

DME Engineering Pty Ltd

INDUCTION MANUAL

Work Health Safety and Environment

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Section 1: General HS&E Requirements

1A) WORKER INDUCTION.

When a Worker begins with DME Engineering Pty Ltd, before they are allowed to start work, they must read this Company Induction manual, and complete the induction sign-off. The Worker Manual is available in the workplace, and outlines all of the key procedures and policies concerning operations within our company.

1B) GENERAL SAFETY.

It is **everyone's** responsibility to ensure Health and Safety is maintained, not only by yourself, but also your fellow co-workers & personnel around you. Any issues **MUST** be reported to your Supervisor immediately. Awareness of what the inherent risks & dangers are within your workplace, and specifically in your work role, should assist in eliminating accidents and injuries.

1C) WHAT TO LOOK OUT FOR.

In this industry, historically, sprains, strains, cuts, slips, trips, falls, burns, being hit by moving objects, eye & hearing damage, have been the most common types of injuries sustained by workers. Be aware of the following types of operational hazards:

- Working on & around equipment & machinery
- Moving heavy objects
- Use of manual handling equipment – including tools & equipment
- Working at height
- Falling objects
- Walking on ramps & stairs
- Working with electricity & power
- Equipment failure & breakages.

1D) IMPORTANT NOTE.

If you are uncertain at any time about a work task, or can sense any problem that may be beginning to arise in carrying out the task, then pause the job, and discuss the issue immediately with your supervisor. Actual Hazards, Potential Hazards, Incidents and Accidents must be reported to your Supervisor, and investigated.

1E) GENERAL HS&E ISSUES.

You must make sure that the following general conditions are maintained:

- Keep general access paths, stairs and emergency exit routes clear through your work area.
- Never block access to emergency equipment (e.g. extinguishers, hose reels, hydrants, and first aid boxes).
- Use the designated walkways and roadways as required.

- Regularly clean up your work area, and keep it free of any trip or slip hazards.
- Equipment / Tools / Chemicals are stored safely in their designated areas.
- Safe systems are installed for your safety. Never attempt to over-ride any safety system, interlock or device.

- Always operate machinery and equipment as instructed and in the way the equipment has been designed to be used.
- Basic hygiene must be observed by all individuals. Use hand washing facilities – especially prior to any break and after visiting the toilets.

1F) EMERGENCY PROCEDURES.

Every individual must be aware of the Emergency Evacuation Procedures for the site. This also includes where the Evacuation Assembly point is, as well as where the Emergency Equipment is located. Refer to the Safety Noticeboards for site plans containing this information. It is also a condition of employment that the Evacuation Signing Register is filled in by all personnel, to track whether they are on or off site at any given time.

In summary, the Evacuation Procedure is as follows:

- (i) For the person identifying the unsafe situation arising (that requires an evacuation) alert your fellow workmates, and make your way towards the Evacuation Assembly Point.
- (ii) On the way to the Assembly Point, raise the alarm with your immediate Supervisor who will call the required Emergency Services (if he/she is not already aware).
- (iii) On the way to the Assembly Point, the Health and Safety Advisor will collect the Evacuation Signing Register.
- (iv) At the Assembly Point, a roll call will be conducted, using the Evacuation Register, to determine if anyone is missing.
- (v) DO NOT re-enter the building, until it is deemed safe by the Emergency Services personnel.

1G) FIRST AID & INCIDENTS.

First Aid personnel are available in the workplace to assist with basic first aid treatment, and preliminary care for situations requiring more intensive treatment (e.g. where a doctor, or hospital care is required).

First aid supplies are also located in the workplace. If an item is required from the first aid box, see your local First Aider or Supervisor to assist you here. It is critical that the required items in a first aid box are available for times of emergency. If people help themselves to the contents without informing the First Aider or Supervisor, then items may be missing when actually needed. The First Aiders or Supervisor must inform the HS&E Dep't if urgent restocking is required.

Accidents & injuries **MUST** be reported to your Supervisor or Health and Safety Advisor as soon as reasonably practicable. An Incident Report must be completed and handed to the HSE Representative to determine if an investigation and actions are required. In the event that anyone is injured in the course of their employment, the company has a policy of rehabilitation & injury management, to encourage a speedy return to work.

1H) NON-SMOKING POLICY.

The Occupational Health & Safety Legislation requires:

- Employers to provide a safe working environment.
- Employees to take care of the health & safety of others in their workplace, and to actively co-operate with their employer in improving the health, safety & welfare in their workplace.

The company has a “Non-Smoking” policy, which prohibits smoking within its general workplace and company vehicles. Only areas “designated” for smoking can be used as such. Also, smoking is permitted only during structured work breaks, i.e. tea breaks and lunch.

1I) MANUAL HANDLING.

It is your responsibility to look after yourself. Save your back and lift safely:

- For good balance, keep your legs shoulder width apart, and one foot slightly in front of the other.
- Get close to the load and bend at the knees and hips, not at the waist. Keep the natural curves in your back when bending or lifting.
- To reduce the load on your back, tighten your stomach muscles and lift using your legs.
- Lift smoothly ... don't jerk as you lift ... and hold the load close to your body at waist level.
- Avoid twisting your body when lifting ... turn your feet, not your back.
- Where the load is just too heavy, use manual handling devices to assist, e.g. trolleys, forklifts, cranes etc.

1J) TRAINING.

Any Worker, who is required to carry out a specific task, must be assessed by their Supervisor to be competent to do so. Additionally, the operation of certain specialised equipment or tasks (e.g. forklifts; cranes; EWP's; slinging of loads; confined space work; construction site work) will require operator certification/tickets, before those tasks are allowed to be carried out. You will be required to supply a copy of all Trade Qualifications, licences and Training before commencement of work.

1K) FAULTY EQUIPMENT.

Any piece of equipment that is not working properly as designed, or is in some way damaged, must be taken out of operation immediately to prevent any possible injury. It must be reported to the Supervisor who will tag it out as “DANGER – DO NOT USE”. Repairs or a new replacement item will then be organised.

Section 2: General Company Requirements

2A) BASIC RULES & REGULATIONS.

- 1) It is every Workers responsibility to work as safely as possible at all times, and to abide by the safety rules of the company.
- 2) If you are sick, or are going to be absent, you must contact your supervisor ASAP. Your position will need to be covered by another Worker – hence, early advice will ensure impact on the workplace is minimised.
- 3) A medical certificate is generally required for time off for sick leave. Note: you will not be entitled to sick pay if: a certificate is not provided; if you don't have sick leave accrued; or if you are not entitled to paid sick leave (e.g. Casual Workers, Sub-contractors). Note: You are allowed 2 days only per anniversary year without a certificate.
- 4) The Emergency Evacuation Register must be filled in as required. Also inform your Supervisor, when you are intending to leave the premises during your shift.
- 5) Any visitors that you may have must report to Reception immediately upon arrival on site. They are not allowed to wander the site unsupervised. Visitors must record their entry and exit in the Visitor's Log Book – indicating their name; time of arrival & departure; purpose of visit; and who they are visiting. Visitors must always be supervised on the premises by a Company Representative.
- 6) All employees must present themselves for each shift in enough time so that they can adequately prepare themselves for the day's activities. Continual lateness is viewed as unsatisfactory performance, and could lead to dismissal from the company.
- 7) Under no circumstances, can a worker present themselves for work whilst intoxicated by alcohol; or under the influence of drugs (prescription or illegal) that may affect their capacity to carry out their work. The company has strict policies in this area. A copy of the Drug and Alcohol Policy will be provided and a signed copy kept on file.
- 8) Certain behaviours will lead to instant dismissal. Examples are, (but not limited to): fighting; threatening or abusive language; theft of customers or company property; breach of confidentiality; breach of employment conditions.

- 9) All Personnel, must wear appropriate clothing and present themselves at work in a clean, neat and presentable manner. Where uniforms are supplied, they must be kept clean and pressed at the start of each shift. Any person considered to be wearing unsafe clothing, will be asked to return home to change.
- 10) Falsification of timesheets is considered to be theft. Employees found to be knowingly recording incorrect hours of attendance, will be dealt with under disciplinary guidelines.
- 11) It is your responsibility to familiarise yourself with the company's policies and procedures as outlined in the Worker Handbook/Manual. If you are uncertain about any policy or procedure, ask your Supervisor.
- 12) Under no circumstances, will any employee be permitted to indulge in pranks centred on initiation rituals. The company considers this to be unsatisfactory behaviour, and any involvement will lead to formal counselling, and possible disciplinary action.

2B) QUALITY STANDARDS.

- 1) All Workers must follow the procedures required to ensure quality is maintained throughout the workplace.
- 2) Records must be maintained as required, to verify compliance with quality systems.
- 3) Quarantined materials/items are not to be used, until quarantine has been released.
- 4) Where required, calibrated equipment must be used to ensure measurement accuracy is maintained.
- 5) For workshop activities, do not remove materials and/or equipment from the store, stock or racks, without first getting permission from the Supervisor.

2C) EXPECTED BEHAVIOUR.

At all times, your personal conduct and professional behaviour should be guided by the following principles:

- Conduct yourself with honesty and integrity.
- Demonstrate a willingness to co-operate with any lawful instructions from your Manager / Supervisor.
- Perform your work to the highest standard possible in an efficient, effective and timely manner.
- Adhere to all company policies and procedures, regardless of your personal views towards them.

2D) CODE OF CONDUCT.

The company operates in a very competitive industry. Your performance and contribution will ensure our progress and reputation continues.

- Our commitment is to **SERVICE, QUALITY, CONSISTENCY and PRIDE** in what we do.
- **Communication** between all employees – especially between Workers & Management – must be open & honest if our workplace is to retain harmony.

- **Every Worker** is an important part of our dedicated team. Our success relies on a relay of activities and resources. Every action you take will either add or detract from the **commitment** we make to our **Customers**.
- In all our dealings with customers and each other, we strive to treat one another with the **utmost respect, courtesy and professionalism**.
- We promote **Safe and Healthy Conditions** in the workplace, and one that is free from illegal harassment. You too have an obligation to act in a safe and healthy manner. You must notify Management if you feel any aspect of your job or company activity is unsafe. Additionally, any incidents of harassment or exclusion must be immediately brought to your Supervisor's attention.

2E) CLIENT RELATIONSHIPS

Sound working relationships are imperative to the continued success of our company. You should be mindful of your behaviour, and its impact on others when undertaking any business dealings. You are expected to follow the guidelines outlined below:

- Be pleasant and personable
- Be courteous
- Conduct yourself and go about your business in a professional manner.

Avoid behaviour which could lead to the exploitation of another person and/or the business undertaken.

Section 3: Manufacturing HS&E Requirements

3A) PORTABLE ELECTRICAL EQUIPMENT.

Any portable electrical item or lead that you are using **MUST** have been inspected and tagged according to the Australian Standards (i.e. 6 monthly). Any electrical item **MUST** also have RCD protection (an earth leakage current breaker) in place.

3B) PLANT & EQUIPMENT SUPPLIED.

Before any plant or equipment is used (to assist in carrying out job tasks), they **MUST** be appropriately inspected & tagged (as per the requirements of the Australian Standards) with a **FINAL VISUAL CHECK BEFORE** the actual use of that item. This covers items such as: cranes; EWP's; electrical equipment; fire extinguishers; lifting gear (slings, chains etc); PPE; scaffolding; safety harnesses & lanyards; safety lines & fall arrest systems etc.

3C) ENVIRONMENT.

You must always be aware of the impact that your work has on the environment. The following general rules MUST be adhered to:

- Chemicals brought onto the premises, must be kept secure in their sealed labelled containers at all times.
- Chemicals are not to be left lying around in open containers, where they could accidentally be spilt, or release vapours to the area.
- Any excess chemicals (not used) or waste chemicals, are to be sealed up & returned to the company store for safe storage or disposal.
- DO NOT tip, or allow any chemicals to get into the drains/pits.
- Have any spill control equipment (e.g. rags; absorbent etc) ready for any potential spills.

3D) PERSONAL PROTECTIVE EQUIPMENT (PPE).

The minimum PPE required to be worn by all personnel in the operating environment is: long sleeved Hi-Viz shirts and long pants; steel capped safety boots; safety glasses and hearing protection.

ADDITIONALLY, carrying out the following tasks require as a MINIMUM, these additional PPE items:

- **Grinding**: safety glasses/face shield; dust mask; gloves; and hearing protection
- **Welding**: welding gauntlets; apron; standard welding face visor; vapour/fume protection mask.
- **Oxy-cutting**: welding gauntlets; eye-shielding protection; vapour/fume protection mask.
- **Handling of flammables (e.g. paints solvents)**: safety glasses/goggles; vapour mask; impervious gloves.
- **Handling of corrosives (e.g. caustics, acids)**: safety goggles/face shield; vapour mask; impervious gloves.
- **General Handling of chemicals**: PPE as listed by the Material Safety Data Sheet for that chemical (to be discussed with your Supervisor before using the chemical).
- **General handling & fabricating**: gloves
- **EWP Operations**: safety harness & lanyard connection attachment.

Note also that working nearby to the above tasks may require you to also wear appropriate PPE to offer protection.

3E) OTHER GENERAL ISSUES.

You must make sure that the following general conditions are maintained:

- Ensure leads are secured and tied up to prevent trip hazards.
- Secure gas bottles to prevent them from falling over, and potentially breaking off the regulator unit.
- Regularly clean up your work area, and keep it free of any trip or slip hazards.
- Equipment / Tools / Chemicals are stored safely in their designated areas.

- Safe systems are installed for your safety. Never attempt to over-ride any safety system, interlock or device (e.g. removing guards or emergency stopping interlocks)
- Always operate machinery and equipment as instructed and in the way the equipment has been designed to be used.
- Avoid placing yourself in line with the plane of rotation of spinning objects that could break/shatter (e.g. the discs of grinders, lathes etc)
- Any person carrying or manoeuvring objects, has right of way in the work area.
- Basic hygiene must be observed by all individuals. Use hand washing facilities – especially prior to any break and after visiting the toilets. This is of particular importance in the operations environment due to the chemicals and metal dust that you may come in contact with in your general day-to-day activities.

Section 4: Additional Site HS&E Requirements

4A) CLIENT SITE INDUCTIONS.

When site work is required to be undertaken, DME Engineering Pty Ltd workers are to undergo a Client Site Induction, which identifies the key site rules, emergency procedures, equipment & personnel specific to that site. Any rules/procedures outlined at the Client Induction that are additional to, and/or are more stringent than those indicated below, will override those below, and are to be strictly followed.

4B) GENERAL SAFETY.

It is everyone's responsibility on site to ensure the safety of not only yourself, but also of your fellow co-workers & personnel around you. Any issues **MUST** be reported to your Supervisor or Health and Safety Advisor immediately. Where the issue could impact upon the Client (and their facility), the issue **MUST ALSO** be discussed by the Supervisor with your Client Representative.

4C) SAFETY WORK METHOD STATEMENTS (SWMS).

Any work that is to be carried out **MUST** be clearly defined, so that potential **Hazards** can be Identified, their **Risk** of occurring **Assessed**, and **Control** measures worked out to eliminate or minimise the risk from these hazards (the "HIRAC" process).

When **Safe Work Method Statements (SWMS's)** are used, they must be reviewed and signed off by those carrying out the work, to indicate that the SWMS has been read, understood and will be complied with, to ensure that safety is maintained on the job.

4D) PORTABLE ELECTRICAL EQUIPMENT.

Any portable electrical item or lead that you are using MUST have been inspected and tagged according to the Australian Standards (Construction Sites: monthly; Other Sites: 6 monthly). Any electrical item MUST also have RCD protection (an earth leakage current breaker) in place.

4E) WORK PERMITS.

Before starting any work, you must obtain any required Work Permits from your Client Representative. As these types of work have the “potential” for serious consequences if not carried out correctly (e.g. fire, explosion, asphyxiation, poisoning, engulfment, crushing, serious impact injuries, death), it is vital that you are absolutely certain as to your requirements when signing off on these permits. These permit types may include: Hot Work; Confined Space Work; Elevated Work; Excavation Work.

4F) CHEMICAL USE.

Before bringing a chemical (that is a Hazardous Substance or a Dangerous Good) onto a Client's Site, you MUST obtain approval from the Client to do so. The Safety Data Sheet (SDS) for that chemical must also be made available and reviewed by users and/or those that could be affected by that chemical use.

4G) PERSONAL PROTECTIVE EQUIPMENT (PPE).

The PPE required to be worn by all personnel in the operating environment is: long sleeved Hi-Viz shirts and long pants; steel capped safety boots; safety glasses. Additional standard items on top of this may be specified by the Client which are site or area specific (e.g. hard hats, ear plugs etc).

4H) ENVIRONMENT.

You must always be aware of the impact that your work has on the environment. Aside from any specific requirements as outlined previously in this Induction document, any additional requirements as outlined by the Client MUST be adhered to.

4I) PROCESS PLANT ISOLATION PROCEDURES.

When dismantling or working with process related equipment, you MUST ensure that the systems are appropriately isolated to prevent injury to yourself or others. Due to some plant control systems being so complex, the Supervisor MUST discuss ALL isolations with the Client Representative, to ensure that it is carried out correctly.

Use the **LOCK-OUT-TAG-OUT**, principles for isolation, to verify that the equipment has been isolated correctly. Remember: when reactivating the unit, only the person who isolated & placed the tag originally can un-isolate the system. The potential hazards outlined in the following section must be considered.

4J) PROCESS PLANT HAZARDS.

Electrocution Hazards: Where equipment components to be worked on have electrical connections, you **MUST** make sure that all corresponding electrical power sources that connect to that unit, have been isolated by a competent person.

Crushing / Impact Hazards: Where equipment components can rotate, shift or physically move (e.g. motors, shafts, pumps, impellers, blades, fans, rotors, valve-balls/gates etc), ensure that all corresponding power sources (e.g. electrical, pneumatic, hydraulic, gravity etc) have been isolated by a competent person. (To prevent equipment items from inadvertently moving, it may be necessary to use chocking devices or securing ropes to prevent injury to personnel).

Chemical Contact Hazards: When working on equipment, pipe work or systems that in their normal use contained a chemical, then they **MUST** be physically isolated from any potential chemical flow/contact by a competent person. This can be achieved through such methods as: spool removal & blank off lines; double block & bleed; spade insertion etc. It is preferable to ensure that the Client has cleaned up the components / system to be free of any residues of that chemical, before any work is to begin on that system. Where this is not possible, the Supervisor must ensure that a work method is determined with the Client covering:

- the safe way to work on the item;
- the safety measures required concerning contact with the chemical;
- The methods for spill control & clean-up.

The SDS for that chemical must be reviewed.

Section 5: Induction Closure

TRAINING / INDUCTION RECORD SIGN-OFF.

Induction Record Sign-off is to verify that you have read this Induction Document, and understand and will fully comply with the requirements listed, whilst working for DME Engineering Pty Ltd. Also, sign-off indicates that you understand that breaches of the Health Safety and Environment Policies, or, any section of the WHS Manual could lead to your dismissal.

The Induction Process is to ensure you have:

- Reviewed this Worker Induction Document with the Trainer
- Acknowledged that you have access to the Worker Handbook/Manual, and will make yourself aware of the procedures and policies contained within it, as required.
- You have been given all applicable forms which relate to your Employment Application (i.e. taxation, salary payments, superannuation, work status, Fair Work Australia (Applicable only to Full Time Workers))
- Provided all qualifications, Licences and training records.
- Reviewed the Emergency Procedures.
- Are familiar with the location of first aid kits, emergency equipment locations, evacuation register signing points, evacuation assembly point, emergency exits.
- Know the location of amenities – lunchrooms, toilets.

- Been shown the location of company noticeboards, and have reviewed the information contained on them: e.g. Emergency Info, Incident Reports, Toolbox Minutes, Quality Policy, Health and Safety and Environment Policies.
- Discussed any Induction questions/issues
- Been introduced to the Supervisor to organise for any special requirements or training for their new position.