Optimum Control - Workplace Induction Workshop Staff

Introduction

Optimum Control management recognises the responsibility of consistently providing products and services, to meet the specified requirements of our customers, resulting in customer satisfaction. Our aim is to supply this through ongoing continuous improvement strategies and the prevention of nonconformities.

Therefore, Optimum Control has undertaken the responsibility of implementing the ISO 9001:2000 Quality Management System, which complies with the ISO 9001:2000 "the standard" specifications. This QMS is implemented, maintained and improved by Optimum Control.

The QMS includes system level procedures that describe the processes required to implement the QMS. This QMS documentation also includes A Statement of the Quality Policy and Quality Objectives, The Quality Manual, Documented Procedures, Work Instructions and Standard Forms.

Optimum Control management also recognises the need to provide a safe working environment for the good of it staff, clients and the community. Recognising this, Optimum Control has developed work practises that make good practical sense while at the same time complying with legislative requirements of the Occupational Health and Safety Act 2001 and the associated Occupational Health and Safety Regulations 2001.

All staff whether permanent, part time or contract are required to become familiar with both the Optimum Control Quality Manual and the Occupational Health and Safety Manual (July 2002) Policies as outlined above and the associated work practises that it outlines.

Both the OH&S & Quality Manuals are available electronically on the main File Server. A hard copy of the OH&S Manual can also be obtained from the Workshop Supervisor and a hard copy of both the OH&S and Quality Manual from the Quality Manager.

Overview – Quality Management System

Optimum Control has the responsibility to ensure that the products and services, which it supplies, comply with customer requirements. In order to achieve this objective, Optimum Control has established a Quality Management System (QMS) covering the requirements

of “The ISO 9001:2000 Quality Management System Standard”. This QMS is implemented, maintained and improved by Optimum Control on an ongoing basis.

The Quality System is outlined in the Quality Manual available in hard copy from the Quality Manager, and electronically stored on the main File Server.

The purpose of the Quality Manual is to define and describe the Quality System, to define authorities and responsibilities of the management personnel involved in the operation of the system, and to provide general procedures for all activities undertaken at Optimum Control.

In addition to the Generic Position Descriptions, each staff member has specific objectives and individual tasks and responsibilities ensuring organisational flexibility in meeting the quality objectives. Every individual has a specific objective and responsibility to understand and comply with the requirements of the QMS.

The QMS is divided into two major segments, the first comprising all activities directly related to meeting Customer Requirements and the second relating to achieving Continuous Improvement. Refer to the QMS Overview document on the main File Server.

All activities covered under the QMS are defined in specific Procedures and associated Work Instructions and Forms, which can be accessed from The Master Document List on the main File Server.

A copy of all QMS Documents can be located on the main File Server.

Optimum Control Quality Management System Assessment:

The purpose of this short assessment is to allow you to evaluate your knowledge of the Optimum Control Quality Management System during your induction with Optimum Control Pty Limited.

Q1. What level of staff is required to comply with the Optimum Control Quality Management System?
(a) Permanent Staff Members
(b) Permanent and Casual Staff Members
(c) All staff including Permanent, Casual and Contract

Q2. Optimum Control has the responsibility to ensure that the products and services which it supplies
(a) Comply with customer requirements
(b) Comply with what we think
(c) Meet our suppliers specifications

Q3. The Quality System is outlined in the Quality Manual available
(a) In hard copy from the Quality Manager
(b) Electronically stored on the main File Server
(c) All of the above

Q4. The purpose of the Quality Manual is to
(a) Keep Optimum Control ahead of their competitors
(b) Define and describe the Quality System, to define authorities and responsibilities, and to provide general procedures for all activities undertaken at Optimum Control
(c) Keep the ISO Auditors satisfied when they conduct their audits

Q5. All activities covered under the QMS are defined
(a) In specific Procedures and associated Work Instructions and Forms
(b) By specific Position Descriptions and Job Descriptions
(c) In accordance with the Managing Director’s Job Description

Overview – OH&S

In order to demonstrate a satisfactory competency level and understanding of the OH&S requirements at Optimum Control, all staff and contractors are required to complete the following self paced training module and the associated questionnaire at the end of the module. Should you have any questions that have not been answered by this training module please address these questions to the Workshop Supervisor or OH&S/Quality Manager.

Elimination and control of risks

(a) Optimum Control endeavours to eliminate any reasonably foreseeable risk to the health or safety of:
  (i) any of its employees
  (ii) any other person legally at its place of work
(b) If it is not reasonably practicable to eliminate the risk, Optimum Control undertakes to control the risk, in order to minimise the likelihood of its occurrence.

Responsibility of Employees

(a) Become familiar with and comply with the Optimum Control OH&S Policies.
(b) Notify management of any matter that may adversely affect the level of OH&S in the workplace.
(c) Take reasonable care for the health and safety of people who are at their place of work.
(d) Do not interfere with or misuse anything provided in the workplace in the interests of occupational health, safety and welfare.

Provision and use of personal protective equipment

Where the measures taken to control a risk include the use of personal protective equipment, Optimum Control provides each person at risk with personal protective equipment and ensures that:

(a) Adequate signage is provided to indicate which form of safety equipment is required in each area of work.
(b) Instruction and training necessary to ensure that the safety equipment is correctly used is available.
(c) Staff members and contractors are required to comply with the requirements of use of safety equipment and have a responsibility to ensure that they know how to make proper use of such equipment.

Provision of amenities

In this clause, ***amenities*** means facilities provided for the welfare or personal hygiene needs of persons and includes toilets, rest rooms, seating, dining rooms, change rooms, provision of drinking water, lockers and washing facilities.

(a) Optimum Control makes available appropriate amenities for all of its employees and contractors while they are at its place of work.
(b) Optimum Control ensures that any amenities provided are maintained in a safe and healthy condition.

Provision of first aid facilities and personnel

Optimum Control provides:

(a) first aid facilities that are adequate for the immediate treatment of injuries and illnesses that may arise at the place of work.
(b) First aid equipment is provided in a marked First Aid Kit held in the Staff Amenities area.

(c) First Aid Officers are:
   a. Neil Hamilton - OH&S Manager
   b. Kevin Winn - Sales Engineer

Working with hazardous substances
MSDS means a material safety data sheet

(a) For each hazardous substance supplied at its place of work, Optimum Control:
   (i) obtains from the supplier an MSDS for the substance before or on the first occasion on which it is supplied, and
   (ii) ensures that the MSDS is readily accessible to an employee who could be exposed to the substance, and
(b) Optimum Control ensures that a container that holds a hazardous substance used at work, is appropriately labelled. Such labels which should not be removed, defaced or altered:
   (i) clearly identify the hazardous substance, and
   (ii) provide basic health and safety information about the substance, including any relevant risk phrases and safety phrases.

Handling contaminated process equipment
(a) In order to provide early detection of the presence of unknown materials in clients process equipment, Optimum Control includes in its Incoming Inspection Report a requirement to check for the presence of unknown processes or other materials.
(b) No work shall be carried out on contaminated equipment until advice regarding the nature of any contaminants has been provided.
(c) Process equipment should be in a de-contaminated and clean state before any dismantling of the equipment can proceed.

Maintenance and repair of plant—risk control measures
Optimum Control requires, in relation to the maintenance and repair of plant, that:
(a) inspections, maintenance and cleaning are carried out having regard to procedures provided.
(b) if access to plant is required for the purpose of maintenance, cleaning or repair, operation of the plant must be stopped and one or more of the following measures used so as to control risks to health and safety:
   (i) implement lockout or isolation devices,
   (ii) add danger tags to any lockout or isolation device.

Welding
In this Part:
welding includes any metal welding or similar process, such as fusion welding (including arc welding, gas welding and laser beam welding), spot welding, braze welding and thermal cutting (including oxygen and plasma cutting).

Exposure to atmospheric contaminants and other hazards – when welding
Optimum Control requires that those responsible for carrying out welding activities ensure that
(a) exposure of persons to atmospheric contaminants arising from welding, including fumes, gases and vapours emitted from materials consumed during welding and from materials being welded, is controlled by use of appropriate ventilation including both fixed extraction hoods and portable fans.

(b) persons directly involved in welding wear appropriate personal protective equipment including but not limited to:
- Overalls
- Gloves
- Aprons

(c) adequate signs to warn of the hazards are erected at or near any area in which there is a risk of exposure of persons to hazards arising from welding.

Use of respirators when welding

Optimum Control requires that any person who may be exposed to atmospheric contaminants arising from welding, including fumes, vapours or gases emitted from materials consumed during welding and from materials being welded, makes use of suitable respiratory protection if the person may be exposed to atmospheric contaminants exceeding the appropriate exposure standard referred to in clause 51 Occupational Health and Safety Regulation 2001(Atmospheric contaminants - particular risk control measures).

Ultraviolet radiation—particular risk control measures

Optimum Control requires that persons responsible for carrying out welding activities minimise the exposure, of themselves and others, to harmful levels of ultraviolet radiation by use of the following:

(a) using appropriate screens to provide protection from ultraviolet radiation,
(b) ensuring that persons required to be in an area in which there is a risk of exposure to ultraviolet radiation are wearing appropriate protective equipment including goggles or masks,
(c) ensuring that persons who are not carrying out welding are not permitted to enter an area in which there is a risk of exposure to ultraviolet radiation and that adequate signs to warn of the hazards are provided

Spray Painting

Definitions:

spray booth means the structure within Optimum Control premises that is designed to:

(a) enclose or otherwise accommodate articles being spray painted, and
(b) control hazards of dust, mist, aerosols, fumes or flammable vapours generated by spray painting by use of appropriate exhaust ventilation, and
(c) provide for the prevention of ignition sources, being a structure that is used only for the purpose of spray painting.

spray painting means the process of spraying a spray painting substance that has been converted into a mist or aerosol onto a surface,

spray painting substance means a substance used in spray painting and includes, but is not limited to, paints, powders, lacquers, paint removers, rust converters and removers, surface preparation and removers, surface preparation products, resins, solvents and thinners.

Potential health effects – need for caution

Exposure to the hazardous substances encountered in spray painting can have serious health effects, if exposure is not adequately controlled.

Substances Prohibited to be Sprayed at Optimum Control

Optimum Control requires that a hazardous substance of the kind set out in the Table (*) over is not used for spray painting.

Hazardous substance Prohibited use - Spray Painting
Benzene (benzol), if the substance contains more than 1% by volume
Carbon disulphide (carbon bisulphide)
Methanol (methyl alcohol), if the substance contains more than 1% by volume
Tetrachloroethane
Tetrachloromethane (carbon tetrachloride)

Spray painting in spray booths - particular risk control measures
Optimum Control requires that where possible:
(a) spray painting is carried out in a spray booth, and
(b) no persons (other than persons required to be in the spray booth as part of the spraying process) are in a spray booth during spray painting, and
(c) any persons in a spray booth during spray painting are wearing appropriate personal protective equipment including but not limited to:
    (1) Overalls
    (2) Face Mask

Spray painting outside spray booths - particular risk control measures
(a) Where it is not possible to carry out Spray Painting within the special purpose spray booth, Optimum Control requires that the person carrying out spray painting ensures that such spray painting:
    (1) is carried out in the open air at least (6) six metres from every building and from every other thing that might obstruct ventilation, and
    (2) is effectively isolated from every other process in which persons are employed and that is within (6) six metres (measured in any direction) from the place at which the spray painting substance is being applied, and
    (3) is effectively isolated from all plant, machinery and equipment that is, or may become, a source of ignition and that is within (2) two metres, measured vertically above, and (6) six metres, measured in other directions, from the place at which the spray painting substance is being applied.
(b) If, in the opinion of the person carrying out the spray painting, it is not reasonably practicable to comply with the above requirement that the spray painting is carried out in the open air, the person carrying out the spray painting may request approval from Optimum Control management to override the above requirements while ensuring that:
    (1) the place where the spray painting is carried out is adequately ventilated (by natural or mechanical ventilation including the use of portable fans), and
    (2) the spray painting is effectively isolated in accordance with the above requirements.

Abrasive Blasting
Definitions
In this Part:
abrasive blasting means the process of cleaning, smoothing, roughening, cutting, preparing or removing the surface, or part of the surface, of any article by means of blasting, or otherwise propelling an abrasive substance against the article.
abrasive blasting enclosure means the special purpose structure provided that is designed to:
(a) enclose or otherwise accommodate articles being abrasive blasted, and
(b) isolate or minimise hazards of dusts or debris generated by abrasive blasting, and
(c) provide for the prevention of ignition sources, and

(d) safely filter and discharge any exhaust ventilation to a suitable point outside the workplace, being a structure that is used only for the purpose of abrasive blasting.

abrasive substance means any substance used as an abrasive for the purpose of abrasive blasting.

Abrasive blasting—particular risk control measures

(a) Optimum Control requires that:
  (i) abrasive blasting is carried out in an abrasive blasting enclosure provided.
  (ii) no persons (other than persons required to be in the abrasive blasting enclosure area, as part of the blasting process) are in the abrasive blasting enclosure area during abrasive blasting, and
  (iii) any persons in the abrasive blasting enclosure area during abrasive blasting are wearing appropriate personal protective equipment including:
    - Eye Protection
    - Overalls

(b) If it is not reasonably practicable to carry out abrasive blasting in an abrasive blasting enclosure, Optimum Control requires that the person carrying out the abrasive blasting gains approval from Optimum Control management to carry out the blasting outside of the abrasive blasting enclosure and ensures that:
  (i) any area exposed to dust is minimised, and
  (ii) adequate roping off of the area and signs to warn of the hazards of the blasting are provided, and
  (iii) persons not carrying out the blasting are not permitted to enter a roped off area in which there is a risk of exposure to atmospheric contaminants, and
  (iv) persons carrying out the blasting are wearing appropriate personal protective equipment including but not limited to:
    - Eye Protection
    - Overalls
    - Gloves
    - Safety Footwear

Supply of respirators and personal protective equipment

Optimum Control requires that persons who are carrying out abrasive blasting and who may be exposed to atmospheric contaminants arising from the blasting, request and make use of an air supplied respirator if the persons may be exposed to atmospheric contaminants exceeding the appropriate exposure standard referred to in Clause 51 of the Occupational Health and Safety Regulation 2001 (Atmospheric contaminants-particular risk control measures).

Electrical work

In the event of an inconsistency between the requirements of this Clause and the *Electricity Safety (Electrical Installations) Regulation 1998*, the requirements of that Regulation prevail.

Note. The *Electricity Safety (Electrical Installations) Regulation 1998* requires all electrical installation work (as defined in that Regulation) to be carried out in accordance with AS/NZS 3000:2000 *Electrical installations* (known as the Australian/New Zealand Wiring Rules).

electrical installation means any appliances, wires, fittings or other apparatus used for purposes incidental to the conveyance, control and use of electricity supplied or intended to be supplied by an electricity supply authority, (i.e. Any electrical work carried out within

the premises for the distribution, operation or control of electrical equipment) but does not include:

(a) any electricity supply main or service line of an electricity supply authority, or
(b) any appliances, wires, fittings, lighting or other apparatus connected to and extending or situated beyond any electrical outlet socket:
    (i) that is installed for the purpose of connecting portable electrical appliances, fittings or other apparatus, and
    (ii) at which fixed wiring terminates

Electrical work on electrical installations - safety measures

Optimum Control requires that:

(a) Any electrical work on an electrical installation at a place of work is carried out by trained and qualified personnel using a safe system of work including industry standard isolation and lock out procedures.
(b) No work shall be carried out on an electrical installation while the installation's circuits and apparatus are energised.
(c) The safe system of work must include checks to ensure the installation's circuits and apparatus are not energised before work commences and remain that way until the work is completed. Suitable lock out devices and tagging shall be employed.

Electrical tests to be conducted in a safe manner

Optimum Control requires that persons conducting tests for electrical system integrity and operability at a place of work be appropriately trained and qualified to undertake the tests or being a trainee under direct supervision by a qualified person and conduct the tests in a safe manner using a safe system of work, appropriate personal protective equipment and appropriate test equipment.

Load Shifting Equipment

Optimum Control provides load shifting equipment in order to minimise the risks associated with the movement of objects within the place of work. This equipment includes but is not limited to Overhead Hoists and Fork Lift Vehicles.

Qualified Forklift Operators

(1) A forklift truck means a powered industrial truck equipped with a mast and an elevating load carriage that has attached a pair of fork arms or other load holding attachment.
(2) Optimum Control requires that operators of forklift trucks must be a holder of a current certificate of competence issued by Workcover unless they are working as a trainee under the direct supervision of a competent person. Such trainees must hold a current trainees work logbook which can be obtained from Optimum Control's OH&S Manager.
    (i) Trainees are required to make an entry into a training logbook every day that they undertake work as a trainee. These logbooks will be used as evidence of training received and competencies achieved.
(3) Competent forklift truck operators are available to properly supervise trainee's work and to take immediate action to fix any dangerous situations. They are also available to sign the trainee's logbook to indicate that work has been completed to the appropriate standard.

The forklift should not be used to lift personnel without a properly secured and approved work platform. No personnel should be permitted to ride on or be lifted on the bare forks.

Use of Overhead Hoists

(1) When using an Overhead Hoist for the purpose of load shifting it is essential that staff recognise the need for a structured approach including the following major steps:
- Inspection of equipment
- Plan work and prepare work
- Correctly sling the load
- Move the load
- Place the load

(2) When slinging the load for hoisting it is essential that the operator:
(i) selects the sling based on its SWL as identified by the colour coding or tag on a synthetic sling, stamping on a wire sling or by the stamping on the links for a chain sling
(ii) Uses a collared eyebolt or bow shackle for multi sling lifts
(iii) Does not use rope slings that are knotted or excessively stranded or showing signs of stretch, mildew or discolouration
(iv) Does not use wire slings that have greater than 10% of the wires broken over a length of (8) eight times the diameter of the rope, or kinked, corroded or bird caging.

Use of Plug in Appliances, Power Tools and Extension Leads

(a) Optimum control requires that all plug in appliances, extension leads and power tools that are to be used within its place of work be regularly inspected and tagged as follows:
(i) the name of the person who made the inspection or carried out the test or maintenance,
(ii) the date on which, or dates over which, the inspection was made or the test or maintenance was carried out,
(iii) the date by which the next inspection and test must be carried out.

(b) Power tools and extension leads which do not have a current inspection tag should not be used within Optimum Control until they have been inspected. Such tools or cables should be reported to the OH&S Manager who will arrange for an inspection prior to their use.

Passive Smoking

Introduction

Optimum Control considers that smoking at work increases the risk to employees' health and contravenes its legal duty of care. Optimum Control has therefore adopted a Smoke-free Workplace Policy.

Implementation

Smoking is not permitted in indoor work areas. Employees or contractors who wish to smoke during work hours may only do so in their scheduled breaks. Smoking is only permitted outside of the indoor work area.

Fire Protection and Safety

Optimum Control does not employ either smoke detectors or fire sprinklers. The fire detection and fire fighting strategy is based on the following steps.

If a fire is detected within the premises immediate action should be made to extinguish the fire by use of the portable fire extinguishers provided.

Oil, electrical, chemical and other fires can be addressed using the CO2 extinguishers (upstairs adjacent to the top of the stairs) and dry powder extinguishers (workshop area adjacent the spray booth and front door).

Should the portable extinguishers fail to extinguish the fire:

1. Notify all staff to evacuate the premises (assemble at the front gate). Exit lights are provided to clearly show the best egress route. Emergency lights are provided in the stairwell, staff amenities area and corridor. All emergency lights and exit lights are backed up by standby batteries in case of power failure. These lights are regularly tested for reliable operation.

2. Call the fire brigade on Tel # 000.

3. Except in the case of electrical fires, apply water from the fire hoses provided. Fire hose reels are provided for fire fighting purposes only and are available adjacent to the top and bottom of the staircase between the Workshop and the 1st floor storage area. The most experienced/trained operator should use these reels.

4. If the heat or smoke from the fire becomes excessive, evacuate the premises and leave the fire fighting to the trained Fire Brigade Officers.

Drugs and Alcohol

Employees under the influence of drugs and alcohol can cause injury to themselves and others, resulting in poor work performance, inefficiency and damage to plant equipment and other property.

It is the responsibility of all employees to report to the Managing Director or his nominee any incidents where it is suspected that an employee is under the influence of drugs or alcohol. Employees should not accuse another employee of being under the influence of drugs or alcohol.
An employee whilst on duty at Optimum Control is prohibited from:

- Possessing or using illegal drugs at the workplace
- Being under the influence of drugs (legal or illegal) or alcohol
- Having consumed alcohol with 6 hours of commencing duty

There is a range of medications, which can affect performance, including pain relievers, sleeping tablets, tranquillisers, etc. An employee who is using medication or legally prescribed drugs that may impede performance must report this to their supervisor before commencing duty.
A breach of the Code of Behaviour is considered serious and may lead to the following actions.

- Immediate removal from the workplace and suspension for up to 24 hours without pay.
- Disciplinary action appropriate to the circumstances including demotion or loss of pay.
- Dismissal for repeated or serious occurrences.

Return to Work & Rehabilitation

Optimum Control has a duty to manage the process of the return to work in the workplace to ensure that all injured workers have the opportunity to recover and return to work by:

- Ensuring that the employee return to work as soon as possible is a normal expectation
- Providing suitable duties where practicable
- Participating in the development of an injury management plan for an employee with a significant injury
- Informing employees of their rights in relation to a workers' compensation claim, including the right to chose their own doctor
- Ensuring workers are not dismissed within six months of injury. Solely or principally because of their injury

The employee or supervisor immediately following an incident must complete an Incident Report Form. When medical advice says that the employee is fit for some work, Optimum Control shall, as far as practicable, provide suitable duties. Suitable duties must be approved by the treating doctor, and should be reviewed regularly.

Protecting our Environment

Optimum Control recognises the importance of sound environmental practices and is committed to reducing the burden on the environment by a process of continuous improvement in all areas of our business that have the potential to effect the environment. We will continue to develop and implement policies and improve our processes to minimise waste, protect health and welfare of staff, community and the environment and prevent pollution wherever possible.
In particular Optimum Control and its staff will:

- Reduce atmospheric pollution by the use of processes that minimise the generation of such pollution and where necessary to extract contamination from all exhaust ducts by the use of appropriate filter mechanisms.
- Reduce liquid pollution by ensuring that all waste solvents are disposed of through licensed recyclers.
- Utilise local recycling programs for paper, cardboard, plastic, aluminium and steel and promote these programs amongst staff.
- Promote an environmentally sound workplace and implement environmentally sound work practices through out the office and workshop areas and encourage staff to implement these and client policies when working on client sites.
- Ensure the safety of the workplace through the use of risk assessments and risk minimisation procedures including guards, screens, safety equipment and appropriate staff training.
- Use only responsible and licensed subcontractors who are able to demonstrate a commitment to the implementation of sound environmental practices.

As the Managing Director of Optimum Control I take responsibility for overall environmental management, however, all of our management and staff have a responsibility to conduct ourselves, in a way which will not put ourselves, others or our environment at risk. Together we will work to protect our environment for future generations.

Optimum Control OH&S Assessment:

The purpose of this assessment is to allow you to evaluate your knowledge of the Optimum Control OH&S Policies and to demonstrate this competence prior to beginning work in the Optimum Control premises.

Q1. What categories of staff are required to comply with the requirements of the Optimum Control OH&S Policy?
- (a) Permanent Staff Members
- (b) Permanent and Casual Staff Members
- (c) All Staff including Permanent, Casual and Contract

Q2. When it is not possible to eliminate a risk associated with a work practice at Optimum Control it is essential to
- (a) Ignore the risk
- (b) Control the risk by implementing risk control strategies
- (c) Avoid the risk

Q3. Which of these is an obligation of a Staff Member/Contractor at Optimum Control?
- (a) Become familiar with and comply with the Optimum Control OH&S Policies
- (b) Notify management of any matter that may adversely affect the level of OH&S in the workplace
- (c) Take reasonable care for the health and safety of people who are at their place of work
- (d) All of the above

Q4. First Aid equipment at Optimum Control is held in
- (a) The Workshop Supervisors Office
- (b) The Staff Amenities Room
- (c) The Reception Area

Q5. What action should be undertaken by staff or contractors, if contamination is identified in client equipment?
- (a) Clean the equipment prior to beginning work on it
- (b) Seek advice from the supervisor or client regarding the nature of the contaminant and the suggested way to handle it
- (c) Ignore the contaminant and proceed with the service tasks

Q6. Who of these are not permitted inside of the Welding Bay during welding operations?
- (a) The qualified person undertaking the welding task and complying with the requirements outlined in the Optimum Control OH&S Manual
- (b) Interested observers not using protective clothing and equipment
- (c) A trained assistant who is complying with instructions regarding the procedures necessary to avoid the inherent risks of welding

Q7. Which of these locations may not be used for Spray Painting at Optimum Control?
- (a) Within the designated Spray Booth
- (b) In an area mechanically ventilated and isolated from equipment and other personnel
- (c) In a work area directly opposite other employees
- (d) In the open area and at least (6) six metres from buildings

Q8. If it is not reasonably practical to carry out abrasive blasting in the enclosure provided for this purpose, which of the following steps must be taken?
(a) the person carrying out the abrasive blasting gains approval from Optimum Control management to carry out the blasting outside of the Abrasive Blasting Enclosure
(b) adequate roping off of the area and signs to warn of the hazards of the blasting must be provided
(c) persons not carrying out the blasting are not permitted to enter the roped off area in which there is a risk of exposure to atmospheric contaminants resulting from the blasting process
(d) all of the above

Q9. If work is to be carried out on an Electrical Installation at Optimum Control it should be carried out by?
(a) anyone with experience and skills in electrical installation work
(b) trained and qualified personnel using a safe system of work including industry standard isolation and lock out procedures
(c) any staff member, once the relevant circuits are isolated by a qualified electrical tradesperson

Q10. Which of the following persons are not permitted to use the Fork Lift Truck for the purposes of load shifting?
(a) a trainee working under the supervision of a licensed forklift driver
(b) a truck driver who is not able to show his forklift license
(c) a staff member who has a current forklift license

Q11. Which of the following plug in appliances, power tools and leads may be used at Optimum Control?
(a) Those brought in from home without first being checked
(b) Contractors tools without a current validity tag
(c) Any plug in appliances, power tools and leads with current valid checking tags

Q12. Which areas within Optimum Control premises is smoking permitted?
(a) All areas other than the toilets
(b) Outside the main building
(c) In the Staff Lunch Room

Q13. What should you do first if a fire breaks out in a solvent wash tray?
(a) Call the Fire Brigade
(b) Attempt to extinguish the fire using the Dry Chemical portable extinguisher
(c) Call for all staff to evacuate the building
(d) Apply water from the fire hose

Q14. An employee whilst on duty at Optimum Control is prohibited from:
(a) Possessing or using illegal drugs at the workplace
(b) Being under the influence of drugs (legal or illegal) or alcohol
(c) Having consumed alcohol with 6 hours of commencing duty
(d) All of the above (a) (b) and (c)

Q15. Which of the following is not a course of action which may be taken by the company if the Drugs and Alcohol code is breached by an employee.

(a) Immediate removal from the workplace and suspension for up to 24 hours without pay.
(b) Disciplinary action appropriate to the circumstances including demotion or loss of pay.
(c) Immediate dismissal
(d) Dismissal for repeated or serious occurrences

Q16. Which of the following best reflect the course of action open to the company to assist an employee to return to work following an injury or sickness.
(a) The employee must be fully recovered and ready to return to full duties
(b) The employee may return at any time and do whatever he can to fill in his time
(c) The company and employee need to consult to work out a return to work plan that best meets the needs of both the company and the employee.

Q17. Who is responsible for completing an “Incident Form” following an accident which results in injury to an employee.
(a) The office manager
(b) The employee unless unable to complete it which case the supervisor will become responsible.
(c) The supervisor

Q18. Which of the following practices does Optimum Control use to develop its Environmental performance
(a) Contributing to Greenpeace and adopting its philosophies
(b) Continuous improvement in all areas of the business as they effect the environment
(c) Using signs to remind staff to protect the environment

Q19. Who is responsible for implementing Optimum Control’s Environmental Policy
(a) Managing Director
(b) All Members of Staff
(c) Management Team

Staff Member Name: Signature: Date Completed:

Checked By: Signature: Date Checked: