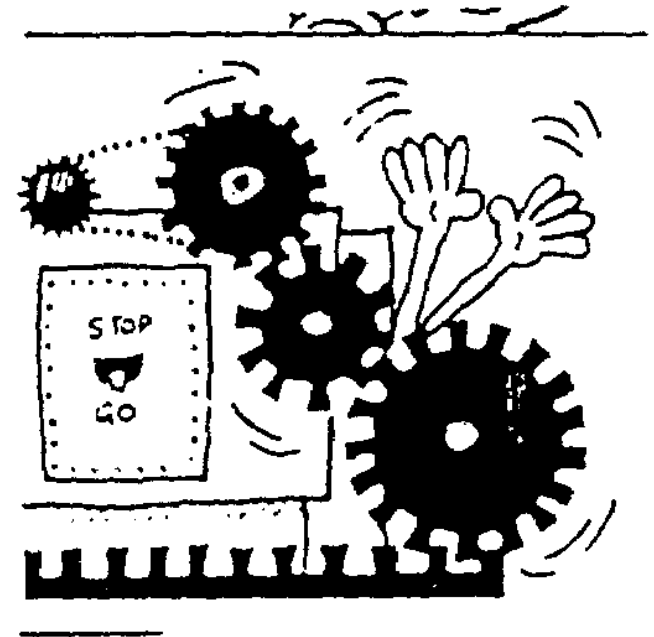
JAN – MAR Red Tag	 <p>NEXT INSP. DUE:</p>
APR – JUN Green Tag	 <p>NEXT INSP. DUE:</p>
JUL – SEPT Blue Tag	 <p>NEXT INSP. DUE:</p>
OCT – DEC Yellow Tag	 <p>NEXT INSP. DUE:</p>

Machine Guarding

Never remove a guard from a tool, machine or equipment.

If you find a guard has been removed:

- Do not use the machine, tool or equipment.
- Report it immediately.
- Place a Caution – ‘Out Of Service’ tag on the equipment.



Hand & Power Tools

Generally not regarded as dangerous, but a large number of injuries involving hand and power tools occur.

When using hand tools always:

- Use the right tool for the job.
- Regularly inspect your tools for wear.
- Use the tool correctly.
- Always maintain your tools in good order.
- Store tools correctly when not in use.
- Wear the appropriate protective equipment.



When using power tools:

- Always use with a fixed or portable safety switch.
- Don't operate in wet conditions.
- Regularly check to ensure it has been tested, tagged and in good condition.
- If a power tool is faulty, attach a Caution – 'Out of Service' tag.
- Store power tools properly when not in use.
- Wear the appropriate protective equipment.



Ladders

If you use a portable step ladder:

- Inspect the ladder prior to use.
- Ensure ladder is fit for purpose.
- Check the restraints on the ladder.
- Use only in the fully open position.
- Do not stand on the top two steps to perform work.
- Ladders must be approved Industrial rated type and meet the Australian Standards.
- Never use a ladder that you consider is unsafe. Fix a Caution 'Out Of Service' tag and report.



Office Ergonomics

- Maintain proper posture
- Alternate between different postures on a regular basis.
- When keyboarding, use minimum force while striking the keys.
- Keep a neutral position, where the forearms, wrists and hands are in a straight line.
- Avoid awkward reaching for work tools such as telephone, mouse and reference materials.
- Avoid resting elbows, forearms or wrists on hard surfaces or sharp edges.
- Take frequent mini-breaks throughout the day to give muscles and joints a chance to rest and recover.
- Alternate between work activities which use different muscle groups to avoid overuse.
- Give eyes a break by closing them momentarily, gazing at a distant object and blinking frequently.
- Reduce or eliminate glare by using window shades, diffusers on overhead lighting and anti-glare filters for computers.
- Adjust the contrast and brightness on your computer screen to a comfortable level.
- Avoid long periods of repetitive activity. For example, alternate computer work with other tasks like phone calls, filing, copying and meetings.
- Organize equipment, supplies and furniture in the most efficient arrangement for daily tasks.
- Develop stress reduction and relaxation techniques which work for you at the office and at home.



Please raise questions to your direct supervisor or to People, Culture & Safety

