



Affinity Windows Site Safety Manual

Release Sheet

Issue/Revision Number: Revision 1

Issue/Revision Date: 30/06/10

Please incorporate the pages contained in this revision pack, as described in the table below, into your copy of the Affinity Windows Site Safety Manual. This will update your copy to the latest version.

Remove and destroy:	Insert:
Pages ii - vi	Pages ii - vi
Pages 2-1 and 2-3	Pages 2-1 and 2-3
None	Three new JSAs (11 pages total) immediately after the existing JSA in Section 10.
Pages 12-1 and 12-5	Pages 12-1, 12-5 and 12-6
Pages 15-1 and 15-2	Pages 15-1 to 15-6



Affinity Windows Site Safety Manual

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Issue/Revision Number: Revision 1

Issue/Revision Date: 30/06/10

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Affinity Windows

Site Safety Manual



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Revision Register

The revision register records the incorporation of updated pages issued by BGC for this manual.

Revision	Revision Date	Reason for Change										
0	01 July 2006	Initial Issue										
1	30 June 2010	<p>To update the Affinity Windows Site Safety Manual with changes to the following sections:</p> <table><tr><th>Section</th><th>Sub-section</th></tr><tr><td>2. Overview of Occupational Safety and Health Act 1984, and Regulations 1996</td><td>2.5 Overview of Construction Induction Training Requirements</td></tr><tr><td>10. Job Safety Analyses</td><td>Addition of three JSAs</td></tr><tr><td>12. Accident Notification and Investigation</td><td>12.1.4 Workers Compensation</td></tr><tr><td>15. Additional Safety Information</td><td>15.1 Working at Heights 15.2 Working Alone 15.3 Electricity</td></tr></table>	Section	Sub-section	2. Overview of Occupational Safety and Health Act 1984, and Regulations 1996	2.5 Overview of Construction Induction Training Requirements	10. Job Safety Analyses	Addition of three JSAs	12. Accident Notification and Investigation	12.1.4 Workers Compensation	15. Additional Safety Information	15.1 Working at Heights 15.2 Working Alone 15.3 Electricity
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2. Overview of Occupational Safety and Health Act 1984, and Regulations 1996	2.5 Overview of Construction Induction Training Requirements											
10. Job Safety Analyses	Addition of three JSAs											
12. Accident Notification and Investigation	12.1.4 Workers Compensation											
15. Additional Safety Information	15.1 Working at Heights 15.2 Working Alone 15.3 Electricity											

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1.1 Introduction

This Site Safety Manual is designed for use by BGC employees, subcontractors and contract labour visiting or working on a commercial or residential building site in the business of Affinity Windows.

All following general references to BGC in this Manual apply to Affinity Windows.

This Site Safety Manual is designed to be used in conjunction with BGC's Safety & Health Management System. The purpose of the Site Safety Manual is to clearly define the strategies, systems and responsibilities for effectively managing safety and health for our employees, subcontractors and contract labour on a commercial or residential building site.

This Manual is intended as a reference for all BGC personnel, subcontractors and contract labour who are required to visit or operate on a commercial or residential building site, and is to be used as a management tool for achieving the safety targets and objectives.

The primary sources leading to the development of this Manual include the Occupational Safety and Health Act 1984 (and amendments), Occupational Safety and Health Regulations 1996, relevant Australian Standards, Codes of Practice and Guidance Notes.

The development of this Manual has also drawn on the knowledge of experienced trades personnel to ensure practical application of occupational safety and health requirements on commercial or residential building sites.

BGC's primary objective is to create an environment which shall ensure the safety, health and welfare of all personnel associated with BGC activities.

This shall be achieved through the provision of resources, training and demonstrated commitment to approved policies.

BGC shall:

1. Provide and maintain workplaces, plant and systems of work that do not expose employees to hazards.
2. Provide information, instruction, training and supervision to personnel so that they can perform their work safely.
3. Achieve best practice through consultation and co-operation.
4. Ensure the correct use of protective clothing and equipment where required.
5. Ensure safe use, cleaning, maintenance, transportation and disposal of substances and plant used in the workplace.
6. Our aim is to have no accidents and injuries.



Our aim is to have no accidents and injuries.

Section 2

Overview of Occupational Safety and Health Act 1984, and Regulations 1996

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2.1 Overview of the Act

The Occupational Safety and Health Act 1984 sets objectives to promote and improve occupational safety and health standards. General duties are laid down in the Act, and are supported by other requirements in the Act and Regulations.

The Act describes the behaviour required of persons who can affect safety and health at work. It imposes a General Duty Of Care to protect persons from hazards and maintain safe and healthy workplaces.

2.2 Overview of General Duty or Care

- Employers must provide a workplace where employees are not exposed to hazards
- Employers must provide a safe system of work
- Employees must take reasonable care for their own safety and health and that of others affected by their work
- Employers and Self Employed persons must as far as practicable, look after their own safety and health and ensure that their work does not affect the safety and health of others
- Designers, manufacturers, importers and suppliers must provide plant that is safe to install, maintain and use in workplaces
- All plant must be installed so it can be used safely
- Safety and health information must be supplied with all plant and substances used at work
- Employees and safety and health representatives must consult and co-operate in matters relating to safety and health at work
- Employees must be provided with information, instruction and supervision to allow them to work in a safe manner

2.3 Overview of General Duties Towards Subcontractors

When in the course of business, BGC engages a subcontractor to carry out work, BGC has the responsibility of an employer towards the subcontractor and any employees of the subcontractor (or other persons engaged by the subcontractor). This applies as if the subcontractor and his or her employees were employees of BGC. However, BGC's duty applies only in relation to matters over which BGC has control, or the capacity to have control.

Subcontractors having their own employees retain the duties of employers towards those employees. The duties of the Act overlap in these circumstances. Both the subcontractor and BGC have duties to the subcontractor's employees.

2.4 Overview of General Duties Towards Labour Hire Personnel

When a Labour Hire worker is engaged in a BGC business, whether directly or through a contractor, BGC has the responsibility of an employer towards the worker. However, BGC's duty applies only in relation to matters over which BGC has control, or the capacity to have control.

2.5 Overview of Construction Induction Training Requirements

The following extract is taken from Part 3 Workplace Safety Requirements, Division 11 Construction Industry Induction Training (formally Safety Awareness Training), of the Occupational Safety and Health Regulations 1996:

3.136 Construction induction training requirements

- (1) An employee or self-employed person must not do construction work at a workplace unless he or she holds a construction induction training certificate.

Penalty: the regulation 1.15 penalty

- (2) A person who is an employer, the main contractor or a person having control of the workplace must not permit an employee or self-employed person to do construction work at the workplace unless that other employee or self-employed person holds a construction induction training certificate.

Penalty: the regulation 1.16

- (3) For the purpose of this regulation, a person who, immediately before this regulation came into operation, held a current safety awareness training certificate (as defined in regulation 3.135 as in force at that time) is to be taken to hold a construction induction training certificate.

3.135 Terms Used

Construction induction training certificate means a certificate, card or other document that -

- a) was issued by the provider of a construction industry training course that is, or was at the time the document was issued, a recognised construction induction training course; and
- b) contains information to the effect that the person named in the document satisfactorily completed the course on the date specified in the document.

Construction induction training course means a course or training program that includes instruction in -

- a) the rights and responsibilities under the Act and these regulations of persons who do construction work or employ people do such work; and
- b) the hazards to which a person is likely to be exposed while doing construction work at a workplace; and
- c) how to apply risk management principles when doing construction work at the workplace;

2.6 WorkSafe Inspectors

In Western Australia, WorkSafe inspectors have the power to:

- enter and inspect any workplace
- take samples, photographs and copies of any document
- interview any employee in private and require them to answer questions

An inspector may visit a workplace:

- when the employer, the occupational safety and health representative or an employee (if there is no safety and health representative) has notified the inspector after unsuccessfully attempting to resolve a safety and health issue according to the Act, and where there is risk of imminent and serious injury or harm to health
- to investigate incidents involving death, injuries or dangerous situations involving possible breach of the Act and Regulations or non-compliance with an improvement notice, prohibition notice, prosecution action or verbal direction
- as part of other prevention and workplace assessment programs

2.7 Penalties under the Occupational Safety and Health Act

Penalty Level	Offenders					
	Employees		Individuals who are not employees (e.g. employers)		Corporate non-employees (e.g. employers)	
	First Offence	Subsequent Offence	First Offence	Subsequent Offence	First Offence	Subsequent Offence
Level 1 (General Penalty)	\$5,000	\$6,250	\$25,000	\$31,250	\$50,000	\$62,500
Level 2 (General Duty Breach)	\$10,000	\$12,500	\$100,000	\$125,000	\$200,000	\$250,000
Level 3 (General Duty Breach resulting in serious harm or injury)	\$20,000	\$25,000	\$200,000	\$250,000	\$400,000	\$500,000
Level 4 (General Duty Breach involving gross negligence resulting in serious harm or death)	\$25,000	\$31,250	\$250,000 and imprisonment for two years	\$312,500 and imprisonment for two years	\$500,000 director / officer may be imprisoned	\$625,000 director / officer may be imprisoned

Table 2.1 Penalties under the Occupational Safety and Health Act 1984

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BGC Policies

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3.1 Safety and Health Policy

Safety and Health Policy

BGC recognises it has a moral and legal responsibility to ensure that all work activities undertaken will achieve and maintain a high standard of occupational safety and health for all employees, subcontractors and visitors. All employees have a reciprocal responsibility to ensure that they assist management in achieving an injury free workplace.

Senior Management have authorised the development of an Occupational Safety and Health Management System to be integrated into management across the Group of Companies. The goal of the Occupational Safety and Health Management System is to eliminate work related injuries and illnesses by achieving measurable objectives and targets.

We are committed to achieving these objectives and targets through:

- Proactively seeking to eliminate unacceptable risks through a systematic risk identification and assessment process that is an integrated part of day to day operations.
- Providing a level of leadership and training to ensure that work is managed to achieve a safe, efficient and productive outcome.
- Gaining the total involvement and commitment of all BGC employees to achieving an accident free and healthy workplace.
- The provision of adequate funding and resources to ensure that the requirements of the Safety Management System are implemented.
- Comply with all applicable legislation, acts, regulations, codes of practice and standards.
- Internally and externally auditing safety performance in all areas.
- To provide effective injury management and rehabilitation for all employees.
- Ensuring the Safety and Health Policy is available to all BGC employees, contractors, visitors and interested parties, and that they are informed of and understand their obligations in respect to the policy.

Through implementation of this policy and the total commitment of BGC management and employees our Safety and Health objectives and targets will be achieved.

Eric Thomson
General Manager

February 2006

3.2 Equal Employment Opportunity and Harassment Policy

Equal Employment Opportunity and Harassment Policy

BGC is committed to maintaining a professional standard of conduct in all of our business practices and ensuring that all personnel (employees and the public) are treated in a fair and equitable manner.

Discrimination is defined as when a person or group of people receives less favourable treatment than another person in same or similar circumstances on any of the grounds covered in the Equal Opportunity Act (Direct) or when a person is adversely impacted by an apparently neutral rule, policy or practice which is not reasonable (Indirect).

Harassment is defined as unwelcome and unacceptable behaviour directed to a person or group of people, where such behaviour offends, humiliates, intimidates or annoys the recipient(s).

Grounds for unlawful discrimination and harassment include: age, family responsibility, gender history, impairment, marital status, political conviction, pregnancy, race, religious conviction, sex, sexual orientation and spent convictions.

BGC complies with the relevant equal employment opportunity and discrimination legislation including all state and federal acts and regulations. To that extent, all employees, contractors, suppliers and the general public will be treated equally and are assured that management will not tolerate people being subjected to any form of workplace harassment or discrimination. We are also committed to providing a pleasant working environment for all employees and encouraging good working relationships between employees.

The undersigned is responsible for overall management of the program, supported by the EEO Committee to assist with its co-ordination. BGC has established a grievance procedure under which absolute confidentiality can be assured and which is available from an Equal Opportunity Officer or your Manager.

Eric Thomson
General Manager

February 2006

3.3 Workplace Bullying Policy

Workplace Bullying Policy

BGC considers bullying an unacceptable workplace behaviour and will not tolerate it under any circumstances.

Workplace bullying is *'repeated, unreasonable behaviour directed to an employee, or group of employees, that creates a risk to health and safety'*. Examples include:

- verbal abuse, yelling, screaming, inappropriate language
- excluding or ignoring someone
- singling someone out to do unpleasant tasks
- humiliating or belittling someone through sarcasm, teasing or insults
- intimidating, threatening abuse, physically abusing someone
- initiation practices
- ridiculing someone's professional or personal opinions
- excessive supervision or monitoring of an individual's work
- blocking applications for training, leave or promotion without valid reason
- threatening job security without valid reason
- setting impossible work targets and deadlines
- spreading malicious rumours or gossip
- unexplained job changes, removing key areas of responsibility without valid reason
- sabotaging someone's work
- unwanted practical jokes

Workplace bullying may cause the loss of trained and talented employees, reduce productivity, adversely impact on health and morale, and create legal and financial risks under statute and common law.

BGC expects all employees to behave in an appropriate manner and to treat other employees, clients and customers with dignity and respect.

BGC shall ensure that all employees are aware of their rights and obligations under this policy through awareness and knowledge training.

Under the Western Australia Occupational Safety & Health Act 1984, BGC has a legal obligation to provide a safe and healthy workplace. Where BGC becomes aware of bullying, the matter shall be investigated even if no complaint has been received.

BGC has grievance and investigation procedures to deal with workplace bullying. Anyone who is bullied or witnesses bullying should report it as soon as possible. When bullying is reported, it shall be treated seriously and investigated promptly, confidentially and impartially in accordance with our procedures.

Disciplinary action shall be taken against anyone who is found to have bullied an employee.

Managers and supervisors shall ensure that employees who make complaints, or who are witnesses to a complaint, are not victimised. Employees shall not victimise complainants, witnesses or an alleged bully. Victimisation shall be regarded as a serious breach of discipline and incur disciplinary action.

False or malicious complaints of bullying shall be regarded as a serious offence and shall incur disciplinary action.

Eric Thomson
General Manager

February 2006

3.4 Fitness for Work Policy

Fitness for Work Policy

BGC is committed to the safety of its employees and subcontractors in their performance of work activities, and has a duty of care to provide a safe working environment. Employees and subcontractors have a reciprocal duty of care for their own safety and the safety of their fellow workers and the public. BGC recognises that the misuse of drugs and alcohol is a significant community problem that can have an impact upon the safety, health and decision making capabilities of its employees and thereby upon the safety of the company's operations.

In line with BGC's commitment to providing a safe place of work and to protecting the safety and health of employees and subcontractors, the management has put in place stringent controls to manage the misuse of drugs and alcohol in all areas of the company's operations.

Random screening in the workplace of personnel and subcontractors for substance abuse is company policy and, at its discretion, BGC may make a favourable result to pre-employment substance abuse screening a necessary condition for engagement as an employee or subcontractor. An initiative to provide information regarding education and rehabilitation programs, outside of working hours, to access counselling services will be made available to all employees and subcontractors.

BGC is committed to fostering a fitness for work behaviour amongst our employees and subcontractors whereby it is unacceptable to present for work under the influence of drugs or alcohol.

Eric Thomson
General Manager

February 2006

3.5 Industrial Relations Policy

Industrial Relations Policy

BGC is committed to maintaining sound employee and industrial relations throughout all operations. Managerial decisions will be made with the ethical approach of being fair, honest and consistent with all parties.

Underlying this policy are the following objectives:

- compliance with all relevant Employee and Industrial legislation
- employing suitably qualified and competent personnel
- the implementation of Safety and Health policies and supporting procedures to provide a safe work environment for all
- the provision of leadership and innovation in the management of industrial relations
- the support of Freedom of Association

Eric Thomson
General Manager

February 2006

Section
4

Structure and Responsibilities

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4.1 Structure

A commercial or residential building site is a workplace and as such requires an organisational structure for the safety and health of all persons employed on the site. The structure of BGC Affinity Windows for site operations is as follows:

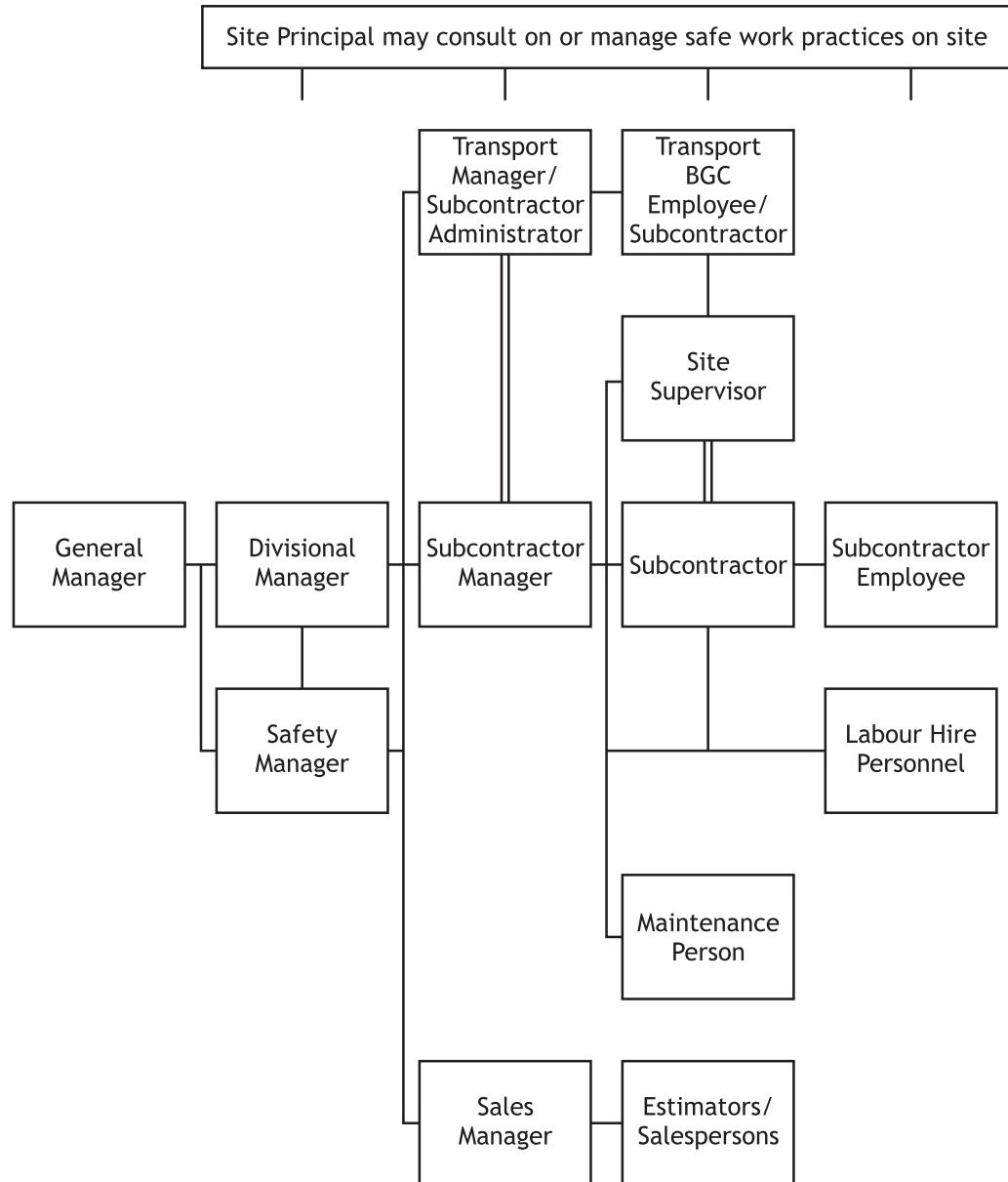


Figure 4.1 BGC Affinity Windows Site Organisation Structure

4.2 Responsibilities

4.2.1 The Site Principal

The Site Principal may be the owner of the site, or the principal building contractor who has overall control of the site. The Site Principal may appoint a site manager or supervisor as his representative.

Under the provisions of the Occupational Safety and Health Act (1984), the responsibilities of the Site Principal as primary employer are:

- to provide and maintain workplaces, plant, and systems of work such that, so far as is practicable, employees, subcontractors and other site visitors are not exposed to hazards
- to implement and maintain a management system for the safety and health of employees, subcontractors and other site visitors
- to communicate the requirements of the safety and health management system to employees, subcontractors and other site visitors
- to provide adequate resources for the implementation of the safety and health management system
- to ensure through supervision that all employees, subcontractors and other site visitors comply with the safety and health management system for the site
- to ensure competency training of all employees and subcontractors
- to ensure safe working procedures are determined through Job Safety Analyses and implemented through supervision
- to facilitate consultation on matters of safety and health on site as required
- to report and investigate any accident or incident occurring on site as required by legislation
- to provide feedback on matters of safety and health to employees, subcontractors and other site visitors
- to review site safety and health audits
- to monitor the implementation of the safety and health management system and manage change as appropriate

4.2.2 BGC Affinity Windows

BGC manufactures, delivers and installs aluminium windows and doors, to a wide range of customers. In the course of this, managers and supervisors, sales and estimating personnel, delivery personnel, installation and service personnel may have to enter a building site to ensure that the business of BGC is completed to the highest standard of the industry.

BGC directly employs and subcontracts for the supply and installation of building materials. BGC recognises that by legislation it is considered to be the employer of any subcontractor or labour hire personnel it has engaged.

Under the provisions of the Occupational Safety and Health Act (1984), the responsibilities of BGC are:

- To provide and maintain workplaces, plant, and systems of work such that, so far as is practicable, employees, subcontractors and labour hire personnel attending a construction or building site are not exposed to hazards

- To implement and maintain a management system for the safety and health of employees, subcontractors and labour hire personnel attending a construction or building site. This requires a consultative procedure between BGC and the Site Principal to ensure an agreed cohesive safety and health management system operates for all BGC employed personnel
- To communicate the requirements of the safety and health management system to employees, subcontractors and labour hire personnel
- To provide adequate resources for the implementation of the safety and health management system including personal protective equipment
- To ensure through supervision that all employees, subcontractors and labour hire personnel comply with the safety and health management system for the site
- To ensure competency training of all employees, subcontractors and labour hire personnel
- To ensure safe working procedures are developed through Job Safety Analyses and implemented
- To facilitate consultation on matters of safety and health on site as required
- To report and investigate any accident or incident occurring on site as required by legislation
- To provide feedback on matters of safety and health to employees, subcontractors and labour hire personnel
- To mediate in any dispute concerning safety and health on a construction or building site involving employees, subcontractors or labour hire personnel
- To review site safety and health audits
- To monitor the implementation of the safety and health management system and manage change as appropriate

4.2.3 Individual Responsibilities

4.2.3.1 General Manager

- Prescribed responsibility as an employer under the OSH Act for the provision and practice of safety and health for all employees, including subcontractors, wherever located.
- Determines policies and procedures relating to the BGC safety and health management system
- Monitors and reviews all safety and health management policy and procedures

4.2.3.2 Divisional Manager

- Reports to General Manager
- Co-ordinates with Site Principal in the development of a cohesive safety and health management system for all BGC employees, subcontractors and labour hire personnel who will attend a site on behalf of BGC
- Monitors and reviews the safety and health management system for the site
- Approves contract agreements with subcontractors

4.2.3.3 Safety Manager

- Reports to General Manager
- Identifies and applies legislation appropriate to the construction industry and advises managers of legislative changes
- Implements the BGC safety and health management system including incident management, audit and record keeping

4.2.3.4 Subcontractor Manager

- Reports to Divisional Manager
- Manages subcontractors in accordance with contract agreements
- Engages labour hire personnel as required
- Supervises Site Supervisors, maintenance employees and subcontractors in the implementation and working of the agreed safety and health management system for a site
- Consults with Site Principal in matters of dispute

4.2.3.5 Transport Manager / Subcontractor Administrator

- Reports to Divisional Manager
- Manages delivery of Affinity products to site
- Supervises transport employees and transport subcontractors in the implementation and working of the safety and health management system for site deliveries
- Schedules subcontractor work

4.2.3.6 Sales Manager

- Reports to Divisional Manager
- Manages sales and estimator employee visits to site where required
- Supervises sales and estimator employees in the implementation and working of the safety and health management system for site visits

4.2.3.7 Transport Employee / Subcontractor

- Reports to Transport Manager
- Delivers Affinity products to site
- Co-ordinates a safe laydown area with Site Principal (or representative), subcontractor or Transport Manager

4.2.3.8 Site Supervisor

- Reports to Subcontractor Manager
- Monitors quality of Affinity product installation

4.2.3.9 Maintenance Person

- Reports to Subcontractor Manager
- Services Affinity product installation

4.2.3.10 Salesperson / Estimator

- Reports to Sales Manager
- Ensures correct specification for Affinity products

4.2.3.11 Subcontractor (General)

- Reports to Subcontractor Manager
- Works in accordance with contractual conditions relating to safety and health in the workplace
- Works under the provisions of the agreed safety and health management system for site
- Responsible to supervise subcontractor employees and labour hire employees in matters of safety and health on site

4.2.3.12 Subcontractor (Sole Operator)

- Reports to Subcontractor Manager
- Works in accordance with contractual conditions relating to safety and health in the workplace
- Works under the provisions of the agreed safety and health management system for the site
- Takes reasonable care to ensure his own safety and health at work and avoid adversely affecting the safety and health of any other person in the workplace
- Complies as far as he is reasonably able, with instructions given by his employer for his own safety and health or for the safety and health of others in the workplace. This requires working in accordance with the safety and health management system, including any Job Safety Analyses, agreed between the Site Principal and BGC
- Uses personal protective equipment as provided in a manner he has been instructed to use it
- Reports any situation on site that he believes is a hazard to safety or health and that he cannot resolve himself. This report may be to the site manager or supervisor, or, if none present, to the BGC Subcontractor Manager
- Reports to the BGC Subcontractor Manager any injury or harm to health of which he is aware that arises in the course of, or in connection with his work
- Ensures that all site-required competencies are current
- Ensures all equipment used on site is constructed, maintained and used according to regulation for industrial use - this includes vehicles, ladders, hoists, electrical tools and cables
- Supervises any labour hire employees in matters of safety and health on site

4.2.3.13 Subcontractor (Employer)

- Reports to Subcontractor Manager
- Works in accordance with contractual conditions relating to safety and health in the workplace
- Works under the provisions of the agreed safety and health management system for site

- Responsible to supervise subcontractor employees and labour hire employees in matters of safety and health on site
- Provides and maintains workplaces, plant, and systems of work such that, so far as is practicable, employees and labour hire personnel attending a construction or building site are not exposed to hazards
- Implements and maintains a management system for the safety and health of employees and labour hire personnel attending a construction or building site. This requires a consultative procedure between subcontractor and BGC to ensure an agreed cohesive safety and health management system operates for subcontractor employees and labour hire personnel
- Communicates the requirements of the safety and health management system to employees and labour hire personnel
- Provides adequate resources for the implementation of the safety and health management system including personal protective equipment
- Ensures through supervision that all employees comply with the safety and health management system for the site
- Ensures competency training of all employees and labour hire personnel
- Ensures all equipment used on site is constructed, maintained and used according to regulation for industrial use - this includes vehicles, ladders, hoists, electrical tools and cables
- Ensures safe working procedures are determined through Job Safety Analyses and implemented through supervision
- Facilitates consultation on matters of safety and health on site as required
- Reports to WorkSafe and BGC Subcontractor Manager and investigates any accident or incident occurring in the course of his work as prescribed by legislation
- Provides feedback on matters of safety and health to employee and labour hire personnel

4.2.3.14 Subcontractor (Supervisor)

Where a subcontractor has labour hire personnel allotted to him by BGC, the subcontractor as a supervisor:

- Ensures that workplaces, plant, and systems of work are such that, so far as is practicable, labour hire employees attending a construction or building site are not exposed to hazards
- Inducts labour hire employees to the construction or building site safety requirements
- Ensures training is provided to enable labour hire employees to complete their task in a manner that does not expose them to hazards
- Confirms the currency of any competency required by labour hire personnel
- Ensures that all plant, tools and equipment required by labour hire personnel are maintained and operated according to legislative requirements
- Reports to the BGC Subcontractor Manager any injury or harm to health of which he is aware that arises in the course of, or in connection with his work
- Is available for consultation on matters of safety and health on site

4.2.3.15 Subcontractor Employee

- Reports to Subcontractor
- Works as an employee under the provisions of the Occupational Safety and Health Act

4.2.3.16 Labour Hire Personnel

- Reports to Subcontractor
- Works as an employee under the provisions of the Occupational Safety and Health Act

Section
5

Consultative Mechanisms

5.1 Consultative Mechanisms.....	5-2
5.1.1 General.....	5-2
5.1.2 Matters of Dispute on Site.....	5-2
5.1.3 The Unsafe Site	5-2

5.1 Consultative Mechanisms

5.1.1 General

Within its manufacturing divisions BGC has a structure for consultation on matters of occupational safety and health as follows:

- Safety and Health Management Committee

A monthly meeting of management and employees which consults on all matters relating to safety and health. The agenda for this meeting now includes a section on subcontractor issues. Subcontractors are encouraged to list matters for consideration.

- Toolbox Meetings

A monthly meeting of small groups of employees to discuss matters of safety and health that arise in the course of their work. Matters that cannot be resolved directly are referred to the Management Committee.

Subcontractors are encouraged to participate in a toolbox meeting whenever possible, either joining a group within the manufacturing divisions, or by agreement with other subcontractors. Minutes of any toolbox meeting will be recorded and forwarded to the Safety Manager for action.

- Safety and Health Representatives

Safety and Health Representatives are elected from the employees, are available to consult at any time and to represent the employees in matters of safety and health in the Management Committee.

Subcontractors are encouraged to consult with the manufacturing plant Safety and Health Representatives or to elect a Safety and Health Representative from among their own numbers. This is a legislated position which requires registration and specific training.

- Safety and Health Manager

BGC has appointed a Safety and Health Manager who is available at any time for consultation and as a resource in matters of safety and health.

5.1.2 Matters of Dispute on Site

Any matter of dispute with the Site Principal or his representative which arises in the course of a subcontractor's work must be referred immediately to the BGC Subcontractor Manager for resolution.

5.1.3 The Unsafe Site

When a subcontractor considers that a site is unsafe to work on, and cannot effect the changes necessary to correct the unsafe conditions, the subcontractor must immediately consult with the BGC Subcontractor Manager.

The subcontractor must remain at the site until the BGC Subcontractor Manager resolves the matter, or advises the subcontractor to leave.

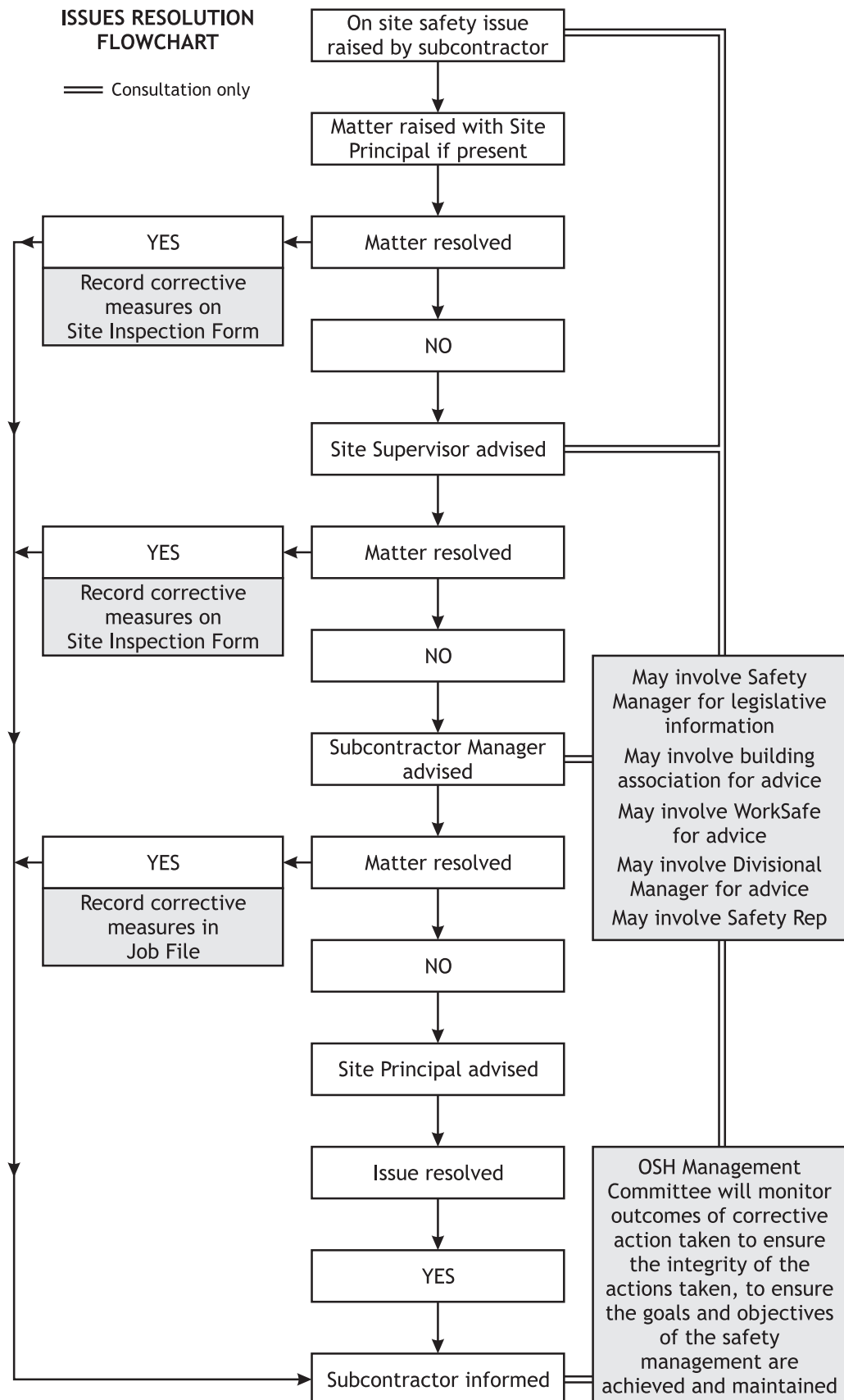


Figure 5.1 Issues Resolution Flowchart

Section

6

Site Deliveries

6.1 Site Deliveries	6-2
6.1.1 Arrival at Site	6-2
6.1.2 Offloading Process	6-2
6.1.3 Completion of Task	6-3

6.1 Site Deliveries

BGC employed drivers or subcontracted drivers delivering building products to a commercial or residential site will follow an established procedure to ensure that their own safety and health is maintained, and the safety and health of any other person who will be in the proximity of either the offloading process, or the offloaded materials.

6.1.1 Arrival at Site

- Before entering site, the delivery driver will look for any displayed safety information, particularly with reference to Personal Protective Equipment which is mandated for the site. This PPE shall be worn at all times on site by the delivery driver and any associate.
- Where the Site Principal, his representative or associated tradesperson is present, the delivery driver will identify himself and request direction about where the delivered materials will be offloaded.
- The delivery driver will assess the designated area for access, ground surface condition and adequacy of area for operation.

Where there is no Site Principal, representative or associated tradesperson, the following shall apply:

- Before entering the site, the delivery driver will look for any displayed safety information, particularly with reference to Personal Protective Equipment which is mandated for the site. This PPE shall be worn at all times on site by the delivery driver and any associate.
- Unless the delivery driver has received prior instruction about the offloading location on site, he will contact his Transport Manager for instruction.
- Where there is no specific instruction, the delivery driver will conduct a site safety inspection and select a location for offloading that will not obstruct the safe access of other vehicles or personnel onto the site or impede other site activity.
- Where the site is unsecured and where no lock-up facility has been provided, the delivery driver will not offload any hazardous substances and will report this to his Transport Manager.

Where there is no suitable or available access to the site, the following shall apply:

- The delivery driver will confirm through his Transport Manager that he can offload onto a public area, a verge or sidewalk.
- The delivery vehicle will be kerb or verge parked according to local council requirements
- The delivery driver will clearly demarcate, by signage and / or barricade, the operational area of the offloading process warning other vehicles or pedestrians of the hazard.
- The delivery driver will not offload any hazardous substance onto a public area, verge or sidewalk unless a suitable lock-up facility has been provided by the Site Principal, his representative or associated tradesperson. The delivery driver will report this non delivery to his Transport Manager.

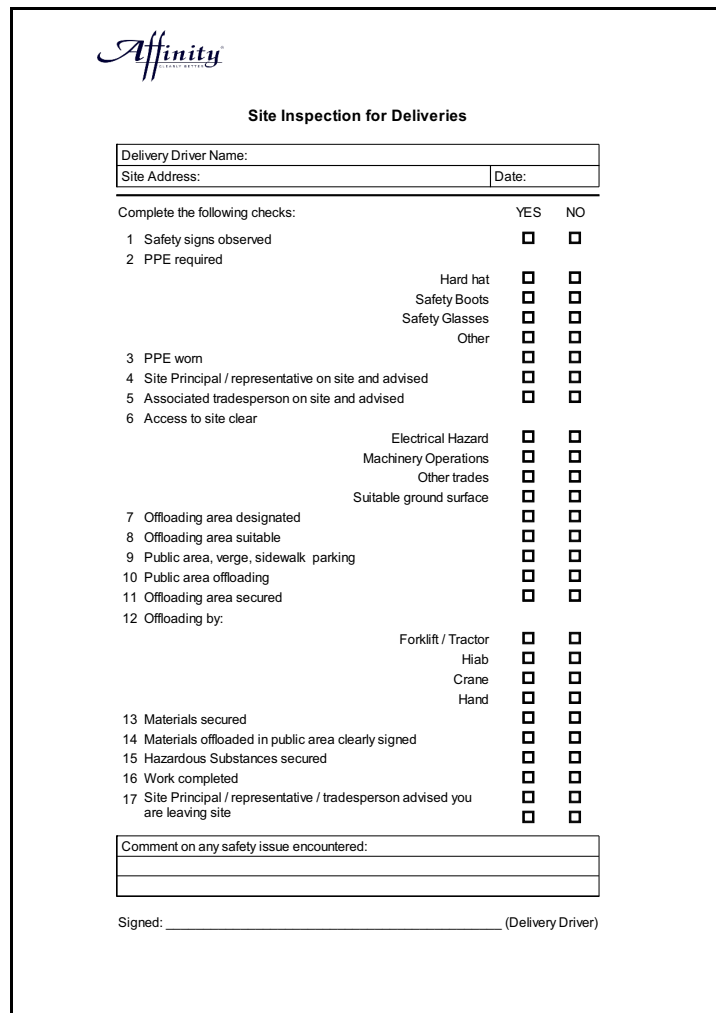
6.1.2 Offloading Process

- The delivery driver will ensure that the operational area for offloading is restricted to essential personnel and machinery for the duration of the operation.

6.1.3 Completion of Task

- The delivery driver will ensure that all offloaded materials are stored and / or stacked in such a manner that they do not pose a hazard to other persons, plant or equipment.
- Any offloaded material that may shift by wind movement will be firmly secured.
- Any material offloaded onto a public area will be made as safe as practicable and clearly marked to advise pedestrians and / or other vehicles of the hazard.
- On completion of task the delivery driver will advise the Site Principal, his representative, or tradesperson (if present) that he, and any associate, is leaving the site.
- The driver will finalise a site safety inspection list and return it to his Transport Manager.

The full version of this form, to be photocopied and completed as necessary, can be found on page 14-2 of Section 14 Forms.



Site Inspection for Deliveries

Delivery Driver Name:	
Site Address:	Date:

Complete the following checks:

	YES	NO
1 Safety signs observed	<input type="checkbox"/>	<input type="checkbox"/>
2 PPE required		
Hard hat	<input type="checkbox"/>	<input type="checkbox"/>
Safety Boots	<input type="checkbox"/>	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
3 PPE worn	<input type="checkbox"/>	<input type="checkbox"/>
4 Site Principal / representative on site and advised	<input type="checkbox"/>	<input type="checkbox"/>
5 Associated tradesperson on site and advised	<input type="checkbox"/>	<input type="checkbox"/>
6 Access to site clear		
Electrical Hazard	<input type="checkbox"/>	<input type="checkbox"/>
Machinery Operations	<input type="checkbox"/>	<input type="checkbox"/>
Other trades	<input type="checkbox"/>	<input type="checkbox"/>
Suitable ground surface	<input type="checkbox"/>	<input type="checkbox"/>
7 Offloading area designated	<input type="checkbox"/>	<input type="checkbox"/>
8 Offloading area suitable	<input type="checkbox"/>	<input type="checkbox"/>
9 Public area, verge, sidewalk parking	<input type="checkbox"/>	<input type="checkbox"/>
10 Public area offloading	<input type="checkbox"/>	<input type="checkbox"/>
11 Offloading area secured	<input type="checkbox"/>	<input type="checkbox"/>
12 Offloading by:		
Forklift / Tractor	<input type="checkbox"/>	<input type="checkbox"/>
Hiab	<input type="checkbox"/>	<input type="checkbox"/>
Crane	<input type="checkbox"/>	<input type="checkbox"/>
Hand	<input type="checkbox"/>	<input type="checkbox"/>
13 Materials secured	<input type="checkbox"/>	<input type="checkbox"/>
14 Materials offloaded in public area clearly signed	<input type="checkbox"/>	<input type="checkbox"/>
15 Hazardous Substances secured	<input type="checkbox"/>	<input type="checkbox"/>
16 Work completed	<input type="checkbox"/>	<input type="checkbox"/>
17 Site Principal / representative / tradesperson advised you are leaving site	<input type="checkbox"/>	<input type="checkbox"/>

Comment on any safety issue encountered:

Signed: _____ (Delivery Driver)

Figure 6.1 Sample Form: Site Inspection for Deliveries

Section
7

Site Visits

7.1 Site Visits	7-2
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7.1 Site Visits

BGC employees, sales representatives, estimators and other personnel ensure that customer orders are manufactured and installed to specification and satisfaction. These persons may be required to make a site visit in the course of their customer service, and the following safety procedures will apply.

Where there is a prior arrangement to meet a customer or customer representative on site:

- The site visitor will not enter the site until the representative is present.
- Before entering the site, the site visitor will look for any displayed safety information, particularly with reference to Personal Protective Equipment which is mandated for the site. This PPE will be worn at all times on the site by the site visitor.
- As far as it is practicable, the site visitor will be accompanied by the customer or customer representative at all times.
- As is required by legislation, the site visitor will report to the customer any situation he believes is a hazard.
- The site visitor will not leave the site without first advising the customer or customer representative.

Where there is no prior arrangement to meet a customer on an active site:

- Before entering the site, the site visitor will look for any displayed safety information, particularly with reference to Personal Protective Equipment which is mandated for the site. This PPE will be worn at all times on the site by the site visitor.
- The site visitor will advise the Site Principal, his representative, or tradesperson of his presence and purpose of visit.
- The site visitor will not work in an area of the site where he will be exposed to trip, knock, fall, electrical or machinery / plant hazards, nor will his presence and work cause a hazard to others on site.
- As is required by legislation, the site visitor will report to the Site Principal, his representative or tradesperson, any situation he believes is a hazard.
- On completion of work the site visitor will advise the Site Principal, his representative or tradesperson of his intention to leave the site.

Where the site is vacant or unattended:

- Before entering the site, the site visitor will look for any displayed safety information, particularly with reference to Personal Protective Equipment which is mandated for the site. This PPE will be worn at all times on the site by the site visitor.
- The site visitor will advise his supervisor / manager of his intention to enter the vacant or unattended site.
- The site visitor will not work in an area of the site where he will be exposed to trip, knock, fall, electrical or machinery / plant hazards.
- As is required by legislation, the site visitor will report to his supervisor / manager any situation he believes is a hazard.
- On completion of work, the site visitor will advise his supervisor / manager that he has left the site.

Section
8

Site Safety Inspections

8.1 Site Safety Inspections	8-2
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8.1 Site Safety Inspections

As an integral part of the safety management system, a site safety inspection is to be completed by the subcontractor before commencing work on any site. The inspection will cover the key areas of site safety as listed in the Site Safety Inspection form.

A BGC supervisor may have already visited the site and completed a Site Safety Inspection. However, as conditions may have changed by the time the subcontractor is ready to commence work, the subcontractor is required to complete a further inspection.

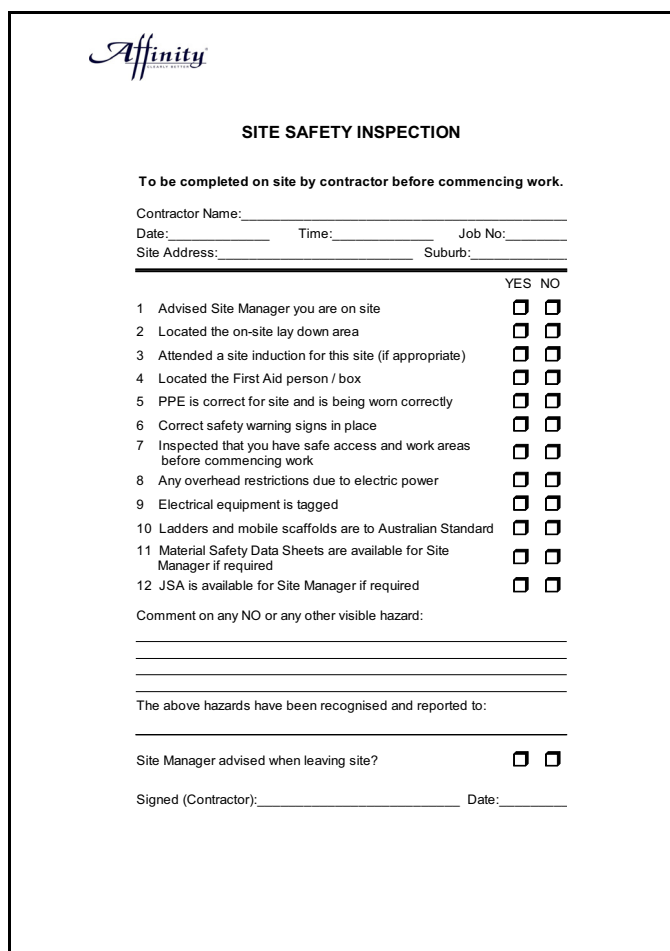
Where an unsafe condition is present, the subcontractor will attempt to remove the unsafe condition either through the actions of other on-site personnel, or by his own corrective measures.

If an unsafe condition persists on site and cannot be corrected, the subcontractor must immediately contact the BGC Subcontractor Manager for further direction.

A sample of the Site Inspection Form follows.

THIS FORM MUST BE COMPLETED AND RETURNED WITH JOB PAPERWORK

The full version of this form, to be photocopied and completed as necessary, can be found on page 14-4 of Section 14 Forms.



Affinity
CLEARLY BETTER

SITE SAFETY INSPECTION

To be completed on site by contractor before commencing work.

Contractor Name: _____
Date: _____ Time: _____ Job No: _____
Site Address: _____ Suburb: _____

	YES	NO
1 Advised Site Manager you are on site	<input type="checkbox"/>	<input type="checkbox"/>
2 Located the on-site lay down area	<input type="checkbox"/>	<input type="checkbox"/>
3 Attended a site induction for this site (if appropriate)	<input type="checkbox"/>	<input type="checkbox"/>
4 Located the First Aid person / box	<input type="checkbox"/>	<input type="checkbox"/>
5 PPE is correct for site and is being worn correctly	<input type="checkbox"/>	<input type="checkbox"/>
6 Correct safety warning signs in place	<input type="checkbox"/>	<input type="checkbox"/>
7 Inspected that you have safe access and work areas before commencing work	<input type="checkbox"/>	<input type="checkbox"/>
8 Any overhead restrictions due to electric power	<input type="checkbox"/>	<input type="checkbox"/>
9 Electrical equipment is tagged	<input type="checkbox"/>	<input type="checkbox"/>
10 Ladders and mobile scaffolds are to Australian Standard	<input type="checkbox"/>	<input type="checkbox"/>
11 Material Safety Data Sheets are available for Site Manager if required	<input type="checkbox"/>	<input type="checkbox"/>
12 JSA is available for Site Manager if required	<input type="checkbox"/>	<input type="checkbox"/>

Comment on any NO or any other visible hazard:

The above hazards have been recognised and reported to:

Site Manager advised when leaving site? ☐ YES ☐ NO

Signed (Contractor): _____ Date: _____

Figure 8.1 Sample Form: Site Safety Inspection

Section
9

Emergency Procedures

9.1 Emergency Procedures	9-2
9.1.1 General	9-2
9.1.2 Medical	9-2
9.1.3 Fire.....	9-2
9.1.4 Chemical Spill	9-2
9.1.5 Threat	9-3
9.1.6 Useful Telephone Numbers	9-3

9.1 Emergency Procedures

9.1.1 General

It is against the Occupational Safety and Health Act for an individual to be working alone in a workplace - including a building site. If you do go on site as an individual worker, notify either the site foreman or other personnel of your presence and establish a means of communication in the event of an emergency.

9.1.2 Medical



If someone is injured:

- immediately notify a colleague with First Aid experience
- apply First Aid where possible
- notify the Site Principal (or representative if present)
- transport the injured person to an emergency health centre or hospital
- if there is any doubt about moving the injured person, call for an ambulance
- notify the BGC Subcontractor Manager

9.1.3 Fire



If a fire breaks out:

- control the fire - but only if it is safe to do so
- identify the source of the fire - but only if it is safe to do so
- notify the Fire Brigade
- inform all site personnel
- leave the site by the safest exit route

9.1.4 Chemical Spill



If a chemical spills:

- inform all site personnel and check for injuries
- isolate and ventilate spill area if possible
- try to identify chemical
- seek advice from Fire Brigade or EPA
- put on protective clothing as advised and clean spill if possible
- if not, exit area and await arrival of Fire Brigade

9.1.5 Threat



If someone telephones a bomb or other threat:

- keep the person talking and note down as many details as possible
- if a bomb threat, ask when the bomb is set to go off
- if possible, advise police immediately on another phone
- advise the Site Principal or his representative if present
- advise all site personnel and exit the site
- advise Subcontractor Manager and await further instruction

IF IN DOUBT - EVACUATE THE SITE

DIAL 000 TO CALL THE POLICE, FIRE OR AMBULANCE

9.1.6 Useful Telephone Numbers

Prime Health Centre
(Canning Vale) 9455 2403

Fire Brigade
(for advice) 9323 9300

Police
(for advice) 9222 1111

CALM (EPA) 9334 0333



**REMEMBER - IF YOU ARE USING A MOBILE PHONE
OUTSIDE YOUR SERVICE PROVIDER'S AREA YOU
MAY CALL EMERGENCY SERVICES ON**

112

Section
10

Job Safety Analyses

10.1 Job Safety Analysis (JSA)	10-2
10.1.1 Hazard Management	10-2
10.1.2 Generic JSA	10-2

10.1 Job Safety Analysis (JSA)

A Job Safety Analysis is the process of reviewing job methods, uncovering hazards and redesigning the job to eliminate those hazards. A Job Safety Analysis may be performed as part of an initial survey, or form part of an ongoing process.

A Job Safety Analysis breaks down the job tasks into simple steps and identifies the hazards or potential injuries in each step. Control methods are determined that will remove the hazard or lessen the likelihood of an injury outcome.

The key questions in deciding if a JSA is to be completed are:

1. What is the potential for an incident to occur
2. At what frequency could the incident occur
3. What is the probable outcome - what loss or damage

Job Safety Analyses are monitored and reviewed by the Divisional Manager and amended as required for increased safety.

10.1.1 Hazard Management

Hazards which are identified are managed under a hierarchy of control as follows:

1. Eliminate the hazard completely
2. Substitute an alternative piece of machinery or tool or substance
3. Engineer change by modifying machinery or tool
4. Administer change through signage or alternative work practices to reduce exposure to hazard
5. Wearing Personal Protective Equipment as appropriate

10.1.2 Generic JSA

A generic Job Safety Analysis has been prepared for each trade subcontracted by BGC. However, in certain instances, a Builder may require a JSA specific to a particular job. This JSA will be produced by the Subcontractor Manager in consultation with the BGC Site Supervisors (if applicable) and trade subcontractor.

The generic Job Safety Analysis is as follows:



JOB SAFETY ANALYSIS



TASK: SUPPLY AND INSTALL ALUMINIUM WINDOWS AND DOORS, FLYSCREENS, SHOWERSCREENS AND WARDROBES				
MAIN CONTRACTOR: BGC Affinity / Commercial Windows		CLIENT:		
DATE:		PROJECT NAME:		
PREPARED BY: Troy Bodycoat; Scott Cupin Mike Friend; Brendan Satie		SITE ADDRESS		
JOB TASK		POTENTIAL HAZARDS	CONTROL MEASURES	COMMENT
1	Planning for the job and delivery of materials / plant	Unprepared lay down areas for aluminium frames, glass, and other work materials which may cause: a) slips, trips and falls b) obstructed access and egress to other trades / public c) contact with overhead power lines d) manual handling injuries such as sprains and strains while unloading glass / frames	BGC employee or contractor will liaise with Site Management to make sure: a) a safe lay down area is located b) materials are unloaded and stored clear of overhead power lines c) the load is stable before removing ropes and unloading vehicle Manual handling hazards will be identified, assessed and controls used, which may include: a) using mechanical aids to minimise lifting (eg, cranes, trolleys, glass suckers) b) place material as close as possible to fixing point c) make sure there is adequate personnel available to lift heavy materials	

JOB SAFETY ANALYSIS

TASK: SUPPLY AND INSTALL ALUMINIUM WINDOWS AND DOORS, FLYSCREENS, SHOWERSCREENS AND WARDROBES

JOB TASK	POTENTIAL HAZARDS	CONTROL MEASURES	COMMENT
2	<p>General planning for the job</p> <p>Lack of training causing unsafe act or conditions, regarding:</p> <ul style="list-style-type: none"> a) construction industry hazards b) site specific procedures c) hazardous substances d) using plant (including hoists), tools and equipment e) incorrect or inadequate Personal Protective Equipment (PPE) <p>Lack of First Aid facilities or a First Aid trained person</p> <p>UV radiation causing skin cancers, sunburns and eye damage</p>	<p>Make sure employees:</p> <ul style="list-style-type: none"> a) attend a construction industry Green Card safety induction course b) attend a site specific induction (including the contents of this JSA) c) are trained in the safe handling procedures for hazardous substances d) are competent and trained in the correct use of tools, plant (including hoists) and Personal Protective Equipment (PPE) e) wear the PPE when the task requires it f) Material Safety Data Sheets (MSDS) are provided to the main contractor for hazardous substances used on this site. <p>Adequate first aid supplies will be provided depending on the type of injuries which could occur. A trained first aid person will be available when work is being carried out.</p> <p>When working outdoors, employees and contractors shall:</p> <ul style="list-style-type: none"> a) wear a wide brim & flap on hard hat b) wear Australian Standard rated tinted safety eye protection c) wear shirts with collars d) use sunscreen 	

JOB SAFETY ANALYSIS

TASK: SUPPLY AND INSTALL ALUMINIUM WINDOWS AND DOORS, FLYSCREENS, SHOWERSCREENS AND WARDROBES

JOB TASK		POTENTIAL HAZARDS	CONTROL MEASURES	COMMENT
3	Inspect the work area before work begins for the day	<p>Hazards caused through work activity, e.g.:</p> <ul style="list-style-type: none"> a) obstructed access b) poor housekeeping causing manual handling injuries / slips, trips and falls c) falls from scaffolds 	<p>Inspect the work area for hazards before work commences using the Site Safety Checklist. Eliminate or reduce hazards where possible and inform the main contractor.</p> <p>Make sure scaffolds comply with OSH Regulations 1996 are are fitted with a tagging system if they are over 4 metres. Notify Site Management if adjustment to scaffold is required.</p> <p>Identify additional hazards in work area, note on Site Safety Checklist along with control measures.</p>	
4	Transport frames, window and door sashes to fixing point and install framing.	<p>Include:</p> <ul style="list-style-type: none"> a) manual handling injuries b) falls from elevated work area, e.g., scaffold c) struck by falling objects d) incorrect use of hoist, causing injury e) crane collapse due to unstable ground f) load falls due to incorrect slinging g) load strikes scaffold / personnel h) load / crane fails due to overloading / sling failure 	<p>When transporting materials to the fixing point:</p> <ul style="list-style-type: none"> a) make sure safe access is provided to the elevated area b) inspect the scaffold to condition (make sure the scaffold complies with OSH Regulations 1996 with edge protection in place) c) use the hoist in accordance with OSH Regulations d) use cranes, trolleys and team lifting arrangements e) make sure the work area is clear and clean f) barricade area below to personnel and erect warning signs where necessary g) train workers in proper lifting techniques h) wear safety hard hat 	

JOB SAFETY ANALYSIS

TASK: SUPPLY AND INSTALL ALUMINIUM WINDOWS AND DOORS, FLYSCREENS, SHOWERSCREENS AND WARDROBES

JOB TASK		POTENTIAL HAZARDS	CONTROL MEASURES	COMMENT
5	Cutting, drilling, fixing aluminium	Include: a) electric shock b) sprains and strain c) noise d) flying objects causing eye injury	When cutting / drilling or fixing aluminium: a) use Australian Standards rated PPE b) use hearing protection c) use eye protection d) use respiratory protection if dust is created (eg, drilling concrete) e) cut off-site wherever possible f) erect warning signs as appropriate g) set up bench to waist height h) use mechanical aids to minimise lifting (eg, crane / glass sucker) i) use team lifting arrangements	
6	Using Electricity	Include: a) electric shock b) burns	a) do not use domestic type electrical appliances (eg, multiboard outlet devices / double adaptors) b) use portable Residual Current Device for every electrical circuit c) use industrial rated equipment and heavy duty electrical leads d) check tools and cords for damage before use e) check safety guards are fitted f) elevate leads and protect from physical damage g) test and tag portable electrical equipment by a licensed electrician 3 monthly	

JOB SAFETY ANALYSIS

TASK: SUPPLY AND INSTALL ALUMINIUM WINDOWS AND DOORS, FLYSCREENS, SHOWERSCREENS AND WARDROBES

JOB TASK		POTENTIAL HAZARDS	CONTROL MEASURES	COMMENT
7	Lifting / moving / fitting sashes / glass	Include: a) glass falling b) glass breakage and fixed sharp edges c) sprains and strains	When lifting / moving glass etc.: a) barricade the area below to restrict access b) erect appropriate signs c) keep work area clear d) brace glass / sashes to avoid being blown over e) clearly identify newly installed glass panels f) wear appropriate PPE (boots, gloves, gauntlets) g) use team lifting arrangements h) work at correct height where possible	
8	Working at height including scaffolds, ladders and trestles	Include: a) falls from step ladders b) falls from extension ladders c) falls from trestles	When working at height: a) make sure scaffolds comply with OSH Regulations 1996 with edge protection provided b) make sure mobile scaffolds are erected in accordance with manufacturer's specifications c) make sure a scaffold over 4 meters is erected / altered / dismantled by a licensed scaffolder Working at heights involving step ladders will be assessed to determine whether a safer alternative is possible. Step ladders must: a) be constructed and used in accordance with Australian Standards b) damaged step ladders will be removed from site	

JOB SAFETY ANALYSIS

TASK: SUPPLY AND INSTALL ALUMINIUM WINDOWS AND DOORS, FLYSCREENS, SHOWERSCREENS AND WARDROBES








JOB TASK		POTENTIAL HAZARDS	CONTROL MEASURES	COMMENT
8	Continued: Working at height including scaffolds, ladders and trestles		<p>When using single and extension ladders to gain access:</p> <ul style="list-style-type: none"> a) ladders must be according to Australian Standards b) ladders must be in good condition c) ladders must be placed on a stable surface and secured d) use the correct 1:4 slope e) the ladder must extend 1 metre above the work platform f) make sure there are 3 points of contact on the ladder at all times g) the ladder is not to be used as a work platform <p>When working from trestles:</p> <ul style="list-style-type: none"> a) set up on a stable base b) use approved trestles c) do not work on a platform where a person could fall 2 or more metres d) make sure platform boards are in good condition, have adequate overhang, and are of adequate strength 	
9	Caulking / sealing frames / glass	Chemical exposure	<ul style="list-style-type: none"> a) follow the directions of the Material Safety Data Sheets (MSDS) b) wear correct PPE 	
10	Site clean-up			

JSA approved by: Mike Friend (Divisional Manager Affinity Windows) and Brendan Satie (Divisional Manager Commercial Windows)

Signatures:



DATE:

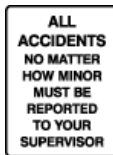
26/8/05

JOB/TASK: Maintenance service works for single & double levels, multiple residential buildings				DATE:	
PERMITS REQUIRED (PLEASE SPECIFY): Blue card, DL, Site Safety Manual, Clients contacted				Analysis by :	
SITE ADDRESS:					
EQUIPMENT/TOOLS REQUIRED: <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> PPE Camera Step Ladder / Ladders </div> <div style="width: 30%;"> SI Report Mobile Phone </div> <div style="width: 30%;"> Hand tools Extension leads First Aid Kit </div> </div>			PERSONAL PROTECTIVE EQUIPMENT REQUIRED: <div style="display: flex; justify-content: space-around; align-items: center;">        </div>		
HAVE YOU COMPLETED YOUR SITE INSPECTION BEFORE COMMENCING WORK?					
RISK LEVEL H = high M = med L = low N = negligible					
No	JOB/TASK STEP	POTENTIAL HAZARDS	RISK LEVEL	SAFE WORK / CONTROL MEASURES	
STAGE 1 -					
1	Carrying materials / tools to work site	<ul style="list-style-type: none"> Sprains / strains Cuts / lacerations Falls Trips slips Collision 	M	<ol style="list-style-type: none"> 1. Ensure all workers have PPE on at all times <ol style="list-style-type: none"> a) Risk Assessment to be done in order to establish hard hat requirement. b) Hard hat to be worn on all mandatory sites. 2. Have you completed your site inspection 3. If safe or able to do so clear pathway of obstacles before proceeding 4. Potential injury to 2nd party (eg visitor or the public) seal off work area. 5. Check to ensure all electrical tools have a current tag attached. 6. Ensure contact has been made with builder/client to advise of site visit. 	

JOB/TASK: Maintenance service works for single & double levels, multiple residential buildings				DATE:
2	Carrying out the work	<ul style="list-style-type: none"> Sprains and strains Cuts / lacerations Falls Trips / slips Collision 	M	<ol style="list-style-type: none"> Ensure all workers have PPE on at all times If safe or able to do so clear pathway of obstacles before proceeding Potential injury to 2nd party (eg visitor or the public) seal off work area. Work being carried out above you with potential of being struck by falling objects. Stop work immediately and report to site supervisor.
3	Loading / unloading of vehicles and carrying materials / tools to work site	<ul style="list-style-type: none"> Sprains / strains Cuts / lacerations falls trips / slips Impact from falling tools or materials 	M	<ol style="list-style-type: none"> Ensure all workers have PPE on at all times when handling glass use the correct process for manual handling <ol style="list-style-type: none"> Assess the lift for weight or awkwardness Assess the hazards, such as obstructions or walk path direction. Ask for assistance should there be a need Spread feet shoulder width apart Bend at knees and hips Have secure grip on load and keep it close to your body. Lift with thigh muscle Keep back as straight as possible Do not twist or jerk If unsure contact supervisor
4	Conduct service / maintenance tasks	<ul style="list-style-type: none"> Cuts / lacerations Eye injury Injuries to 2nd party Unsupervised trades person on site Trips / slips 	M	<ol style="list-style-type: none"> Ensure all workers have PPE on at all times when handling glass. <ol style="list-style-type: none"> Gloves Gauntlets Safety goggles Clear and isolate work area Advise person of safety risks when conducting maintenance task Contact BGC office to log on when working alone

JOB/TASK: Maintenance service works for single & double levels, multiple residential buildings				DATE:
5	Removing broken glass / damaged items from site	<ul style="list-style-type: none"> Cuts / lacerations eye injuries Injury to second party 	M	<ol style="list-style-type: none"> Ensure all workers have PPE on at all times when handling glass. <ol style="list-style-type: none"> Gloves Gauntlets Safety goggles Glass is packaged in cardboard box or similar container and returned to factory for disposal Under the OSH regulations – general duty of care must be adhered to for the safety of everyone.
6	Ladders	<ul style="list-style-type: none"> Falls from ladders Ladder not at correct angle 	M	<ol style="list-style-type: none"> Ladders to conform to AS/NZS 1892.1 <ol style="list-style-type: none"> ladder is for access and egress only ladder is to extend 900 mm above the the access egress point for safe platform entrance ladder is to be secured at all times ladders must be in good working order Working from ladders is prohibited at all times Refer to code of practice – Prevention of Falls at Workplaces. - Site OHSMP
7	Working from scaffolding	<ul style="list-style-type: none"> Sprains and strains Cuts / lacerations Falls Trips / slips Impact from falling tools or materials Impact from falling objects Eye injuries Collapse of scaffold - crush 	M	<ol style="list-style-type: none"> Ensure all workers have PPE on at all times when handling glass Communicate to site supervisor if there is a need to stop work. Check if scaffold is required. <ol style="list-style-type: none"> scaffold to be installed and comply with Code of Practice “Prevention of Falls at Workplaces” for any working edge off a building at 3m or greater. Remain within the guardrails at all times. Do not lean against guardrails. Ensure scaffold is not modified Adhere to SWL (Safe Working Load) – Do not overload with materials or personnel.

JOB/TASK: Maintenance service works for single & double levels, multiple residential buildings				DATE:	
8	Leaving site	<ul style="list-style-type: none"> Sprains / strains trips / slips Falling items from other trade workers 	L	<ol style="list-style-type: none"> Contact BGC office to log off when working alone to advise of task completed and you are safe on ground level Pick up tools to prevent a trip hazard Pick up all cut off and other material and place in site rubbish bin. 	
<p>Approved by:</p> <div style="display: flex; justify-content: space-between;"> <div>  Mike Friend, Divisional Manager </div> <div> DATE: 01/06/2010 </div> <div>  Rod Fancote, OHS </div> <div> DATE: 01/06/2010 </div> </div>					










❖ **SHOULD THIS JSA NOT BE APPROPRIATE FOR THE WORK SITE, PROVIDE ADJUSTMENTS OR NEW JSA** ❖

I, hereby confirm that I have read and been instructed on the Job Safety Analysis and
(print name)

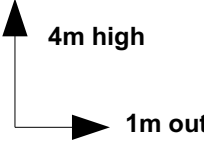
understand how the safe work / control measures are used in this task.

Signed:

Date:

JOB/TASK: JOB Assessment for single & double levels, multiple residential buildings				Date:	
PERMITS REQUIRED (PLEASE SPECIFY): Blue Card, DL, Site Safety Manual, Clients Contacted				Job/Order #:	
SITE ADDRESS:					
EQUIPMENT/TOOLS REQUIRED: PPE SI Report Required Hand Tools Camera Mobile Phone Extension Leads – Tagged Step Ladder First Aid Kit			PERSONAL PROTECTIVE EQUIPMENT REQUIRED: ARM GUARDS (not pictured) <div style="display: flex; justify-content: space-around; align-items: center;">        </div>		
HAVE YOU COMPLETED YOUR SITE INSPECTION BEFORE COMMENCING WORK?					
RISK LEVEL H = high M = med L = low N = negligence					
No	JOB/TASK STEP	POTENTIAL HAZARDS	RISK LEVEL	SAFE WORK / CONTROL MEASURES	
STAGE 1 - ACCESS					
1	Communication / Site inspection / Complaints	<ul style="list-style-type: none"> No Mobile Phone Trips/ slips Protrusions from ground Sprains/ strains Lacerations Obstructions <ul style="list-style-type: none"> ➤ Piles of sand ➤ Landscaping ➤ Walls too close to dwelling ➤ Scaffolding ➤ Steep driveways ➤ Builders Waste materials 	N	<ol style="list-style-type: none"> Confirm address to site is correct and communicate with Builder/ Client to advise of work in progress Ensure all workers have PPE on at all times <ol style="list-style-type: none"> (a) A risk assessment to be done in order to establish hard hat requirement. (b) Hard hats to be worn on all mandatory sites. Conduct site inspection <ol style="list-style-type: none"> a) include owners pets to be controlled b) Assess the access and egress of the job c) Ensure all hazards have been assessed and determine how the job will need to be completed 4. Contact BGC Office to LOG ON when working alone. Communicate with owners when items need to be relocated for safe access or as a preventative measure. When approached by an angered client and unable to dissipate the situation – leave site immediately and contact your superiors. 	

JOB/TASK: JOB Assessment for single & double levels, multiple residential buildings				Date:
2	Preventative Measures	<ul style="list-style-type: none"> • Lacerations • Sprains/ Strains • Trips/ Slips • Owners Pets <ul style="list-style-type: none"> ➢ Bites ➢ Scratches ➢ Lacerations 	M	<ol style="list-style-type: none"> 1. When the job assessment has been completed, ensure the Client or others on site can not be injured due to the required maintenance / service works needed. IE <ol style="list-style-type: none"> a) Broken glass will need to be in a suitable container for safe disposal b) Always wear your PPE c) Use appropriate tool to complete the task 2. Ensure Owner is advised to control all animals on site to prevent harm to person carrying out works on site
3	Carrying out the work inside and outside of residence	<ul style="list-style-type: none"> • Sprains/ strains • Cuts / lacerations • Falls • Trips / slips • Injury to 2nd party • Impact from falling objects 	H	<ol style="list-style-type: none"> 1. Ensure all workers have PPE on at all times 2. Clear pathway of obstacles before proceeding 3. Potential injury to 2nd Party (eg visitors or the public)seal off work area. 4. Work being carried out above you with the potential of being struck by falling objects – STOP WORK – report immediately to site supervisor. 5. Take any photos as a reference for job assessment
4	Ascend to Upper Levels via stair wells	<ul style="list-style-type: none"> • Trips/ Slips • obstructions 	M	<ol style="list-style-type: none"> 1. Ensure Stairs are climbed up and down safely 2. Ensure all stair wells and upper voids have secure hand railings 3. Ensure all corridors are clear without obstructions
5	Ascend to Upper Levels via mechanical lifts	<ul style="list-style-type: none"> • Falls • Obstructions • Cuts • Bruising 	M/H	<ol style="list-style-type: none"> 1. Co-ordinate with Builder/ Client to confirm access to upper levels <ol style="list-style-type: none"> a) Mechanical lifts erected appropriately b) all lifts to be in good working order c) if you are unsure contact your immediate supervisor d) You must wear a harness when using mechanical lifts or access with scaffolding e) REFER Code of Practice “Preventing Falls at Workplaces” in the back of the BGC Site Safety Manual

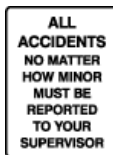
JOB/TASK: JOB Assessment for single & double levels, multiple residential buildings				Date:
6	Ladders	<ul style="list-style-type: none"> Falls from Ladders 	H	<ol style="list-style-type: none"> Ladders to conform to AS/NZS 1892.1 <ol style="list-style-type: none"> Ladder is to be used for access and egress ONLY Ladder is to extend 900mm above access / egress point for safe platform entrance Ladder is to be secured at all times Ladders must be in good working order Working from ladders is prohibited at all times Refer Code of Practice “Preventing Falls at Workplaces” - Site OHSMP
7	Working from scaffolding	<ul style="list-style-type: none"> Sprains/ strains Cuts / lacerations Falls Trips / slips Impact from falling tools or materials Impact from falling objects Eye injuries Collapse of scaffold - crush 	H	<ol style="list-style-type: none"> Ensure all workers have PPE on at all times when handling glass Communication to site supervisor if there is a need for stop work. Check if scaffold is required <ol style="list-style-type: none"> Scaffold to be installed and comply with Code of Practice “Prevention of Falls at Workplaces” for any working edge off a building at 3m or greater. Remain within the guardrails at all times. DO NOT lean against guardrails. Ensure scaffold is not modified. Adhere to SWL (Safe working load) – DO NOT overload with materials or personnel.
8	Leaving site	<ul style="list-style-type: none"> Slips/ Trips Sprains/ Strains Falling items from other trade workers 	L	<ol style="list-style-type: none"> Contact BGC Office to LOG OFF when working alone to advise of task completed and you a safe on ground level. Pick up all tools to prevent a trip hazard Pick up all cut off and other material and place in waste bin provided by builder.



JOB SAFETY ANALYSIS: Job Assessment

Ref: 37

JOB/TASK: JOB Assessment for single & double levels, multiple residential buildings	Date:
<p>Approved by:</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;"> _____ Mike Friend, Divisional Manager </div> <div style="text-align: center;"> <p>DATE: 01/06/2010</p> </div> <div style="text-align: center;"> _____ Rod Fancote, OHS </div> <div style="text-align: center;"> <p>DATE: 01/06/2010</p> </div> </div>	







❖ **SHOULD THIS JSA NOT BE APPROPRIATE FOR THE WORK SITE,
PROVIDE ADJUSTMENTS OR NEW JSA** ❖

I, (see below names and signatures) hereby confirm that I have read and been instructed on the Job Safety Analysis and understand how the safe work / control measures are used in this task.

	name	signature
1		
2		
3		
4		
5		
6		
7		
8		

JOB SAFETY ANALYSIS: Sales Reps Attending Site or Office

Ref: 38

JOB/TASK: Sales Reps attending building sites or building offices				DATE:
LOCATION – Department or Builder/ Client Address:				JOB/Order #
Permits required (Please Specify): Blue card, BGC Site Safety Manual, Current Drivers License				
Analysis by : Nadia Bradfield, Kim Duffy		PERSONAL PROTECTIVE EQUIPMENT REQUIRED:    		
EQUIPMENT/TOOLS REQUIRED: Tape measure Phone Pen and Pad First Aid Kit Building Plans				
RISK LEVEL H = high M = med L = low N = negligence				
No	JOB/TASK STEP	POTENTIAL HAZARDS	RISK LEVEL	SAFE WORK / CONTROL MEASURES
STAGE 1 -				
1	General Planning	<ul style="list-style-type: none"> Wrong address / plans Not having the correct information for discussion Driving vehicle 	N	<ol style="list-style-type: none"> Contact builder / client prior leaving base (home or BGC office). Ensure Sales Manager has been notified via run sheet or phone call. Ensure you have the correct documentation with you for the discussion. Ensure you have the appropriate PPE in you car when attending building sites. Ensure you do not talk on the mobile phone while driving a vehicle. Ensure your seat belt is engaged at all times. Ensure all mirrors are in the proper position. DO NOT speed should you be running late for the appointment.

JOB SAFETY ANALYSIS: Sales Reps Attending Site or Office

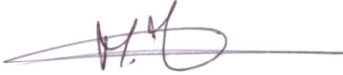
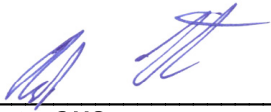
Ref: 38

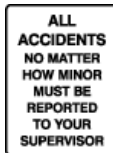
JOB/TASK: Sales Reps attending building sites or building offices				DATE:
2	Arriving to site	<ul style="list-style-type: none"> Wrong address Blocking access and egress Not adhering to Procedure for visiting sites. <i>Refer to BGC Site Safety Manual</i> 	L	<ol style="list-style-type: none"> Ensure you have the correct address Park your vehicle so as it does NOT cause access and egress BLOCKAGE for other trade workers or delivery workers. Remain with your vehicle until attending supervisor/manager/builder arrives to site Ensure you have the correct PPE on. Prior to walking on site, do a visual site inspection for possible hazards. Ensure you have read and understand the procedure for visiting sites in the BGC Site Safety Manual. There is no need to be on site without attending personnel. Ensure you have collect all relevant information and documentation. When measuring, ensure you are on level ground and all possible hazards have been removed.
3	Arriving to Builders Office	<ul style="list-style-type: none"> Blocking access and egress Parked in wrong parking bay 	N	<ol style="list-style-type: none"> Ensure you have the correct information and documentation for when you are dropping off to a builder. Notify reception of business intention. Most of the larger building companies require you to only pick up documents from their office. Ensure you have the correct instructions for this.
4	Ongoing appointments with builders or returning to BGC Office	<ul style="list-style-type: none"> Driving a vehicle 	M	<ol style="list-style-type: none"> Be aware of the road rules. Be aware of other who use the roads and may be a potential hazard. Keep CLEAR. Observe Road Rage when ever driving on the roads.



JOB SAFETY ANALYSIS: Sales Reps Attending Site or Office

Ref: 38

JOB/TASK: Sales Reps attending building sites or building offices		DATE:
Approved by:		
 _____ Mike Friend, Divisional Manager	DATE: 01/06/2010	 _____ Rod Fancote, OHS
DATE: 01/06/2010		



❖ **SHOULD THIS JSA NOT BE APPROPRIATE FOR THE WORK SITE,
PROVIDE ADJUSTMENTS OR NEW JSA** ❖

I, hereby confirm that I have read and been instructed on the Job Safety Analysis and
(print name)

understand how the safe work / control measures are used in this task.

Signed:

Date:

Section

11

Hazardous Materials

11.1 Hazardous Substances	11-2
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11.1 Hazardous Substances

The Occupational Safety and Health Regulations 1996 requires employees, main contractors and self-employed persons to obtain and provide information about hazardous substances used in the workplace.

5.11 Employers, main contractors and self-employed persons to obtain and provide information

- (1) If a hazardous substance is to be used at a workplace then a person who, at the workplace, is an employer, the main contractor or a self-employed person must -
 - (a) before, or upon, the first occasion on which the hazardous substance is supplied to the workplace -
 - (i) obtain from the supplier of the hazardous substance an MSDS for the hazardous substance; and
 - (ii) consult with all persons who might be exposed to the hazardous substance at the workplace and the safety method of using the hazardous substance;
 - (b) ensure that the MSDS for the hazardous substance is readily available to any person who might be exposed to the hazardous substance in the workplace; and
 - (c) ensure that no alteration is made to an MSDS except where -
 - (i) the person who is the employer, the main contractor or the self-employed person, as the case requires, is also the person who imported the hazardous substance; and
 - (ii) an overseas document described as an MSDS requires alteration in order to conform with the definition of MSDS in these regulations [r.5.11(1)]

BGC requires that all chemical substances to be used on a building site must have the supporting Material Safety Data Sheet (MSDS). Copies of the MSDS of any chemical substance to be used on a site may be required by the Site Principal.

A full catalogue of MSDS for the chemical substances required by subcontractors is retained by the Safety Manager.

MSDS for commonly used substances follow.

Material Safety Data Sheet

Page: 1 of 3

Issue Date: June 30, 2003

APPROVED by HOLTS-HONEYWELL

Product Name: **POWER PLUS TOUCH UP SPRAY PAINT**

Hazardous according to criteria of Worksafe Australia

COMPANY DETAILS

Company Name HOLT LLOYD AUSTRALASIA PTY LTD
Address Level 3, 2 Richardson Place (PO Box 700) North Ryde NSW 2113
Tel/Fax Tel: 02 9353 8152 Fax: 02 9353 8150 E-mail: holts-enquiry@honeywell.com
Other Information This MSDS has been developed according to Worksafe Australia/NOHSC: PK0040 (1994) Code of Practice for the Preparation of Material Safety Data Sheets and Approved Criteria for Classifying Hazardous Substances NOHSC: 1008 (1994). The information contained herein is based on the level of knowledge at the time of preparation and is given in good faith but no guarantee of accuracy is made, as much of the information shown is derived from a third party for which we have no control. The data are not product specifications but are represented as typical values. Holt Lloyd Australasia Pty Ltd cannot control the conditions under which this information may be used, each user should review the information in the specific context of the intended application and must satisfy himself, if the end use is outside the manufacturers guidelines, that the application is suitable, safe and practical. To this end, the user must assume responsibility.

IDENTIFICATION

Product Code PJ1060-PJ9390,PK1060-PK9190

Product Name POWER PLUS TOUCH UP SPRAY PAINT

Proper Shipping Name AEROSOLS

Other Names Name
POWER PLUS PRIMERS

POWER PLUS RAINBOW COLOURS

Mancode
PJ0080, PJ0090,
PK0080, PK0090,
PJ1015, PJ1025,
PJ1035, PJ1045,
PJ1055

UN Number 1950

DG Class 2.1

Packing Group

Hazchem Code 2Y

Poisons Schedule Not Scheduled

Product Use FOR WHAT PURPOSE IS THE PRODUCT USED? For touch up repair work on automotive surfaces
WHAT ARE THE DIRECTIONS FOR USE? Detailed instructions are on the package label and should be read before use.

Physical Data

Appearance A blend of acrylic resin, pigment and solvent in an aerosol format.

Boiling Point not applicable

Vapour Pressure 200-300 kPa at 25°C

Specific Gravity variable depending on pigment

Flash Point not applicable as this product is in a pressurised container

Flamm. Limit LEL 1.9

2.3

Flamm. Limit UEL 8.5

9.5

Solubility in Water Immiscible

Other Properties

Decomposition Temp. Combustion products include carbon dioxide and/or carbon monoxide.

Materials to Avoid Oxidising materials.

Other Information OTHER PROPERTIES: Not applicable

Material Safety Data Sheet

Page: 2 of 3

Issue Date: June 30, 2003

APPROVED by HOLTS-HONEYWELL

Product Name: **POWER PLUS TOUCH UP SPRAY PAINT**

Hazardous according to criteria of Worksafe Australia

Ingredients

Ingredients	Name	CAS	Proportion
	acrylic resin & Pigments	Not available	10-60%
	Acetone	67-64-1	10-60%
	Propellant hydrocarbon C3/C4	74986/106978	30-60%
	Xylene	1330-20-7	10-30%
	n-Butyl acetate	123-86-4	10-30%
	propylene glycol monoethyl ether acetate	108-65-6	0-10%
	ethyl acetate	Not available	1-5%
	2-Butanol	78-92-2	1-5%

Other Information The resin solids and pigments in this product can be considered relatively non hazardous. Avoid breathing dust when sanding, wear an approved dust/organic vapour respirator (see AS1716).

HEALTH HAZARD INFORMATION

Health Effects

Acute - Swallowed Moderate toxicity. May cause gastrointestinal irritation. Can result in nausea, vomiting and central nervous system depression.

Acute - Eye Moderate irritant. Irritation may produce pain. Causes eyes to redden and weep. Propellant can cause frostbite.

Acute - Skin Moderate irritant. Will have degreasing action on skin. Repeated or prolonged exposure may lead to contact dermatitis. Propellant can cause frostbite effect. Solvent components can be absorbed through the skin with resultant toxic effects.

Acute - Inhaled Moderate irritant to ears, nose and throat. Concentrating and inhaling causes intoxication, stupor, nausea and in sufficient quantities can cause central nervous system depression, coma or death.

First Aid

Swallowed Do not induce vomiting. Seek urgent medical advice.

Eye Flush with copious amounts of running water for 15 minutes. If irritation persists seek medical attention.

Skin Excess paint should be removed with a rag swabbed in acetone, followed by thorough washing with soap and water. Acetone should not be used on sensitive body parts eg around the eyes; and should only be used on small sections at a time (especially important for children who tend to tip paints over themselves). Use a mineral oil eg baby oil or even a vegetable oil may be helpful in removing paint from sensitive areas. Remove contaminated clothing. If irritation persists seek medical attention.

Inhaled Remove affected person from source of contamination to fresh air. Apply artificial respiration if not breathing. Seek medical attention.

Other Information 131126

Advice to Doctor

Advice to Doctor Treat symptomatically as for liquid hydrocarbons. Aspiration can lead to chemical pneumonitis if vomiting occurs, especially in children. Use sympathomimetic/catecholamines cautiously, if at all.

Other Health Hazard Information

PRECAUTIONS FOR USE

Exposure Limits TLV: (air): 500 ppm (calculated on solvent)

Eng. Controls Use only in well ventilated area.

Personal Protection

Protective Equip. Wear PVC gloves and safety glasses. For prolonged exposure wear an approved organic respirator.

Material Safety Data Sheet

Page: 3 of 3

Issue Date: June 30, 2003

APPROVED by HOLTS-HONEYWELL

Product Name: **POWER PLUS TOUCH UP SPRAY PAINT**

Hazardous according to criteria of Worksafe Australia

Flammability

Fire Hazards

Do not allow vapours to build up in pits or hollows.
Highly flammable. Flash point of concentrate 0°C.
In case of fire keep can cool with a water mist to avoid pressure build up. Can may rocket or explode in fire. Carbon dioxide, foam or powder extinguishers.
Approach with caution if containers are hot.
Firefighters should wear protective clothing with self-contained breathing apparatus.

SAFE HANDLING INFORMATION

Storage and Transport

Storage Precautions Store out of reach of children in a cool place. Avoid direct sunlight. Class 2.1 flammable gas UN1950. Refer to Australian Goods Code for transport of dangerous goods by road and rail (ACTDG).

Proper Shipping Name AEROSOLS

Spills and Disposal

Spills & Disposal Remove all ignition sources. Wipe up with cloth. Ventilate area. Place in open necked bins and contact Waste Disposal Authority. Ventilate area.
Small spills: Remove leaking containers.
Large spills: Contact local disposal authorities. Contain and add absorbent materials.
Do NOT incinerate or puncture cans, even when empty.

Fire/Explosion Hazard

Hazchem Code

OTHER INFORMATION

Risk Statement R10 Flammable. R38 Irritating to skin. R20/21 Harmful by inhalation and in contact with skin.

Safety Statement S16 Keep away from sources of ignition - No smoking. S25 Avoid contact with eyes. S29 Do not empty into drains.

Hazard Category Harmful, Irritant

User Codes

Field 1

User Code
S268/03-032

Other Information Use as directed only.
PRODUCT TYPE: 150g & 350g aerosols

CONTACT POINT

Contact Holts-Honeywell
Contact Customer Service
TELEPHONE: 02 9353 8152
...End of Report...

ROBERTSON'S & CO. PTY. LTD.

ABN. 82-000-099-347

6, CHRISTIE STREET, ST. MARYS. N.S.W 2760.

P.O Box 263 St. MARYS N.S.W 1790

(PH) 02- 9623-4022 (FAX) 02-9673-1460

Email :davtol@optusnet.com.au



Page 1 of 2

Date of issue: September 2004

MATERIAL SAFETY DATA SHEET

PRODUCT IDENTIFICATION:

ROBERTSON'S WOOD PUTTY

Other Names: None

U.N. Number: None

Dangerous Goods Class: None

Packing Group: None

Hazchem Code: None

Poisons Schedule: None

Uses: Used as a window glazing sealant, timber gap and hole filler & as a gap sealant.

PHYSICAL DESCRIPTION/ PROPERTIES

Appearance: Thick malleable paste

Boiling Point(c): N/A

Vapour Pressure (mmof Hg at 25 C) : N/A

Specific Gravity: 2.0 kg/lt

Flash Point(C) : N/A

Flammability Limits (%): N/A

Auto ignition Temperature (C) : N/A

Other Properties: Slow curing to a solid material by oxidation of oil.

INGREDIENTS

CHEMICAL ENTITY

C.A.S NO.

PROPORTION

Calcium carbonate

84%

Linseed oil

7%

Users should verify the currency of this data sheet if more than 5 years old. The information contained in the material safety data sheet is to be accurate as on the date of issue. We do not accept any liabilities whatsoever for damage or injury arising from the use of this information. Persons handling this product do it at their own risk.

MATERIAL SAFETY DATA SHEET

ROBERTSON'S WOOD PUTTY **HEALTH HAZARD INFORMATION**

Health Effect

Skin: Negligible

Eyes: Low toxic but unlikely to get in peoples eyes. Wash eyes with water.

Inhalation: Nil

Precautions for use: Wash hands after use.

STORAGE AND TRANSPORT Store in a cool place. Recommended shelf life 6 to 12 months from date of manufacture depending upon climate conditions.

DISPOSAL Can be disposed of in landfill.

FIRE/EXPLOSION HAZARDS Non-hazardous.

Material Safety Data Sheet



NON-Hazardous Substance, Dangerous Goods

1. MATERIAL AND SUPPLY COMPANY IDENTIFICATION

Product name: **Bostik No More Nails**

Synonyms:

Bostik No More Nails, 75gm
Bostik No More Nails, 320gm
Bostik No More Nails, 920gm
Bostik No More Nails Export, 320gm

Mancode

240389
149063
215716
267007

Recommended use: A solvent based, general purpose, gunnable construction adhesive.

Supplier: Bostik Australia Pty Ltd
ABN: 79 003 893 838
Street Address: 51-71 High Street
Thomastown VIC 3074
Australia
Telephone: +613 9279-9333
Facsimile: +613 9279-9342

Emergency telephone number: 1800 033 111

2. HAZARDS IDENTIFICATION

Based on available information, this material is not classified as hazardous according to criteria of NOHSC Australia.

Classified as Dangerous Goods by the criteria of the Australian Dangerous Goods Code (ADG Code) for Transport by Road and Rail.

Class: 3 Flammable Liquid

Poisons Schedule (Aust): Not applicable

3. COMPOSITION INFORMATION

CHEMICAL ENTITY	CAS NO.	PROPORTION
Naphtha (petroleum), hydrotreated heavy	64742-49-0	10-30%
Hydrocarbon solvent (containing hexane)	-	10-30%
Non-hazardous ingredients	-	Balance
		----- 100%

4. FIRST AID MEASURES

If poisoning occurs, contact a doctor or Poisons Information Centre (Phone Australia 131 126, New Zealand 0800 764 766).

Material Safety Data Sheet



Inhalation: Remove victim from exposure - avoid becoming a casualty. Remove contaminated clothing and loosen remaining clothing. Allow patient to assume most comfortable position and keep warm. Keep at rest until fully recovered. Seek medical advice if effects persist.

Skin contact: For gross contamination, immediately drench with water and remove clothing. Continue to flush skin and hair with plenty of soap and water. For skin burns, cover with a clean, dry dressing until medical help is available. If blistering occurs, do NOT break blisters. If swelling, redness, blistering, or irritation occurs seek medical assistance.

Eye contact: If in eyes wash out immediately with water. In all cases of eye contamination it is a sensible precaution to seek medical advice.

Ingestion: Immediately rinse mouth with water. If swallowed, do NOT induce vomiting. Give a glass of water to drink. Never give anything by the mouth to an unconscious patient. If vomiting occurs give further water. Seek immediate medical assistance.

Notes to physician: Treat symptomatically. Delayed pulmonary oedema may result.

5. FIRE-FIGHTING MEASURES

Specific hazards: Flammable material. Avoid all ignition sources. All potential sources of ignition (open flames, pilot lights, furnaces, spark producing switches and electrical equipment etc) must be eliminated both in and near the work area. Do NOT smoke.

Fire fighting further advice: If safe to do so, remove containers from path of fire. Keep containers cool with water spray. On burning may emit toxic fumes. Fire fighters to wear self-contained breathing apparatus and suitable protective clothing if risk of exposure to vapour or products of combustion.

Hazchem Code: 3[Y]

Suitable extinguishing media: If material is involved in a fire use foam, dry agent (carbon dioxide, dry chemical powder).

6. ACCIDENTAL RELEASE MEASURES

SMALL SPILLS

Wear protective equipment to prevent skin and eye contamination. Avoid inhalation of vapours. Wipe up with absorbent (clean rag or paper towels). Allow absorbent to dry before disposing with normal household garbage.

LARGE SPILLS

Shut off all possible sources of ignition. Slippery when spilt. Avoid accidents, clean up immediately. Wear protective equipment to prevent skin and eye contamination and the inhalation of vapours. Work up wind or increase ventilation. Contain - prevent run off into drains and waterways. Use absorbent (soil, sand or other inert material). Collect and seal in properly labelled containers or drums for disposal. If contamination of sewers or waterways has occurred advise local emergency services.

Dangerous Goods – Initial Emergency Response Guide No: 14

7. HANDLING AND STORAGE

Handling: Avoid skin and eye contact and inhalation of vapour.

Material Safety Data Sheet



Storage: Store in a cool, dry, well-ventilated place and out of direct sunlight. Store away from incompatible materials described in Section 10. Store away from sources of heat or ignition. Keep containers closed when not in use - check regularly for leaks.

This material is classified as a Dangerous Good Class 3 Flammable Liquid as per the criteria of the Australian Dangerous Goods Code and must be stored in accordance with the relevant regulations.

8. EXPOSURE CONTROLS / PERSONAL PROTECTION

National occupational exposure limits:

No value assigned for this specific material by the National Occupational Health and Safety Commission (NOHSC Australia).

However for:

	TWA		STEL		CARCINOGEN CATEGORY	NOTICES
	ppm	mg/m3	ppm	mg/m3		
n-Hexane	50	176	-	-	-	-

As published by the National Occupational Health & Safety Commission (NOHSC Australia).

TWA - The time-weighted average airborne concentration over an eight-hour working day, for a five-day working week over an entire working life.

STEL (Short Term Exposure Limit) - the average airborne concentration over a 15 minute period which should not be exceeded at any time during a normal eight-hour workday.

These Exposure Standards are guides to be used in the control of occupational health hazards. All atmospheric contamination should be kept too as low a level as is workable. These exposure standards should not be used as fine dividing lines between safe and dangerous concentrations of chemicals. They are not a measure of relative toxicity.

If the directions for use on the product label are followed, exposure of individuals using the product should not exceed the above standard. The standard was created for workers who are routinely, potentially exposed during product manufacture.

Biological Limit Values: As per the "National Model Regulations for the Control of Workplace Hazardous Substances [NOHSC: 1005 (1994)]" the ingredients in this material do not have a Biological Limit Allocated.

Engineering measures: Ensure ventilation is adequate to maintain air concentrations below Exposure Standards. Use only in well ventilated areas. Keep containers closed when not in use.

Personal protection equipment: OVERALLS, SAFETY SHOES, SAFETY GLASSES, GLOVES.

When handling individual retail packs no personal protection equipment is required. Wear overalls, safety glasses and impervious gloves. Available information suggests that gloves made from nitrile rubber should be suitable for intermittent contact. However, due to variations in glove construction and local conditions, the user should make a final assessment. Always wash hands before smoking, eating, drinking or using the toilet. Wash contaminated clothing and other protective equipment before storing or re-using. If risk of inhalation exists, wear organic vapour/particulate respirator meeting the requirements of AS/NZS 1715 and AS/NZS 1716.

Material Safety Data Sheet



9. PHYSICAL AND CHEMICAL PROPERTIES

Form / Colour / Odour: Pale tan coloured guuable paste with solvent odour.

Solubility:	Insoluble in water
Specific Gravity (20 °C):	1.16
Relative Vapour Density (air=1):	N Av
Vapour Pressure (15 °C):	34.5 kPa (hydrocarbon solvent)
Flash Point (°C):	<0
Flammability Limits (%):	LEL – 1.0, UEL – 7.5 (hydrocarbon solvent)
Autoignition Temperature (°C):	N Av
Melting Point/Range (°C):	N App
Boiling Point/Range (°C):	> 47 (hydrocarbon solvent)
pH:	N App
Viscosity:	N Av

(Typical values only - consult specification sheet)
N Av = Not available N App = Not applicable

10. STABILITY AND REACTIVITY

Chemical stability: This material is stable when stored and used as directed.

Conditions to avoid: Sources of ignition.

Incompatible Materials: Oxidising agents and acids.

Hazardous decomposition products: Oxides of carbon monoxide, light flammable hydrocarbons, smoke and fumes.

Hazardous reactions: No information available.

11. TOXICOLOGICAL INFORMATION

No adverse health effects expected if the product is handled in accordance with this Safety Data Sheet and the product label. Symptoms or effects that may arise if the product is mishandled and overexposure occurs are:

Acute Effects

Inhalation: Material may be irritant to mucous membranes and respiratory tract. Inhalation of vapour can result in headaches, dizziness and possible nausea. Inhalation of high concentrations can produce central nervous system depression, which can lead to loss of co-ordination, impaired judgement and if exposure is prolonged, unconsciousness.

Skin contact: Contact with skin may result in irritation. Will have a degreasing action on the skin. Repeated or prolonged skin contact may lead to irritant contact dermatitis.

Eye contact: May be an eye irritant.

Material Safety Data Sheet



Ingestion: Swallowing can result in nausea, vomiting and central nervous system depression. If the victim is uncoordinated there is greater likelihood of vomit entering the lungs and causing subsequent complications.

Long Term Effects: No information available for product.

Acute toxicity / Chronic toxicity

No LD50 data available for the product.

12. ECOLOGICAL INFORMATION

Avoid contaminating waterways.

Ecotoxicity: No information available.

Persistence and degradability: No information available.

Mobility: No information available.

13. DISPOSAL CONSIDERATIONS

Refer to State/Territory Land Waste Management Authority.

14. TRANSPORT INFORMATION

ROAD AND RAIL TRANSPORT

Classified as Dangerous Goods by the criteria of the Australian Dangerous Goods Code (ADG Code) for Transport by Road and Rail.

UN No:	1133
Dangerous Goods Class:	3
Packing Group:	III
Hazchem Code:	3[Y]
Emergency Response Guide No:	14

Proper Shipping Name: ADHESIVE

Segregation Dangerous Goods: Not to be loaded with explosives (Class 1), flammable gases (Class 2.1), if both are in bulk, toxic gases (Class 2.3), spontaneously combustible substances (Class 4.2), oxidising agents (Class 5.1), organic peroxides (Class 5.2) or radioactive substances (Class 7), however exemptions may apply.

MARINE TRANSPORT

Classified as Dangerous Goods by the criteria of the International Maritime Dangerous Goods Code (IMDG Code) for transport by sea.

UN No:	1133
Dangerous Goods Class:	3
Packing Group:	III

Proper Shipping Name: ADHESIVE

Product name: Bostik No More Nails

Substance Key: BOS0000701

Issued: 24 September 2004

Version: 2.1

Page: 5 of 6

Material Safety Data Sheet



AIR TRANSPORT

Classified as Dangerous Goods by the criteria of the International Air Transport Association (IATA)
Dangerous Goods Regulations for transport by air.

UN No: 1133
Dangerous Goods Class: 3
Packing Group: III

Proper Shipping Name: ADHESIVE

15. REGULATORY INFORMATION

Poisons Schedule (Aust): Not applicable.

All the constituents of this material are listed on the Australian Inventory of Chemical Substances (AICS).

16. OTHER INFORMATION

Literary reference

This Material Safety Data Sheet has been prepared by Chemical Data Services Pty Ltd on behalf of its client.

Reason(s) For Issue: Change in Hazardous Substance Classification

Material Safety Data Sheets are updated frequently. Please ensure that you have a current copy.

This MSDS summarises at the date of issue our best knowledge of the health and safety hazard information of the product, and in particular how to safely handle and use the product in the workplace. Since Bostik Findley Australia Pty Ltd cannot anticipate or control the conditions under which the product may be used, each user must, prior to usage, review this MSDS in the context of how the user intends to handle and use the product in the workplace.

If clarification or further information is needed to ensure that an appropriate assessment can be made, the user should contact this company.

Our responsibility for product as sold is subject to our standard terms and conditions, a copy of which is sent to our customers and is also available upon request.



MATERIAL SAFETY DATA SHEET

NOT A WORKPLACE HAZARDOUS SUBSTANCE ACCORDING TO THE CRITERIA OF WORKSAFE AUSTRALIA

MSDS ARRANGED IN ACCORDANCE WITH WORKSAFE NOHSC:2011 (1994)

Page:	1 of 2
Revision:	1
Date:	June 30, 2003
Approved	

COMPANY DETAILS

Company	Honeywell – Consumer Products Group Holt Lloyd Australasia Pty Limited
Address:	Level 3, 2 Richardson Place North Ryde NSW 2113
Telephone Number:	61 2 9353 8152
Fax Number	61 2 9353 8150
Email:	holts-enquiry@honeywell.com
Emergency Telephone Number:	

IDENTIFICATION

POWERPLUS AEROSOL GLASS CLEANER

Product Name:	Glass Cleaner
Other Names:	None
Manufacturer's Product Code:	PP396
UN Number:	1950
Dangerous Goods Class & Subsidiary Risk:	2 None allocated
Hazchem Code:	2Y
Poisons Schedule Number:	None allocated
Use:	Aerosol Glass Cleaner

PHYSICAL DESCRIPTION/PROPERTIES

Appearance:	Aerosol – contents mobile liquid
Boiling Point/Melting Point:	Not applicable
Vapour Pressure:	Internal pressure 400-500 kPa @20°C
Specific Gravity:	Liquid concentrate 0.98-1.05
Flashpoint:	Not applicable
Flammability Limits:	Not applicable
Solubility in Water:	Complete
Other Properties:	

INGREDIENTS

Hydrocarbon propellant
Ingredients determined
not to be hazardous

CAS NUMBER

68514031.8

PROPORTION %

<15.0%
to 100%

**POWERPLUS AEROSOL GLASS CLEANER**

Page:	2 of 2
Revision:	1
Date:	June 30, 2003
Approved	

HEALTH HAZARD INFORMATION**HEALTH EFFECTS****ACUTE**

Swallowed:	May be irritant to mouth and intestinal tract
Eye:	May be irritant
Skin:	May be irritant
Inhaled:	Not an inhalation hazard
CHRONIC:	None known

FIRST AID:

Swallowed:	Do not induce vomiting. Drink plenty of water.
Eye:	Flush immediately with running water. If irritation occurs seek medical attention.
Skin:	Wash with water. Remove contaminated clothing. If irritation occurs, seek medical attention.
Inhaled:	Not an inhalation hazard
First Aid Facilities:	No specific facilities required
Advice to Doctor:	

PRECAUTIONS FOR USE

Exposure Standards	Not applicable
Engineering Controls:	None required
Personal Protection:	None required
Flammability	Product without propellant is Nonflammable. Propellant is a flammable gas.

SAFE HANDLING INFORMATION

Storage and Transport:	Store out of reach of children and in a dry, cool place. Avoid direct sunlight. Class 2 Aerosol UN1950. Refer to ADG, (Australian Code for Transport of Dangerous Goods) and Workcover Regulations.
Spills and Disposal:	Cannot spill. If a can bursts, mop up with cloth then wash area with water.
Fire/Explosion Hazard:	May rocket or explode in fire. Fine water spray to cool containers. Foam or powder extinguishers. Approach with caution if containers hot. Firefighters should wear protective clothing with self-contained breathing apparatus.

OTHER INFORMATION: None

All information contained in this document is as accurate as possible at the time of issue. The data contained herein is not an expressed or implied warranty or representation for which Holt Lloyd Australasia Pty Limited assumes legal responsibility. Except where implied mandatorily by Federal or State Government Legislation, Holt Lloyd does not accept responsibility for damages resulting from the use of this information.

CONTACT POINT: TEL: 1800 021 106

GE SILICONES SCS2600 SERIES SANITARY NEUTRAL

ChemWatch Material Safety Data Sheet

CHEMWATCH 8078-87

Date of Issue: Mon 8-Apr-2002

IDENTIFICATION

STATEMENT OF HAZARDOUS NATURE

Not classified as hazardous according to Worksafe Australia criteria

SUPPLIER

Company: GE Plastics (Australia) Pty Ltd

Address:

175 Hammond Rd

Dandenong

VIC 3175

Australia

Telephone: (03) 9703 7200

Fax: (03) 9706 8727

Product Name: GE Silicones SCS2600 Series Sanitary Neutral

CAS RN No(s): None

UN Number: None

Dangerous Goods Class: None

Subsidiary Risk: None

Hazchem Code: None

Poisons Schedule Number: None

USE

A general purpose neutral oxime curing silicone sealant.

PHYSICAL DESCRIPTION/PROPERTIES

APPEARANCE

White paste with an oxime odour; does not mix with water.

Boiling Point (deg C): Not available

Melting Point (deg C): Not available

Vapour Pressure (kPa): Not available

Specific Gravity: 1.03

Flash Point (deg C): 63

Lower Explosive Limit (%): Not available

Upper Explosive Limit (%): Not available

Solubility in Water (g/L): Immiscible

INGREDIENTS

NAME	CAS RN	%
methyl polysiloxane polymer		>60
titanium dioxide	13463-67-7	0.1-2

HEALTH HAZARD

ACUTE HEALTH EFFECTS

SWALLOWED

Considered an unlikely route of entry in commercial/industrial environments. Small amounts or low dose rates are regarded as practically non-harmful but may be discomforting and harmful if swallowed in quantity. Ingestion may result in nausea, abdominal irritation, pain and vomiting.

EYE

The material is discomforting to the eyes.

SKIN

Excessive use or prolonged contact may lead to defatting, drying and irritation of sensitive skin.

INHALED

Not normally a hazard due to non-volatile nature of product. Inhalation of vapour is more likely at higher than normal temperatures. When heated at high temperatures inhalation of fumes and oxidation products from methyl silicones can be irritating and toxic. Massive exposures to vapours of heated silicone oil can depress nervous system and cause death. Animal experiments by oral or dermal routes show no toxic effects at any dose tested. [CHEMINFO]

CHRONIC HEALTH EFFECTS

Principal routes of exposure are by accidental skin and eye contact and by inhalation of vapours especially at higher temperatures. As with any chemical product, contact with unprotected bare skin; inhalation of vapour, mist or dust in work place atmosphere; or ingestion in any form, should be avoided by observing good occupational work practice.

FIRST AID

SWALLOWED

- 1: DO NOT induce vomiting.
If vomiting occurs, lean patient forward or place on left side (head-down position, if possible) to maintain open airway and prevent aspiration.
- 2: Observe the patient carefully.
- 3: Never give liquid to a person showing signs of being sleepy or with reduced awareness; i.e. becoming unconscious.

- 4: Give water (or milk) to rinse out mouth, then provide liquid slowly and as much as casualty can comfortably drink.
- 5: Seek medical advice.

EYE

If this product comes in contact with the eyes:

- 1: Immediately hold the eyes open and wash with fresh running water.
- 2: Ensure complete irrigation of the eye by keeping eyelids apart and away from eye and moving the eyelids by occasionally lifting the upper and lower lids.
- 3: If pain persists or recurs seek medical attention.
- 4: Removal of contact lenses after an eye injury should only be undertaken by skilled personnel.

SKIN

If product comes in contact with the skin:

- 1: Wash affected areas thoroughly with water (and soap if available).
- 2: Seek medical attention in event of irritation.

INHALED

- 1: If fumes or combustion products are inhaled: Remove to fresh air.
- 2: Lay patient down. Keep warm and rested.
- 3: Prostheses such as false teeth, which may block airway, should be removed, where possible, prior to initiating first aid procedures
- 4: If breathing is shallow or has stopped, ensure clear airway and apply resuscitation, preferably with a demand valve resuscitator, bag-valve mask device, or pocket mask as trained. Perform CPR if necessary.
- 5: Transport to hospital, or doctor.

ADVICE TO DOCTOR

Treat symptomatically.

PRECAUTIONS FOR USE

EXPOSURE STANDARDS

None assigned. Refer to individual constituents.

<titanium dioxide>

TLV TWA: 10 mg/m³ A4

NOTE: This substance has been classified by the ACGIH as A4
NOT classifiable as causing Cancer in humans.

ES TWA: 10 mg/m³

(total dust containing no asbestos and < 1% crystalline silica)

OES TWA: 10 mg/m³ total inhalable dust

OES TWA: 4 mg/m³ respirable dust

IDLH Level: 5000 mg/m³

Animal studies at 10 mg/m³ show no significant fibrosis, possibly reversible tissue reaction and the architecture of lung air spaces remains intact.

ENGINEERING CONTROLS

General exhaust is adequate under normal operating conditions.

PERSONAL PROTECTION

EYE

Safety glasses with side shields; or as required, Chemical goggles.
Contact lenses pose a special hazard; soft lenses may absorb irritants and all lenses concentrate them.

HANDS/FEET

Barrier cream and PVC gloves or Rubber gloves.
Safety footwear.

OTHER

1: Overalls.
2: Eyewash unit.

RESPIRATOR

Protection Factor	Half-Face Respirator	Full-Face Respirator	Powered Air Respirator
10 x ES	P1 Air-line*	-	PAPR-P1 -
50 x ES	Air-line**	P2	PAPR-P2
100 x ES	-	P3 Air-line*	-
100+ x ES	-	Air-line**	PAPR-P3

* - Negative pressure demand ** - Continuous flow.

The local concentration of material, quantity and conditions of use determine the type of personal protective equipment required. For further information, consult site specific CHEMWATCH data (if available), or your Occupational Health and Safety Advisor.

SAFE HANDLING

STORAGE AND TRANSPORT

SUITABLE CONTAINER

Metal can Metal drum Packing as recommended by manufacturer.
Check all containers are clearly labelled and free from leaks.

STORAGE INCOMPATIBILITY

Avoid storage with oxidisers.

STORAGE REQUIREMENT

1: Store in original containers.
2: Keep containers securely sealed.

- 3: No smoking, naked lights or ignition sources.
- 4: Store in a cool, dry, well-ventilated area.
- 5: Store away from incompatible materials and foodstuff containers.
- 6: Protect containers against physical damage and check regularly for leaks.
- 7: Observe manufacturer's storing and handling recommendations.

TRANSPORTATION

No restrictions.

SPILLS AND DISPOSAL

MINOR SPILLS

- 1: Clean up all spills immediately.
- 2: Avoid contact with skin and eyes.
- 3: Wear impervious gloves and safety goggles.
- 4: Trowel up/scrape up.
- 5: Place spilled material in clean, dry, sealed container.
- 6: Flush spill area with water.

MAJOR SPILLS

Slippery when spilt.
Alert Fire Brigade and tell them location and nature of hazard.
Wear protective clothing, impervious gloves and safety glasses.
Prevent, by any means available, spillage from entering drains or water courses.
Stop leak if safe to do so.
Trowel up/scrape up.
Collect recoverable product into labelled containers for recycling.
Collect residues and seal in labelled drums for disposal.
If contamination of drains or waterways occurs, advise emergency services.

DISPOSAL

- 1: Recycle wherever possible or consult manufacturer for recycling options.
- 2: Consult State Land Waste Management Authority for disposal.
- 3: Bury residue in an authorised landfill.
- 4: Recycle containers if possible, or dispose of in an authorised landfill.

FIRE/EXPLOSION HAZARD

- 1: Combustible.
- 2: Slight fire hazard when exposed to heat or flame.
- 3: Heating may cause expansion or decomposition leading to violent rupture of containers.
- 4: On combustion, may emit toxic fumes of carbon monoxide (CO).
- 5: May emit acrid smoke.
- 6: Mists containing combustible materials may be explosive.
- 1: High temperature decomposition products include silicon dioxide, small amounts of formaldehyde, formic acid, acetic acid and traces of silicon polymers.
- 2: These gases may ignite and, depending on circumstances, may cause the resin/polymer to ignite.
- 3: An outer skin of silica may also form. Extinguishing of fire, beneath the skin, may be difficult.

CONTACT POINT

CONTACT

AUSTRALIAN POISONS INFORMATION CENTRE

24 HOUR SERVICE :- 13 11 26

POLICE OR FIRE BRIGADE :- 000 (exchange):-1100

NEW ZEALAND POISONS INFORMATION CENTRE

Dunedin :-(03)479 1200 (Normal Hours)

 :-(03)474 0999 (Emergency)

End of Report

Date of Preparation: Mon 8-Apr-2002

Print Date: Tue 9-Apr-2002

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GE SILICONE SCS2700 SERIES SILGLAZE N-10 SILICONE SEALANT

ChemWatch Material Safety Data Sheet

CHEMWATCH 47674

Date of Issue: Tue 9-Apr-2002

IDENTIFICATION

STATEMENT OF HAZARDOUS NATURE

Not classified as hazardous according to Worksafe Australia criteria

SUPPLIER

Company: GE Plastics (Australia) Pty Ltd

Address:
175 Hammond Rd
Dandenong
VIC 3175
Australia

Telephone: (03) 9703 7200

Fax: (03) 9706 8727

Product Name: GE Silicone SCS2700 Series Silglaze N-10 Silicone Sealant

Other Names: Silgaze N-10 Silicone Sealant

CAS RN No(s): None

UN Number: None

Dangerous Goods Class: None

Subsidiary Risk: None

Hazchem Code: None

Poisons Schedule Number: None

USE

A general purpose neutral oxime curing silicone sealant.

The use of a quantity of material in an unventilated or confined space may result in increased exposure and an irritating atmosphere developing. Before starting consider control of exposure by mechanical ventilation.

PHYSICAL DESCRIPTION/PROPERTIES

APPEARANCE

Clear paste with an oxime odour; does not mix with water.

Boiling Point (deg C): Not applicable

Melting Point (deg C): Not available

Vapour Pressure (kPa): Not available

Specific Gravity: 1.03

Flash Point (deg C): 63
Lower Explosive Limit (%): Not available
Upper Explosive Limit (%): Not available
Solubility in Water (g/L): Immiscible

INGREDIENTS

NAME	CAS RN	%
oximesilane		5-10

HEALTH HAZARD

ACUTE HEALTH EFFECTS

SWALLOWED

Considered an unlikely route of entry in commercial/industrial environments. The material is moderately discomforting to the gastro-intestinal tract and may be harmful if swallowed in quantity. Smoothing the sealant with saliva wet finger may introduce sealant into the mouth. Safer alternates should replace this poor work practice. Swallowing may result in ethanol being generated in the gut.

EYE

The liquid may produce eye discomfort and is capable of causing temporary impairment of vision and / or transient eye inflammation, ulceration.

SKIN

The material may be mildly discomforting to the skin if exposure is prolonged. Irritation and skin reactions are possible with sensitive skin and may cause in some cases, sensitisation if exposure is prolonged. The material may accentuate any pre-existing dermatitis condition.

INHALED

The vapour from the curing material is harmful if inhaled, particularly if exposure is prolonged and may cause, in some cases, sensitisation. The cured solid material is inert and represents a low order of hazard. Inhalation hazard is increased at higher temperatures. Inhalation of vapour may aggravate a pre-existing respiratory condition such as asthma, bronchitis, emphysema.

CHRONIC HEALTH EFFECTS

Principal routes of exposure are usually by skin contact with the material and inhalation of vapour from the curing material. Material cures / solidifies by reacting with atmospheric moisture and this process generates irritating vapour. Silica in this material is bound in a rubbery soft matrix and does not present an inhalation exposure hazard. Prolonged or repeated skin contact may cause drying with cracking, irritation and possible dermatitis following.

As with any chemical product, contact with unprotected bare skin; inhalation of vapour, mist or dust in work place atmosphere; or ingestion in any form, should be avoided by observing good occupational work practice.

A small amount of ethanol and methylethylketoxime is released on curing. Over heated material (i.e. above 180 C.) decomposes and releases highly irritating formaldehyde gas

FIRST AID

SWALLOWED

If poisoning occurs, contact a doctor or Poisons Information Centre.

In Australia phone 13 1126; New Zealand 03 4747000.

If swallowed, and if more than 15 minutes from a hospital:

- 1: INDUCE vomiting with IPECAC SYRUP, or fingers down the back of the throat, ONLY IF CONSCIOUS.

Lean patient forward or place on left side (head-down position, if possible) to maintain open airway and prevent aspiration.

NOTE: Wear a protective glove when inducing vomiting by mechanical means.

- 2: REFER FOR MEDICAL ATTENTION WITHOUT DELAY.

- 3: In the mean time, qualified first-aid personnel should treat the patient following observation and employing supportive measures as indicated by the patient's condition.

- 4: If the services of a medical officer or medical doctor are readily available, the patient should be placed in his/her care and a copy of the MSDS should be provided. Further action will be the responsibility of the medical specialist.

- 5: If medical attention is not available on the worksite or surroundings send the patient to a hospital together with a copy of the MSDS.

EYE

If this product comes in contact with the eyes:

- 1: Immediately hold the eyes open and wash with fresh running water.
- 2: Ensure complete irrigation of the eye by keeping eyelids apart and away from eye and moving the eyelids by occasionally lifting the upper and lower lids.
- 3: If pain persists or recurs seek medical attention.
- 4: Removal of contact lenses after an eye injury should only be undertaken by skilled personnel.

SKIN

If product comes in contact with the skin:

- 1: Remove all contaminated clothing, including footwear
- 2: Remove adhering sticky material using a waterless hand cleaner
- 3: Wash affected areas thoroughly with soap and water, repeating as required .
- 4: In event of visible or subsequent irritation seek medical attention.

INHALED

- 1: If fumes or combustion products are inhaled: Remove to fresh air.
- 2: Lay patient down. Keep warm and rested.
- 3: Prostheses such as false teeth, which may block airway, should be removed, where possible, prior to initiating first aid procedures
- 4: If breathing is shallow or has stopped, ensure clear airway and apply resuscitation, preferably with a demand valve resuscitator, bag-valve

mask device, or pocket mask as trained. Perform CPR if necessary.
5: Transport to hospital, or doctor.

ADVICE TO DOCTOR

Treat symptomatically.

PRECAUTIONS FOR USE

EXPOSURE STANDARDS

ENGINEERING CONTROLS

Use in a well-ventilated area.
General exhaust is adequate under normal operating conditions.
Local exhaust ventilation may be required in specific circumstances.
If risk of overexposure exists, wear approved respirator.
Correct fit is essential to obtain adequate protection.
Provide adequate ventilation in warehouse or closed storage areas.
Air contaminants generated in the workplace possess varying "escape" velocities which, in turn, determine the "capture velocities" of fresh circulating air required to effectively remove the contaminant.

Type of Contaminant:	Air Speed:
solvent, vapours, degreasing etc., evaporating from tank (in still air).	0.25-0.5 m/s (50-100 f/min.)
aerosols, fumes from pouring operations, intermittent container filling, low speed conveyer transfers, welding, spray drift, plating acid fumes, pickling (released at low velocity into zone of active generation)	0.5-1 m/s (100-200 f/min.)
direct spray, spray painting in shallow booths, drum filling, conveyer loading, crusher dusts, gas discharge (active generation into zone of rapid air motion)	1-2.5 m/s (200-500 f/min.)
grinding, abrasive blasting, tumbling, high speed wheel generated dusts (released at high initial velocity into zone of very high rapid air motion).	2.5-10 m/s (500-2000 f/min.)

Within each range the appropriate value depends on:

Lower end of the range	Upper end of the range
1: Room air currents minimal or favourable to capture	1: Disturbing room air currents
2: Contaminants of low toxicity or of nuisance value only.	2: Contaminants of high toxicity
3: Intermittent, low production.	3: High production, heavy use
4: Large hood or large air mass in motion	4: Small hood-local control only

Simple theory shows that air velocity falls rapidly with distance away from the opening of a simple extraction pipe. Velocity generally decreases with the square of distance from the extraction point (in simple cases). Therefore the air speed at the extraction point should be adjusted, accordingly, after reference to distance from the contaminating source. The air velocity at the extraction fan, for example, should be a minimum of 1-2 m/s (200-400 f/min.) for extraction of solvents generated in a tank 2 meters distant from the extraction point. Other mechanical considerations,

producing performance deficits within the extraction apparatus, make it essential that theoretical air air velocities are multiplied by factors of 10 or more when extraction systems are installed or used. Spraying to be carried out in conditions conforming to local state regulations. Unprotected personnel must vacate the spraying area. In confined spaces where there is inadequate ventilation, wear full-face air supplied breathing apparatus.

PERSONAL PROTECTION

EYE

Safety glasses with side shields.

Chemical goggles.

Contact lenses pose a special hazard; soft lenses may absorb irritants and all lenses concentrate them.

DO NOT wear contact lenses.

Do not handle contact lenses again until all traces of the sealant has been cleaned from the fingertips, nails and cuticles.

Note: Residual sealant may remain on fingers for several days and transfer to lenses and cause severe eye discomfort.

HANDS/FEET

Barrier cream with polyethylene gloves or

Wear chemical protective gloves, eg. PVC.

Wear safety footwear.

RESPIRATOR

Protection Factor	Half-Face Respirator	Full-Face Respirator	Powered Air Respirator
10 x ES	P1 Air-line*	-	PAPR-P1
50 x ES	Air-line**	P2	PAPR-P2
100 x ES	-	P3 Air-line*	-
100+ x ES	-	Air-line**	PAPR-P3

* - Negative pressure demand ** - Continuous flow.

The local concentration of material, quantity and conditions of use determine the type of personal protective equipment required. For further information, consult site specific CHEMWATCH data (if available), or your Occupational Health and Safety Advisor.

SAFE HANDLING

STORAGE AND TRANSPORT

SUITABLE CONTAINER

Container must be air-tight.

Metal can Metal drum Packing as recommended by manufacturer.

Check all containers are clearly labelled and free from leaks.

STORAGE INCOMPATIBILITY

Avoid storage with oxidisers and water.

STORAGE REQUIREMENTS

Keep dry.

- 1: Store in original containers.
- 2: Keep containers securely sealed.
- 3: No smoking, naked lights or ignition sources.
- 4: Store in a cool, dry, well-ventilated area.
- 5: Store away from incompatible materials and foodstuff containers.
- 6: Protect containers against physical damage and check regularly for leaks.
- 7: Observe manufacturer's storing and handling recommendations.

TRANSPORTATION

No restrictions.

SPILLS AND DISPOSAL

MINOR SPILLS

Slippery when spilt.

- 1: Remove all ignition sources.
- 2: Clean up all spills immediately.
- 3: Avoid breathing vapours and contact with skin and eyes.
- 4: Control personal contact by using protective equipment.
- 5: Contain and absorb spill with sand, earth, inert material or vermiculite.
- 6: Wipe up.
- 7: Place in a suitable labelled container for waste disposal.

MAJOR SPILLS

Slippery when spilt.

- 1: Clear area of personnel and move upwind.
- 2: Alert Fire Brigade and tell them location and nature of hazard.
- 3: May be violently or explosively reactive.
- 4: Wear breathing apparatus plus protective gloves.
- 5: Prevent, by any means available, spillage from entering drains or water course.
- 6: No smoking, naked lights or ignition sources.
- 7: Increase ventilation.
- 8: Stop leak if safe to do so.
- 9: Water spray or fog may be used to disperse / absorb vapour.
- 10: Contain spill with sand, earth or vermiculite.
- 11: Use only spark-free shovels and explosion proof equipment.
- 12: Collect recoverable product into labelled containers for recycling.
- 13: Absorb remaining product with sand, earth or vermiculite.
- 14: Collect solid residues and seal in labelled drums for disposal.
- 15: Wash area and prevent runoff into drains.
- 16: If contamination of drains or waterways occurs, advise emergency services.

DISPOSAL

- 1: Recycle wherever possible or consult manufacturer for recycling options.
- 2: Consult State Land Waste Authority for disposal.
- 3: Bury or incinerate residue at an approved site.
- 4: Recycle containers if possible, or dispose of in an authorised landfill.

FIRE/EXPLOSION HAZARD

Uncured material paste is combustible, i.e. will burn if ignited.

Not considered a significant fire risk.

Heat may cause expansion leading to rupture of containers and contents spill.

Combustion products include nitrogen oxides (NOx), carbon monoxide (CO), carbon dioxide (CO₂), silicon dioxide (SiO₂), formaldehyde and other pyrolysis products typical of burning organic material.

Over heated material (i.e. above 150 C.) decomposes and releases highly irritating formaldehyde gas

CONTACT POINT

CONTACT

AUSTRALIAN POISONS INFORMATION CENTRE

24 HOUR SERVICE :- 13 11 26

POLICE OR FIRE BRIGADE :- 000 (exchange):-1100

NEW ZEALAND POISONS INFORMATION CENTRE

Dunedin :-(03)479 1200 (Normal Hours)

:- (03)474 0999 (Emergency)

End of Report

Date of Preparation: Tue 9-Apr-2002

Print Date: Tue 9-Apr-2002

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Section
12

Accident Notification and Investigation

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12.1 Accident Notification and Investigation

12.1.1 Requirement Under the Act

The Occupational Safety and Health Act of 1984 states that:

If, at a workplace, an employee incurs an injury, or is affected by a disease that -

- (a) results in the death of an employee; or
- (b) is of a kind prescribed in the regulations for the purposes of this subsection,

the employer of that employee shall forthwith notify the Commissioner in the prescribed form giving such particulars as may be prescribed. [s.19(3)]

The Occupational Safety and Health Regulations state that:

For the purposes of section 19(s) of the Act, the kinds of injury incurred by an employee to be notified to the Commissioner are -

- (a) a fracture of the skull, spine or pelvis;
- (b) a fracture in any bone -
 - (i) in the arm, other than in the wrists or hand;
 - (ii) in the leg, other than a bone in the ankle of foot;
- (c) an amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint;
- (d) the loss of sight of an eye;
- (e) any injury other than an injury of a kind referred to in paragraphs (a) to (d) which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred. [s.2.4(1)]

If you are a subcontractor who employs your own workforce, you are required to notify the Commissioner as an employer. BGC will also notify the Commissioner as an employer under contracting provisions.

You may notify the Commissioner by telephone - (08) 9327 8800 or 1800 198 118 or by using the prescribed form which may be downloaded from the Regulations file of www.safetyline.wa.gov.au

An employer who contravenes the requirements of the Act and Regulations commits an offence and is liable to a fine of \$25,000.

12.1.2 Accident Reporting Procedure

All accidents must be reported to BGC for investigation, and the reporting procedure follows:

PROCEDURE FOR REPORTING AN INCIDENT or INJURY or HAZARD

What you must do if: An accident occurs causing an injury
 An accident or near miss occurs but there is no injury
 You spot a hazard that could cause you or someone else an injury



Immediately report the injury or the incident or the hazard to the Site Manager or to the Site Manager's representative



If there is no Site Manager or representative available, report to your BGC Subcontractor Manager or to the Safety Manager



If you are injured, you must see a First Aider and / or a Doctor on the same day if practicable.

Your BGC Subcontractor Manager or Safety Manager will arrange for you to see a doctor through Prime Occupational Health. All medical certificates must be passed as soon as practicable to the Safety Manager



You will be asked to complete an EMPLOYEE/SUBCONTRACTOR STATEMENT. This should be sent to the Safety Manager as soon as practicable. The Safety Manager will initiate an INVESTIGATION to assess the cause(s) of the hazardous incident or of your accident, to assess what safety procedures may have failed and to assess what corrective actions will be needed to help avoid similar accidents



If a Workers Compensation claim is to be made, the Safety Manager will arrange for the appropriate documentation to be issued. When you complete this, the Safety Manager will forward it to BGC Insurance



If your accident prevents you from returning immediately to your normal job, you will be contacted by the BGC Group Injury Manager to discuss alternative duties in a return to work program. This will be done in full consultation with your medical practitioner

IMPORTANT

All accident and claim forms must be fully completed and submitted as soon as practicable. Failure to do so may slow down the claim process, or render it invalid.

Note that all medical bills including radiology and physiotherapy, incurred by an individual and that are refused as a valid Workers Compensation claim will be returned to the claimant for personal payment.

Table 12.1 Procedure for Reporting an Incident or Injury or Hazards

BGC Safety Manager

Telephone: 9334 4605

Fax: 9334 4507

12.1.3 Forms

12.1.3.1 Employee/Subcontractor Statement

The full version of this form, to be photocopied and completed as necessary, can be found on page 14-6 of Section 14 Forms.

Employee / Subcontractor Statement	
What are you reporting? You are injured <input type="checkbox"/> Witness to injury <input type="checkbox"/> Incident (near miss) <input type="checkbox"/> Hazard that could cause an injury <input type="checkbox"/>	
Name: _____	DOB: _____
Length of time with BGC: _____	
Occupation: _____	Occurrence Date: _____
Site/Location: _____	Occurrence Time: _____ am / pm
In detail describe the occurrence including specific location, tools, equipment or materials in use, and body part affected (if applicable)	
1. Describe what actually happened or what you saw: _____ _____ _____ _____ _____ _____ _____ _____	
2. Where were you at the time? (give specific location e.g. store room): _____ _____	
3. List what tools/equipment or materials were involved: _____ _____	
4. If applicable, describe what body part has been injured (e.g. left thumb): _____ _____	
5. In your opinion, what caused the injury/incident or unsafe situation (e.g. poor lighting, broken trolley): _____ _____ _____	
6. In your opinion, what could be done to prevent it from happening again? _____ _____	
I have given this form to: _____	Date: _____
Signed: _____	Date: _____
Manager's Signature: _____	Date: _____
Was medical treatment required? (if yes, provide details): _____	
This report is to accompany the Supervisors Investigation report and is to be forwarded to the Group Injury Manager within 24 hours of the occurrence.	

Figure 12.1 Sample Form: Employee/Subcontractor Statement

12.1.3.2 Accident/Incident Investigation Form

The full version of this three page form, to be photocopied and completed as necessary, can be found on page 14-8 of Section 14 Forms.


	
FIRST NOTIFICATION & INVESTIGATION FORM	
<small>(This form is to be completed by manager or supervisor, NOT BY EMPLOYEE) Page 1 must be faxed to BGC Insurance within 24 hours on 9321 0205. Complete pages 2/3 for personal injury, incident, hazard or near miss</small>	
Name of Person making report: _____ Telephone: _____ Division: _____ Signature: _____ Date: _____	
DETAILS	
Injury or <input type="checkbox"/> Incident <input type="checkbox"/> Hazard <input type="checkbox"/> Near Miss <input type="checkbox"/> Property loss/damage <input type="checkbox"/> Other: _____ Illness <input type="checkbox"/> First Aid <input type="checkbox"/> Medical <input type="checkbox"/> Hospital <input type="checkbox"/> Alt duties provided <input type="checkbox"/> Unable to work <input type="checkbox"/>	
Date of Accident:	Time of Accident:
Name of Person reported to:	Supervisor:
Date Accident reported:	Time Accident reported:
Division:	Location/site area:
PROPERTY LOSS OR DAMAGE BGC Vehicle Loss or Damage Yes <input type="checkbox"/> No <input type="checkbox"/> BGC Driver Name _____ BGC Vehicle Rego No. _____ Is BGC Vehicle serviceable? Yes <input type="checkbox"/> No <input type="checkbox"/> Estimated cost _____ Have Police been informed Yes <input type="checkbox"/> No <input type="checkbox"/> Other BGC Property loss or Damage: Yes <input type="checkbox"/> No <input type="checkbox"/> Type of property involved? Contract Works <input type="checkbox"/> Stock <input type="checkbox"/> Fixtures/Fittings <input type="checkbox"/> Machinery/Plant/Equipment <input type="checkbox"/> Estimated Cost of loss/damage to BGC Property \$ _____ Have Police been informed? Yes <input type="checkbox"/> No <input type="checkbox"/> Loss or Damage to third party property Yes <input type="checkbox"/> No <input type="checkbox"/> Name: _____ Address: _____ Phone _____ Rego No. _____ Est Cost of loss/damage to 3 rd party property: \$ _____ Have Police been informed? Yes <input type="checkbox"/> No <input type="checkbox"/>	PERSONAL INJURY Injury to BGC Employee <input type="checkbox"/> If yes, F/T <input type="checkbox"/> P/T <input type="checkbox"/> Casual <input type="checkbox"/> Injury to Subcontractor <input type="checkbox"/> Company Name _____ Contact Number _____ Injury to Third Party <input type="checkbox"/> (e.g.: visitor, employee of contractor) Name of Injured Person: Surname _____ First Name _____ Occupation: _____ Date of Birth: _____ Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Start date: _____ Time in present position: _____
Description of Property loss/Damage/Accident/Hazard: (what, how) _____ _____ _____ _____ List names of witnesses and contact numbers: _____ _____ _____ _____ Please attach any additional information/sketches/diagrams/statements, etc. Must complete page 2 and 3 if Personal Injury/Incident/Hazard or Near Miss	

Figure 12.2 Sample Form: Accident/Incident Investigation Form

12.1.4 Workers Compensation

12.1.4.1 Direct BGC Employees

Any BGC Direct employee who receives an injury at work is covered for medical treatment and loss of earnings by Workers Compensation. However, this does require:

- that the injury was reported at the time of the accident;
- that a Workers Compensation medical certificate is issued by a Doctor; and,
- that the Workers Compensation Claim Form 2B has been completed and submitted through the BGC Safety Manager.

An employee who receives a relatively minor injury may opt for all medical expenses to be paid apart from a Workers Compensation claim. However, if this option is accepted, the injured employee retains the right to make a Workers Compensation claim within 12 months of the date of the injury if medical opinion indicates a recurring effect.

This option is not available if the injury is muscular or skeletal or has incurred a loss of earnings.

12.1.4.2 Contractors / Sub-contractors

As per Workers Compensation and Rehabilitation Act 1981.

It is a BGC requirement that all contractors / sub-contractors (including their employees) are fully insured when attending work for BGC. This includes Workers Compensation Insurance, Public Liability Insurance and any other state or federal legislated insurance applicable.

Any BGC subcontractor (including their employees) who receives an injury at work must notify BGC as soon as possible and follow the accident reporting procedure stated in Section 12.

Section

13

Induction and Competency Training

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13.1 Inductions

All subcontractors and subcontractor employees engaged by BGC to install, modify or service building materials will have undergone an accredited course in Safety Awareness Training.

A record of this competency is maintained by BGC and constantly reviewed.

13.2 Competency Training

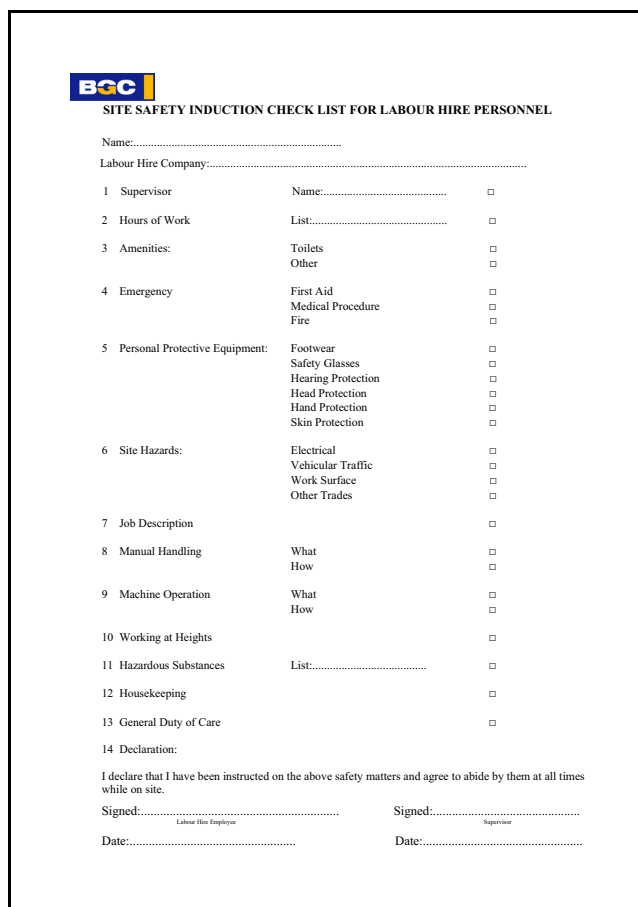
BGC requires that any subcontractor or subcontractor employee who will use machinery or plant on a site will have undergone training as required by legislation.

13.3 Labour Hire Personnel

Persons engaged by a subcontractor, or directly by BGC for work on a site, will undergo a safety induction on site under the supervision of the subcontractor. This will include job training.

13.3.1 Induction Documentation for Labour Hire Personnel

The induction documentation is included in the induction checklist form. The full version of this three page form, to be photocopied and completed as necessary, can be found on page 14-12 of Section 14 Forms.



BGC

SITE SAFETY INDUCTION CHECK LIST FOR LABOUR HIRE PERSONNEL

Name:.....

Labour Hire Company:.....

1 Supervisor	Name:.....	<input type="checkbox"/>
2 Hours of Work	List:.....	<input type="checkbox"/>
3 Amenities:	Toilets	<input type="checkbox"/>
	Other	<input type="checkbox"/>
4 Emergency	First Aid	<input type="checkbox"/>
	Medical Procedure	<input type="checkbox"/>
	Fire	<input type="checkbox"/>
5 Personal Protective Equipment:	Footwear	<input type="checkbox"/>
	Safety Glasses	<input type="checkbox"/>
	Hearing Protection	<input type="checkbox"/>
	Head Protection	<input type="checkbox"/>
	Hand Protection	<input type="checkbox"/>
	Skin Protection	<input type="checkbox"/>
6 Site Hazards:	Electrical	<input type="checkbox"/>
	Vehicular Traffic	<input type="checkbox"/>
	Work Surface	<input type="checkbox"/>
	Other Trades	<input type="checkbox"/>
7 Job Description		<input type="checkbox"/>
8 Manual Handling	What	<input type="checkbox"/>
	How	<input type="checkbox"/>
9 Machine Operation	What	<input type="checkbox"/>
	How	<input type="checkbox"/>
10 Working at Heights		<input type="checkbox"/>
11 Hazardous Substances	List:.....	<input type="checkbox"/>
12 Housekeeping		<input type="checkbox"/>
13 General Duty of Care		<input type="checkbox"/>
14 Declaration:		

I declare that I have been instructed on the above safety matters and agree to abide by them at all times while on site.

Signed:..... Signed:.....

Labour Hire Employee Supervisor

Date:..... Date:.....

Figure 13.1 Sample Form: Site Safety Induction Checklist - Labour Hire Personnel

Section
14

Forms

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14.1 **Site Inspection for Deliveries Form**

The following page comprises the full version of this form. The form can be photocopied and completed as required.



Site Inspection for Deliveries

Delivery Driver Name:	
Site Address:	Date:

Complete the following checks:	YES	NO
1 Safety signs observed	<input type="checkbox"/>	<input type="checkbox"/>
2 PPE required		
Hard hat	<input type="checkbox"/>	<input type="checkbox"/>
Safety Boots	<input type="checkbox"/>	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
3 PPE worn	<input type="checkbox"/>	<input type="checkbox"/>
4 Site Principal / representative on site and advised	<input type="checkbox"/>	<input type="checkbox"/>
5 Associated tradesperson on site and advised	<input type="checkbox"/>	<input type="checkbox"/>
6 Access to site clear		
Electrical Hazard	<input type="checkbox"/>	<input type="checkbox"/>
Machinery Operations	<input type="checkbox"/>	<input type="checkbox"/>
Other trades	<input type="checkbox"/>	<input type="checkbox"/>
Suitable ground surface	<input type="checkbox"/>	<input type="checkbox"/>
7 Offloading area designated	<input type="checkbox"/>	<input type="checkbox"/>
8 Offloading area suitable	<input type="checkbox"/>	<input type="checkbox"/>
9 Public area, verge, sidewalk parking	<input type="checkbox"/>	<input type="checkbox"/>
10 Public area offloading	<input type="checkbox"/>	<input type="checkbox"/>
11 Offloading area secured	<input type="checkbox"/>	<input type="checkbox"/>
12 Offloading by:		
Forklift / Tractor	<input type="checkbox"/>	<input type="checkbox"/>
Hiab	<input type="checkbox"/>	<input type="checkbox"/>
Crane	<input type="checkbox"/>	<input type="checkbox"/>
Hand	<input type="checkbox"/>	<input type="checkbox"/>
13 Materials secured	<input type="checkbox"/>	<input type="checkbox"/>
14 Materials offloaded in public area clearly signed	<input type="checkbox"/>	<input type="checkbox"/>
15 Hazardous Substances secured	<input type="checkbox"/>	<input type="checkbox"/>
16 Work completed	<input type="checkbox"/>	<input type="checkbox"/>
17 Site Principal / representative / tradesperson advised you are leaving site	<input type="checkbox"/>	<input type="checkbox"/>

Comment on any safety issue encountered:

Signed: _____ (Delivery Driver)

14.2 Site Safety Inspection Form

The following page comprises the full version of this form. The form can be photocopied and completed as required.

SITE SAFETY INSPECTION

To be completed on site by contractor before commencing work.

Contractor Name: _____

Date: _____ Time: _____ Job No: _____

Site Address: _____ Suburb: _____

	YES	NO
1 Advised Site Manager you are on site	<input type="checkbox"/>	<input type="checkbox"/>
2 Located the on-site lay down area	<input type="checkbox"/>	<input type="checkbox"/>
3 Attended a site induction for this site (if appropriate)	<input type="checkbox"/>	<input type="checkbox"/>
4 Located the First Aid person / box	<input type="checkbox"/>	<input type="checkbox"/>
5 PPE is correct for site and is being worn correctly	<input type="checkbox"/>	<input type="checkbox"/>
6 Correct safety warning signs in place	<input type="checkbox"/>	<input type="checkbox"/>
7 Inspected that you have safe access and work areas before commencing work	<input type="checkbox"/>	<input type="checkbox"/>
8 Any overhead restrictions due to electric power	<input type="checkbox"/>	<input type="checkbox"/>
9 Electrical equipment is tagged	<input type="checkbox"/>	<input type="checkbox"/>
10 Ladders and mobile scaffolds are to Australian Standard	<input type="checkbox"/>	<input type="checkbox"/>
11 Material Safety Data Sheets are available for Site Manager if required	<input type="checkbox"/>	<input type="checkbox"/>
12 JSA is available for Site Manager if required	<input type="checkbox"/>	<input type="checkbox"/>

Comment on any NO or any other visible hazard:

The above hazards have been recognised and reported to:

Site Manager advised when leaving site? ☐ YES ☐ NO

Signed (Contractor): _____ Date: _____

14.3 Employee/Subcontractor Statement

The following page comprises the full version of this form. The form can be photocopied and completed as required.



Employee / Subcontractor Statement

What are you reporting?

You are injured ☐ Witness to injury ☐ Incident (near miss) ☐ Hazard that could cause an injury ☐

Name: _____ DOB: _____ Length of time with BGC: _____

Occupation: _____ Occurrence Date: _____

Site/Location: _____ Occurrence Time: _____ am / pm

In detail describe the occurrence including specific location, tools, equipment or materials in use, and body part affected (if applicable)

1. Describe what actually happened or what you saw:

2. Where were you at the time? (give specific location e.g. store room):

3. List what tools/equipment or materials were involved:

4. If applicable, describe what body part has been injured (e.g. left thumb):

5. In your opinion, what caused the injury/incident or unsafe situation (e.g. poor lighting, broken trolley):

6. In your opinion, what could be done to prevent it from happening again?

I have given this form to: _____

Date: _____

Signed: _____

Date: _____

Manager's Signature: _____

Date: _____

Was medical treatment required? (if yes, provide details): _____

This report is to accompany the Supervisors Investigation report and is to be forwarded to the Group Injury Manager within 24 hours of the occurrence.

14.4 Accident/Incident Investigation Form

The following three pages comprise the full version of this form. The form can be photocopied and completed as required.

**FIRST NOTIFICATION & INVESTIGATION FORM**

Report No (Office use only) _____

(This form is to be completed by manager or supervisor, NOT BY EMPLOYEE) Page 1 must be faxed to BGC Insurance within 24 hours on 9321 0205. Complete pages 2/3 for personal injury, incident, hazard or near miss

Name of Person making report: _____ Telephone: _____

Division: _____ Signature: _____ Date: _____

DETAILS

Injury or Illness <input type="checkbox"/> Incident <input type="checkbox"/> Hazard <input type="checkbox"/> Near Miss <input type="checkbox"/> Property loss/damage <input type="checkbox"/> Other: _____	
First Aid <input type="checkbox"/> Medical <input type="checkbox"/> Hospital <input type="checkbox"/> Alt duties provided <input type="checkbox"/> Unable to work <input type="checkbox"/>	
Date of Accident:	Time of Accident:
Name of Person reported to:	Supervisor:
Date Accident reported:	Time Accident reported:
Division:	Location/site area:

PROPERTY LOSS OR DAMAGE	PERSONAL INJURY
BGC Vehicle Loss or Damage Yes <input type="checkbox"/> No <input type="checkbox"/> BGC Driver Name _____ BGC Vehicle Rego No. _____ Is BGC Vehicle serviceable? Yes <input type="checkbox"/> No <input type="checkbox"/> Estimated cost _____ Have Police been informed Yes <input type="checkbox"/> No <input type="checkbox"/>	Injury to BGC Employee <input type="checkbox"/> If yes, F/T <input type="checkbox"/> P/T <input type="checkbox"/> Casual <input type="checkbox"/> Injury to Subcontractor <input type="checkbox"/> Company Name _____ Contact Number _____
Other BGC Property loss or Damage: Yes <input type="checkbox"/> No <input type="checkbox"/> Type of property involved? Contract Works <input type="checkbox"/> Stock <input type="checkbox"/> Fixtures/Fittings <input type="checkbox"/> Machinery/Plant/Equipment <input type="checkbox"/> Estimated Cost of loss/damage to BGC Property \$ _____ Have Police been informed Yes <input type="checkbox"/> No <input type="checkbox"/>	Injury to Third Party <input type="checkbox"/> (e.g.: visitor, employee of contractor) Name of Injured Person: Surname _____ First Name _____
Loss or Damage to third party property Yes <input type="checkbox"/> No <input type="checkbox"/> Name: _____ Address: _____ Phone _____ Rego No. _____ Est Cost of loss/damage to 3 rd party property: \$ _____ Have Police been informed? Yes <input type="checkbox"/> No <input type="checkbox"/>	Occupation: _____ Date of Birth: _____ Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Start date: _____ Time in present position: _____

Description of Property loss/Damage/Accident/Hazard: (what, how)
List names of witnesses and contact numbers:
Please attach any additional information/sketches/diagrams/statements, etc.
Must complete page 2 and 3 if Personal Injury/Incident/Hazard or Near Miss

Part of Body Injured: Left <input type="checkbox"/> Right <input type="checkbox"/> (circle body part)				Type of Injury (circle type)	
Shoulder Collar Upper Arm Lower Arm Elbow Hand Wrist Finger	Hips/Buttocks Groin Upper Leg Lower Leg Knee Ankle Foot Toes	Neck Upper Back Lower Back Coccyx Chest Abdomen Ribs Skin	Head Ear Eye Nose Face Other (Specify) _____	Laceration Strain/Sprain Bruise Amputation Abrasion Eye damage Burn: Heat/Product Hernia	Fracture Hearing Loss Respiratory Internal Skin Disorders Other (Specify) _____
Claim Likely? No <input type="checkbox"/> Unsure <input type="checkbox"/> Yes <input type="checkbox"/> Workers Comp <input type="checkbox"/> Motor Vehicle <input type="checkbox"/> Subcontractor/3 rd party workers comp <input type="checkbox"/> Other _____ (specify)					

INVESTIGATION: If answer ticked is a circle, then this is a Contributing Factor and must be noted in Contributing Factor Section

1. Equipment/Environment

Yes No

- 1.1 ☐ ☐ Did any fault in equipment/tool/work area contribute to hazardous condition
- 1.2 ☐ ☐ Did the general design/quality of the equip/tools work area contribute
- 1.3 ☐ ☐ Did the location/position of equip/tools/work area contribute to hazardous condition
- 1.4 ☐ ☐ Was the hazardous condition recognised by anybody and reported?
- 1.5 ☐ ☐ Was there an inspection system to detect hazardous condition
- 1.6 ☐ ☐ Did the existing inspection system detect a hazardous condition
- 1.7 ☐ ☐ Were employee/s informed/aware of the hazardous condition
- 1.8 ☐ ☐ Was there an acceptable standard of housekeeping in the area
- 1.9 ☐ ☐ Was appropriate protective equipment for the job supplied (signs, barricades, lights, etc.)
- 1.10 ☐ ☐ Did employee know protective equipment was required
- 1.11 ☐ ☐ Was the correct equip/tools used for the task
- 1.12 ☐ ☐ Was there adequate means of access
- 1.13 ☐ ☐ Was the equipment working within its limitations
- 1.14 ☐ ☐ Was there good visibility
- 1.15 ☐ ☐ Was there adequate lighting
- 1.16 ☐ ☐ Was the equipment in a safe condition
- 1.17 ☐ ☐ Were the roads and dumps in good condition
- 1.18 ☐ ☐ Was it inclement weather
- 1.19 ☐ ☐ Was worn, slippery or uneven footing present
- 1.20 ☐ ☐ Were any safety devices inoperative at time of Accident
- 1.21 ☐ List any contributing factors

2. Work System/Procedures

Yes No

- 2.1 ☐ ☐ Were there written procedures for this job
- 2.2 ☐ ☐ Were there known procedures for this job
- 2.3 ☐ ☐ Did the written/known procedure/s anticipate the factors which led to the Accident
- 2.4 ☐ ☐ Were the written/known procedures complied with
- 2.5 ☐ ☐ Had employee/s been instructed/trained in the job procedure/s clearly
- 2.6 ☐ ☐ Had employee/s been deemed competent and understood job procedure/s
- 2.7 ☐ ☐ Did employee/s deviate from written/known job procedure/s
- 2.8 ☐ ☐ Was there a history of a previous accident when carrying out this job in the past
- 2.9 ☐ ☐ Had employee/s been made aware of any previous incident
- 2.10 ☐ ☐ Were safe working systems observed (isolation procedures, etc.)
- 2.11 ☐ ☐ Is a Job Safety Analysis available for the task
- 2.12 ☐ List any other contributing factors

3. Human/Personal Protective Equipment

Yes No

- 3.1 ☐ ☐ Were the actions of other persons contributory
- 3.2 ☐ ☐ Was employee/s physically capable of doing job (good health, no disability, recovering from illness)
- 3.3 ☐ ☐ Was employee/s affected by drugs/alcohol
- 3.4 ☐ ☐ Was employee/s affected by fatigue
- 3.5 ☐ ☐ Any known personal problems that could have affected employee/s actions
- 3.6 ☐ ☐ Was appropriate personal protective equipment specified for the job
- 3.7 ☐ ☐ Did employee know that wearing specific PPE was required
- 3.8 ☐ ☐ Was PPE adequate for the job
- 3.9 ☐ ☐ Was employee wearing specified personal protective equipment
- 3.10 ☐ ☐ Was there a frequent Supervisor/employee/s contact to discuss/review hazards and job procedures (safety meetings, tool box meeting)
- 3.11 ☐ List any other contributing factors

CONTRIBUTING FACTORS

A ticked circle is a contributing factor

Actions and conditions that contributed to the Accident taken from Investigation Section

CORRECTIVE FACTORS

Those that have been or will be taken to prevent re-occurrence

Action

	By Whom	Planned Completion Date	Completed (sign/date)

Supervisor/Manager Comments:

Signed

Date

Divisional Managers Comments

Signed

Date

Safety/Group Injury Manager Comments

Signed

Date

Injured Worker's Comments

Signed

Date

14.5 Site Induction Form for Labour Hire Personnel

The following three pages comprise the full version of this form. The form can be photocopied and completed as required.



SITE INDUCTION FOR LABOUR HIRE PERSONNEL

BGC, along with their Subcontractors, are committed to provide a safe environment for everyone who is engaged by them for construction site work.

Whenever you are on site, you are required to observe the safety procedures that will be explained to you by your appointed supervisor. You will be made aware of the hazards in your workplace, any restricted areas, and the procedures to be followed before commencing work.

If you have any concern regarding our safe work practices, raise the matter with your site supervisor. If you see a situation you consider to be a safety hazard, report it to your supervisor. Alternatively, you may contact:

Safety Manager – Tel: 9334 4605

Your supervisor is about to explain some safety matters to you using a check list. When you have completed this, please sign your name to indicate that you have understood the safety requirements and agree to work by them.

Please give this signed document to your supervisor before commencing work.

We wish you a safe employment while you are part of our team.



Notes on Induction Matters for Labour Hire Personnel

1. Know who your supervisor is. He or she is responsible for your safety while you are on site. You will not be asked to work without supervision at any time.
2. Confirm your hours of work. If what your supervisor indicates poses some problem, sort this out straight away.
3. There should be a toilet on site. If not, your supervisor will tell you the alternative.
4. Your supervisor should have a first aid kit, or have access to one on site. Know the procedure if a serious accident occurs.
5. Check carefully with your supervisor that the PPE you are wearing is suitable for the work you will be doing. All that is listed may not be required, but at least there has been a check.
6. You may be unfamiliar with a building or construction site. Your supervisor will make you aware of the major hazards you may encounter. For example, you may be working on a sloping roof rather than an even ground surface.
7. Job Description. Your supervisor will explain your task. If you have concern about any part of this, sort it out straight away.
8. Manual Handling. Your supervisor will explain what lifting and moving you may have to do as part of your task, and explain how this will be done, either by hand or mechanical means.
9. You may be asked to use a piece of plant or machinery that is unfamiliar to you. Your supervisor will ensure that the equipment is safe for you to use, and explain the safe operation of the equipment. You should only indicate agreement with this when you are satisfied you know how to operate the equipment safely.
10. Working at heights. You may be unfamiliar with working at a height. Your supervisor is responsible to ensure that all regulated protective measures are in place, however not all hazards can be totally eliminated.
11. Your supervisor will advise you if you are expected to work with materials that are considered hazardous. A Material Safety Data Sheet will be available for this material for you to read.
12. Scrap material and rubbish can present a hazard on site. Your supervisor will show you where and how to dispose of rubbish.
13. Under the Occupational Safety and Health Act of WA both employers and employees are required to exercise a duty of care in the workplace. Employers are required to provide and maintain workplaces, plant, and systems of work such that, so far as it is practicable, employees are not exposed to hazards. Employees shall take reasonable care to ensure their own safety and health at work, and avoid adversely affecting the safety or health of any other person through any act or omission at work.
14. When you are satisfied that you have been thoroughly instructed on the above matters, please sign the declaration. Have your supervisor sign it also. Give the signed copy to your supervisor.

REMEMBER, IF IN DOUBT, ASK



SITE SAFETY INDUCTION CHECK LIST FOR LABOUR HIRE PERSONNEL

Name:.....

Labour Hire Company:.....

- | | | | |
|----|--------------------------------|--------------------|--------------------------|
| 1 | Supervisor | Name:..... | <input type="checkbox"/> |
| 2 | Hours of Work | List:..... | <input type="checkbox"/> |
| 3 | Amenities: | Toilets | <input type="checkbox"/> |
| | | Other | <input type="checkbox"/> |
| 4 | Emergency | First Aid | <input type="checkbox"/> |
| | | Medical Procedure | <input type="checkbox"/> |
| | | Fire | <input type="checkbox"/> |
| 5 | Personal Protective Equipment: | Footwear | <input type="checkbox"/> |
| | | Safety Glasses | <input type="checkbox"/> |
| | | Hearing Protection | <input type="checkbox"/> |
| | | Head Protection | <input type="checkbox"/> |
| | | Hand Protection | <input type="checkbox"/> |
| | | Skin Protection | <input type="checkbox"/> |
| 6 | Site Hazards: | Electrical | <input type="checkbox"/> |
| | | Vehicular Traffic | <input type="checkbox"/> |
| | | Work Surface | <input type="checkbox"/> |
| | | Other Trades | <input type="checkbox"/> |
| 7 | Job Description | | <input type="checkbox"/> |
| 8 | Manual Handling | What | <input type="checkbox"/> |
| | | How | <input type="checkbox"/> |
| 9 | Machine Operation | What | <input type="checkbox"/> |
| | | How | <input type="checkbox"/> |
| 10 | Working at Heights | | <input type="checkbox"/> |
| 11 | Hazardous Substances | List:..... | <input type="checkbox"/> |
| 12 | Housekeeping | | <input type="checkbox"/> |
| 13 | General Duty of Care | | <input type="checkbox"/> |
| 14 | Declaration: | | |

I declare that I have been instructed on the above safety matters and agree to abide by them at all times while on site.

Signed:.....

Labour Hire Employee

Signed:.....

Supervisor

Date:.....

Date:.....

Section
15

Additional Safety Information

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15.3 Electricity	15-5

15.1 Working at Heights

Division 5 of the **Western Australian Occupational Safety and Health Regulations (1996)** sets out the regulatory requirements for the prevention of falls at workplaces in WA

BGC requires that all work at heights is done in accordance with this legislation and in accordance with the document entitled:

'Code of Practice - Prevention of Falls at Workplaces 2004'

This document is on the following pages and is published by the Government of Western Australia - Commission for Occupational Safety and Health.

Some common fall hazards are listed below to assist in identification of hazards associated with working at heights.

- Surfaces being worked on. This includes fragility, brittleness, stability, slipperiness or slope of surfaces and the safe movement of employees when conditions change.
- Changes in levels where employees may be exposed to falls from one level to another.
- The stability of temporary or permanent structures.
- Ground surface stability when used to support ladders, scaffolding or elevated work platforms.
- The size of the raised work area and whether it is sufficient for the people and materials on it.
- The correct erection, maintenance and disassembly of scaffolding.
- Edge protection for open edges of floors, roofs, work platforms or walkways.
- Openings or holes in roofs, floors or work platforms.
- Proximity of workers to areas where items may fall.
- Proximity to power lines.
- Access and egress to elevated work areas.
- Manual handling in elevated work areas.
- Weather conditions
- Suitability of footwear and clothing.
- The use of ladders. Where and how they are being used.
- Young and inexperienced workers carrying out task at heights.

15.2 Working Alone

Definition of 'Isolation' is 'to set apart, detach or separate so as to be alone'. In Western Australia, the word 'isolation' is often used to refer to remote places a long way from main centres. In the **Guidance Note Working Alone**, the meaning of 'isolation' is used to refer to a person who is alone in any place as part of their work. The word 'alone' is used to reduce the confusion of working in an isolated area of WA.

Employees and self-employed people have to take reasonable care for their own safety when they work alone.

The employee and self-employed person must be able to:

- carry out all work activities safely without direct supervision;
- manage events that are likely to occur when working alone;
- follow procedures to obtain emergency assistance if required; and
- follow procedures to establish regular contact with a nominated person.

The OSH Act requires employers, so far as is practical, to provide and maintain a working environment where their employees are not exposed to hazards. The general duties impose on employers by the OSH Act include requirements for:

1. Safe systems of work;
2. information, instruction, training, and supervision;
3. consultation and co-operation;
4. personal protective clothing and equipment; and
5. safe plant and substances.

Communication with isolated workers

If an employee is isolated from other people because of the time, location or nature of the work then the employer must ensure that:

1. there is a means of communication available which will enable the employee to call for help in the event of an emergency; and
2. there is a procedure for regular contact to be made with the employee and the employee is trained in the procedure.

Refer to the OSH Act 1984; OSH Regulations 1996 (penalties); Guidance Note Working Alone 2009 www.commerce.wa.gov.au/WorkSafe

INJURY/INCIDENT PROCEDURE FOR WORKING ALONE



Figure 15.1 Injury/Incident Procedure For Working Alone

15.3 Electricity

Electricity is dangerous and can KILL. Do not attempt to fix or alter anything electrical.

- Report to any extension lead or hand power tool without a current quarterly inspection tag. (guideline - Red/Green/Blue/Yellow)
- Report any cases of electrical shock to your supervisor immediately, and seek medical attention.
- **Report damage to electrical equipment, (sparking etc.) to your supervisor. Never tamper with electrical equipment.**
- Treat all power cords and cables as live.
- Faulty power tools are the most common cause of electrical accidents. Check them and their fittings and leads prior to each use.
- Attach an "OUT OF SERVICE" tag to any defective electrical equipment.
- **ONLY** licensed **ELECTRICIANS** are permitted to make repairs or modifications to electrical tools, plugs, fittings, and leads.
- Extension leads should be kept as short as possible, off the floor and **DRY AT ALL TIMES**
- If a power lead has to be crossed by trolleys or vehicles, cable protectors must be used.
- NEVER lift or carry a power tool by its lead or wrap cord tightly around tool for storage purposes. A loose or broken wire could cause the tool to become live.
- Use an earth leakage box if using portable lights inside confined spaces and use heavy duty cable.
- Switch tools off at the power supply when work is completed or when you want to change drill bits, discs, etc.

BGC recommends the use of colour coded tags. Tags must be filled in completely with the electrical contractor, Electrical Workers licence number, name of person who conducted the test and either test date or date when retest is due.

If the correct colour coded test tags are unavailable it is acceptable to use a plain tag but all of the above information must be on the tag.

ALL TAGGING OF ELECTRICAL EQUIPMENT MUST BE AS STATED IN THE AS/NZS 3012:2003

1	2	3	4	5	6	7
Environment	Relocatable construction premises, Class I (earthed conductive parts) and Class II (double insulated electrical equipment)		Residual current devices (RCDs)			
	Relocatable construction premises, fixed and transportable equipment and construction wiring including switchboards	Portable equipment	Push button test (by user)		Operating time (RCD tester)	
			Portable	Non-portable fixed	Portable	Non-portable fixed
Construction and demolition sites in accordance with clause 1.1	6 months	3 months	After connection to a socket or before connection of equipment, and at least once every day in use.	1 month	3 months	12 months

Table 15.1 Tagging Information

RED January February March

BLUE July August September

GREEN April May June

YELLOW October November December