



Optimum Control Occupational Health and Safety Manual

Preface:

The Occupational Health and Safety Regulations 2001 impose obligations on an employer to identify foreseeable hazards that arise from the conduct of their business, to assess the risk of those hazards and to eliminate the risks or, if not reasonably practicable to do so, to control the risks. Division 2 of Part 2 of the Act requires an employer to consult with employees to enable them to contribute to the making of decisions effecting their health, safety and welfare at work. Among other things, the Division requires such consultation when risks to health and safety arising from work are assessed and when decisions are made about measures to be taken to eliminate or control risks.

Optimum Control management recognises the need to provide a safe working environment for the good of its staff, clients, the community and for the ongoing viability of its business. To this end, it has developed work practices 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 both current and new are required to become familiar with the policies outlined in this Manual and the associated work practise that it outlines. Two-way consultation is the basis for achieving safety in the workplace. To this end, all staff are requested to contribute their knowledge and experience to help make Optimum Control a safer working environment.

A handwritten signature in black ink, appearing to read 'David Hamilton', is positioned above the printed name.

David Hamilton
Managing Director

Table of Contents

- 1. Consultation Arrangements**
 - 1.1 Operation of the OHS Committee
 - 1.2 Workgroups Represented by OHS Committee
 - 1.3 Requirements for OHS Committee
 - 1.4 Related Arrangements with Respect to Consultation
 - 1.5 Responsibility of Employees to Consult
 - 1.6 Procedure for Resolving Matters that may be a Risk to Health and Safety
 - 1.7 Training to be Undertaken by Members of OHS Committees and OHS Representatives
- 2. OHS in Premises**
 - 2.1 Provision of Information
 - 2.2 Fall Prevention
 - 2.3 Electricity
 - 2.4 Use of Places of Work
 - 2.5 Atmosphere
 - 2.6 Working at Heights
 - 2.7 Fire and Explosion
 - 2.8 Control of Risk in Manual Handling
- 3. Notification of Accidents and Other Matters**
 - 3.1 Recording of Incidents and Potential OH&S Incidents
 - 3.2 Occurrences Requiring Notification
 - 3.3 Retention of Copies of Notices
- 4. Risk Management**
 - 4.1 Identification of Hazards
 - 4.2 Assessment of Risks
 - 4.3 Elimination and Control of Risks
 - 4.4 Review of Risk Assessments and Control Measures
 - 4.5 Provision of Instruction, Training and Information
 - 4.6 Provision of Supervision
 - 4.7 Provision of Personal Protective Equipment
 - 4.8 Providing for Emergencies
 - 4.9 Provision of Amenities
 - 4.10 Provision of First Aid Facilities and Personnel
- 5. Working with Hazardous Substances**
 - 5.1 Obligation to Obtain MSDS
 - 5.2 Obligation to Ensure Containers are Labelled
 - 5.3 Use of Hazardous Substances
 - 5.4 Handling Contaminated Process Equipment
 - 5.5 Provision of Information to WorkCover and Emergency Services
- 6. Working with Plant**
 - 6.1 Installation, Erection and Commissioning of Plant
 - 6.2 Use of Plant – Registration Requirements
 - 6.3 Maintenance and Repair of Plant
 - 6.4 Dismantling Storage and Disposal of Plant

7. Welding

- 7.1 Exposure to Atmospheric Contaminants and Other Hazards
- 7.2 Use of Respirators
- 7.3 Ultraviolet Radiation

8. Spray Painting

- 8.1 Hazardous Substances in Spray Painting
- 8.2 Potential Health Effects – Need for Caution
- 8.3 Substances Prohibited to be Sprayed
- 8.4 Spray Painting in Spray Booths
- 8.5 Spray Painting Outside Spray Booths

9. Abrasive Blasting

- 9.1 Abrasive Blasting – Particular Risk Control Measures
- 9.2 Supply of Respirators and Personal Protective Equipment
- 9.3 Control of Substances used in Abrasive Blasting

10. Electrical Work

- 10.1 Electrical Work on Electrical Installations
- 10.2 Electrical Tests to be Conducted in a Safe Manner

11. Load Shifting Equipment

- 11.1 Qualified Forklift Operators
- 11.2 Forklift Operation
- 11.3 Use of Overhead Hoists

12. Passive Smoking

- 12.1 Introduction
- 12.2 Objectives
- 12.3 Implementation
- 12.4 Policy Details

13. Drug and Alcohol

- 13.1 Introduction
- 13.2 Code of Behaviour
- 13.3 Breaches
- 13.4 Drug and Alcohol Assistance

14. Return to Work and Rehabilitation

- 14.1 Introduction
- 14.2 Return to Work
- 14.3 Confidentiality
- 14.4 When Work Injury or Illness Occurs
- 14.5 Recovery and Return to Work
- 14.6 Providing Suitable Duties
- 14.7 Consultation
- 14.8 Resolving Disputes

1. Consultation Arrangements

Optimum Control recognises the desirability to consult with staff on OHS matters. This objective is achieved by means of an OHS Committee consisting of:

- OHS Manager
- Workshop Manager
- Elected Staff Member

1.1 Operation of the OHS Committee

- (a) *Arrangements for electing staff member representative -*
The staff member representative is elected annually by a meeting of all staff members from nominated staff members. Where there are no nominations Management will nominate a staff member.
- (b) *Arrangements for dealing with absences -*
Should the elected member be absent at the time of a scheduled meeting of the OHS Committee, Management may nominate a replacement staff member.
- (c) *Removal of elected staff member from the OHS Committee -*
Any member of the OHS Committee can be removed from the Committee if they consistently fail to perform their duties as a member of the Committee. This will include but not be limited to:
 - (1) Failure to attend scheduled meetings
 - (2) Failure to adequately represent staff members
 - (3) Failure to act on matters agreed and minuted by the OHS Committee
- (d) *Arrangements for meetings of any OHS Committee -*
 - (1) An OHS Committee meeting will be scheduled once per quarter. The meeting date will be advised to all staff at least 21 days prior to the meeting and staff and Committee members will be requested to provide agenda items or issues that they would like the Committee to address.
 - (2) Any member of the OHS Committee can call special meetings of the OHS Committee with 24 hours notice.
- (e) *Procedures for OHS meetings -*
All meetings of the OHS Committee will be held in person and will make use of standard meeting protocol with regard to function and minutes. The elected staff representative will take the role of Committee chairperson.
- (f) *Procedures for communications between the person selected by the employees and those employees -*
The name of the Employee representative will be included on a notice displayed in the staff amenities room. This notice will also encourage staff members to communicate any OHS concerns direct to the employee representative.
- (g) *Arrangements for the training of members of the OHS Committee -*
Members of the OHS Committee will undertake training to achieve the competencies listed for OHS Consultation Training in Chapter 3 Clause 31-7 of the OHS Regulations 2001.
- (h) *Review of OHS consultation arrangements -*
OHS Consultation arrangements are reviewed whenever a majority of the employees in the workgroup request such a review or if there has been a significant change in the composition of the workgroup that is not reflected in the existing arrangements.

1.2 Workgroups Represented by OHS Committees

- (a) The relevant workgroups to be represented by OHS committees or OHS representatives are determined in a manner that ensures that they are able to represent effectively the employees in each workgroup and, in particular, in a manner that enables them to undertake regular meaningful communication with the employees in each workgroup. At the present time, there is a single workgroup covering all staff at Optimum Control.
- (b) The diversity of the employees and their work is taken into account when determining the relevant workgroups where additional workgroups are required.
- (c) The OHS Committee is the principal mechanism for consultation for each workgroup.

1.3 Requirements for OHS Committee

The procedures with respect to the establishment and composition of OHS Committee comply with the following requirements:

- (a) The employee representatives on a committee must be elected by and from the employees in the relevant workgroup the committee represents.
- (b) An election for those representatives must be conducted in a manner that is consistent with recognised democratic principles.
- (c) The OHS Manager will take their position on the committee by virtue of their position and will not be counted as an employer nominated representative.
- (d) The number of employer representatives on a committee will not exceed the number of elected employee representatives on the committee.
- (e) The chairperson of a committee is not to be an employer representative.
- (f) An employee representative on a committee is to be elected for a maximum period of 2 years.
- (g) A person elected as an employee representative on a committee is eligible for re-election.
- (h) A person is not eligible to be an employer representative on a committee unless the person has authority to act on behalf of Optimum Control in occupational health and safety matters.

1.4 Related Arrangements with Respect to Consultation

- (a) Arrangements for Consultation at Optimum Control are defined in this Policy.
- (b) Changes to consultation arrangements are publicised by a notice displayed in the Staff Amenities Room.
- (c) Members of OHS Committees are given reasonable access to the employees they represent during working hours for the purposes of communication.
- (d) Optimum Control provides reasonable facilities, and access to the workplace during working hours, for the purposes of OHS consultation arrangements (including for the purposes of conducting or holding elections, meetings and inspections).
- (e) Optimum Control encourages the employer representatives on an OHS Committee to participate in the work of the Committee on a regular basis.

- (f) Optimum Control employees participating in consultation (and in training for consultation) in accordance with OHS consultation arrangements are paid as if they were engaged in the duties of their employment (whether they participate as representatives of employees or of the employer).
- (g) Optimum Control pays the costs reasonably and necessarily incurred by employees in connection with their participation in that consultation or training.
- (h) Optimum Control will facilitate the OHS consultation arrangements of another employer where employees of that other employer are working at the employer's place of work.

1.5 Responsibility of Employees to Consult

- (a) All employees must take reasonable steps to prevent risks to health and safety at work by notifying their Manager or Supervisor of any matter that, to their knowledge, may affect the capacity of the employer to comply with the requirements of this OHS Policy.
- (b) An employee may discharge the obligation under subclause (a) by notifying the matter in accordance with OHS consultation arrangements to the relevant OHS representative or member of the relevant OHS Committee.
- (c) All employees are required to take reasonable care for the health and safety of people who are at their place of work and who may be affected by the employee's acts or omissions at work.
- (d) Employees are required to co-operate with the management of Optimum Control or other persons so far as is necessary to enable compliance with OHS duties as outlined in this policy.
- (e) Employees are prohibited from interfering with or misusing anything provided in the interests of occupational health, safety and welfare.
- (f) Employees must not, without reasonable excuse, deliberately create a risk (or appearance of a risk) to health or safety of people at work with the intention of causing a disruption of work.

1.6 Procedure for Resolving Matters that may be a Risk to Health and Safety

This clause applies to the function of an OHS Committee to resolve a matter that may be a risk to health and safety at the place of work including, where necessary, to request a WorkCover Inspector to resolve the matter.

- (a) For the purpose of resolving the matter:
 - (1) the applicable OHS consultative arrangements are to be used, and
 - (2) the matter must be formally referred to Optimum Control management
 - (3) Optimum Control management will consider such matters and respond in a timely manner.
- (b) If the matter cannot be resolved after the Optimum Control management has been given a reasonable opportunity to consider and respond to the matter, the OHS Committee may request an investigation of the matter by a WorkCover Inspector.
- (c) Such a request by an OHS Committee is to be made through the chairperson of the Committee. The Committee may agree to the making of such requests, by the chairperson, without a formal meeting of the Committee being convened to authorise the making of each particular request.

1.7 Training to be Undertaken by Members of OHS Committees and OHS Representatives

- (a) Optimum Control ensures that each member of an OHS Committee and each OHS representative undertakes a course of training in accordance with this clause.
- (b) The course of training is undertaken as soon as practicable after the person is first appointed as a member of the Committee or first elected as a representative (unless the person has previously undertaken an approved course of training).
- (c) The course of training will be provided by:
 - (1) a trainer who is accredited by WorkCover to provide that course of training, or
 - (2) a registered provider under the *Vocational Education and Training Accreditation Act 1990* whose registration extends to providing a course of OHS consultation training.

A course of training undertaken under this clause must include all the topics of OHS consultation training listed in Chapter 3 Clause 31-7 of the OHS Regulations 2001.

- (d) The trainer who provides a course of training under this clause will ensure that:
 - (1) the training complies with the requirements of this Clause, and
 - (2) a statement of training is provided to each person who completes one or more topics of OHS consultation training and a copy of the statement is provided to the employer, and
 - (3) the trainer makes a record of the training provided and retains the record for at least 6 years. The statement of training will be in a form approved by WorkCover and record the topics of OHS consultation training completed, the date of completion and other particulars required by the approved form.
- (e) Optimum Control will keep a record of the training undertaken by a person, under this clause, until at least 3 years after the person ceases to be an employee of, or associated with, Optimum Control.

2. OHS in Premises

2.1 Provision of Information

Optimum Control will provide any employer who uses its premises as a place of work with information about:

- (1) any foreseeable hazard arising from the premises that has the potential to harm the health or safety of any person accessing, using or egressing from the premises, and
- (2) an assessment of any risk arising from the premises that has not been eliminated
- (3) the measures taken by Optimum Control to control any such risk.

2.2 Fall Prevention

Optimum Control ensures that:

- (1) safe access is provided to all parts of a place of work to which a person may require access and from which the person may fall.
- (2) floors are designed to be safe without risks of slips, trips or falls, with adequate drainage (if necessary) and appropriate floor coverings (if necessary).

2.3 Electricity

Application: In the event of an inconsistency between the requirements of this Division 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).

(a) Electricity—particular risk control measures

Optimum Control ensures that:

- (1) any electrical installation at the premises:
 - (i) Is installed in accordance with AS/NZS 3000:2000
 - (ii) is safe at the time it is made available for use by an employer, or
 - (iii) if not safe, is disconnected from the electricity supply and secured and tagged to indicate its unsafe status.
- (2) electrical installations containing live electrical components (such as control panels, switch rooms) are suitably secured to prevent inadvertent access.
- (3) persons entering an area in which such electrical installations are situated are appropriately qualified and trained in issues such as safe entry, emergency procedures and safe use of electrical plant and equipment.
- (4) any electrical installation or electrical article that is connected to the electricity supply is, to the extent that Optimum Control retains control over the installation or article, maintained in a safe condition. All electrical installations, electrical articles and associated equipment at a place of work are safe to use and are regularly inspected, tested and maintained to ensure they remain safe for use and are repaired or replaced if unsafe, and
- (5) plant is not used in conditions likely to give rise to electrical hazards, and

- (6) appropriate work systems are provided to prevent inadvertent energising of plant connected to the electricity supply, and
- (7) any persons working in, or undertaking maintenance on, the premises (apart from those undertaking electrical work) are prevented from coming within an unsafe distance from any overhead electrical power lines or live electrical installations unless a risk assessment determines otherwise.
- (8) it obtains documentation of any significant modifications made to electrical circuits at the premises from the person doing the work and ensure that the documentation is maintained and kept readily accessible for persons undertaking further electrical work.
- (9) if excavation work is to be carried out at a place of work, all available information concerning the position of underground electrical cables is obtained and disseminated to persons at the place, and
- (10) any electrical cord extension sets, flexible cables or fittings:
 - (i) are located where they are not likely to be damaged (including damage by liquids) or are protected against any damage, and
 - (ii) are not laid across passageways or accessways unless they are suitably protected, and
 - (iii) adequate signs to warn of the hazards, and (if necessary) restrict access, are provided at or near any area in which there is a risk of exposure of persons to hazards arising from electricity.

(b) Maintenance of Records—Electricity

- (1) Optimum Control ensures that a record is made and kept of all inspections and tests made and maintenance carried out on electrical articles and electrical installations within its place of work.
- (2) In particular, the following information is recorded:
 - (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 result or outcome of the inspection, test or maintenance
 - (iv) the date by which the next inspection and test must be carried out.

2.4 Use of Places of Work

(a) Working Space—Particular Risk Control Measures

Optimum Control ensures that:

- (1) sufficient working space is provided to allow persons to work safely, and
- (2) floors and surfaces are constructed and maintained to minimise the possibility of slips, trips and falls, and
- (3) persons are unhindered and able to move safely around a place of work.

(b) Lighting—Particular Risk Control Measures

Optimum Control ensures that lighting is provided that:

- (1) is adequate to allow employees to work safely, and
- (2) does not create excessive glare or reflection, and
- (3) is adequate to allow persons who are not employees to move safely within the place of work, and
- (4) facilitates safe access to and egress from the place of work, including emergency exits.

(c) Hot Working Environments—Particular Risk Control Measures

Optimum Control ensures that:

- (1) adequate ventilation and air movement through the use of fixed and portable fans is provided in indoor environments that may become hot, and
- (2) appropriate work and rest regimes relative to the physical fitness, general health, medication taken and body weight of each employee exposed to heat are implemented.

(d) Cold Working Environments—Particular Risk Control Measures

Optimum Control ensures that:

- (1) employees exposed to cold have adequate access to heated or sheltered work areas and warm clothing or other personal protective equipment, and
- (2) appropriate work and rest regimes relative to the physical fitness, general health, medication taken and body weight of each employee exposed to cold are implemented.

(e) Noise Management—Particular Risk Control Measures

- (1) All persons are required to wear ear muffs or ear plugs if they are exposed to noise levels that:
 - (i) exceed an 8-hour noise level equivalent of 85 dB(A), or
 - (ii) peak at more than 140 dB(C).
- (2) For the purposes of subclause (1):
 - (i) the measurement is to be made in accordance with *AS/NZS1269.1:1998 Occupational noise management Part 1: Measurement and assessment of noise emission and exposure*, and
 - (ii) exposure to noise is taken to be measured at the position of the ears of a person, or at an equivalent of that position, and
 - (iii) the measurement is to be made on the assumption that the person is not wearing any device to protect himself or herself from noise.

2.5 Atmosphere

Definitions:

atmospheric contaminant means:

- (a) a hazardous substance that occurs in the form of a fume, mist, gas, dust or vapour, or
- (b) an asphyxiant, or
- (c) nuisance dust, to which persons may be exposed in the working environment.

(a) Atmospheric Contaminants—Particular Risk Control Measures

Optimum Control ensures that no person at a place of work is exposed to an airborne concentration of an atmospheric contaminant that exceeds or breaches a standard referred to in Ch 4/Part 4.3/Div 5 Clause 51.2 of Occupational Health and Safety Act 2000.

(b) Entry Protection—Contaminated Atmosphere or Unsafe Levels of Oxygen

Optimum Control ensures that any place of work at which there is a risk of exposure to atmospheric contaminants or unsafe levels of oxygen is isolated and that appropriate warning signs are provided at the place.

(c) Atmospheric Monitoring

If a risk assessment indicates that monitoring of atmospheric contaminants should be undertaken at a place of work, Optimum Control ensures that:

- (1) appropriate monitoring is undertaken in accordance with a suitable procedure, and
- (2) the results of the monitoring are recorded, and
- (3) any employee or other person working at the place of work who may be or may have been exposed to an atmospheric contaminant that has been monitored is provided with the results of the monitoring, and
- (4) the monitoring records are readily accessible to any such employee or person.

2.6 Working at Heights**(a) Prevention of Falls from Heights—Particular Risk Control Measures**

- (1) Optimum Control ensures that risks associated with falls from a height are controlled by use of the following measures:
 - (a) provision and maintenance of:
 - (i.i) a stable and securely fenced work platform (such as scaffolding or other form of portable work platform), or
 - (i.ii) if compliance with subparagraph (i) is not reasonably practicable—secure perimeter screens, fencing, handrails or other forms of physical barriers that are capable of preventing the fall of a person, or
 - (i.iii) if compliance with subparagraph (i.ii) is not reasonably practicable—other forms of physical restraints that are capable of arresting the fall of a person from a height of more than 2 metres,
 - (b) provision of a safe means of movement between different levels at the place of work.
- (2) If a fall arrest device is provided for use by persons at work, the
 - (a) all anchorage points for the device are inspected by a competent person before their first use and then on a regular basis so they are capable of supporting the design loads, and
 - (b) if the load-bearing capacity of an anchorage point is impaired, the anchorage is immediately made inoperable so as to prevent its use, and
 - (c) any harness, safety line or other component of the device that shows wear or weakness to the extent it may cause the device to fail is not used, and

(b) Falling Objects—Particular Risk Control Measures

Optimum Control ensure that risks associated with falling objects are controlled by use of the following measures:

- (1) provision of safe means of raising and lowering plant, materials and debris in the place of work,
- (2) provision of a secure physical barrier to prevent objects falling in the vicinity of the place of work,
- (3) if it is not possible to provide a secure physical barrier, provision of measures to arrest the fall of objects,
- (4) provision of appropriate personal protective equipment including but not limited to safety helmets.

2.7 Fire and Explosion—Particular Risk Control Measures

- (a) Optimum Control ensures that risks associated with fire or explosion at a place of work are controlled by:
 - (1) eliminating activities that have the potential to generate flammable or explosive atmospheres from the work place or, if elimination is not possible, minimising the potential for flammable or explosive atmospheres by providing adequate ventilation, and
 - (2) eliminating potential ignition sources, including naked flame, hot work and electrical equipment, and sources of static electricity, including friction, welding and slipping belts, from proximity to flammable substances, combustible dusts or waste materials, and
 - (3) enclosing work areas containing flammable or explosive atmospheres, and
 - (4) removing waste materials and accumulated dust on a regular basis, and
 - (5) providing for adequate storage, transportation and disposal of flammable substances, and
- (b) If flammable substances, combustible dusts or waste materials are present at a place of work, Optimum Control monitors the place regularly to ensure:
 - (1) the removal, on a regular basis, of waste material, including dust, that could pose a fire or explosion hazard, and
 - (2) the continued effectiveness of control measures taken with respect to potential ignition sources.

2.8 Control of Risks in Manual Handling

manual handling means any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any animate or inanimate object.

- (a) Optimum Control ensures that:
 - (1) all objects are, where appropriate and as far as reasonably practicable, designed, constructed and maintained so as to eliminate risks arising from the manual handling of the objects, and
 - (2) work practices used in a place of work are designed so as to eliminate risks arising from manual handling, and
 - (3) the working environment is designed to be, as far as reasonably practicable and to the extent that it is within its control, consistent with the safe handling of objects.
- (b) If it is not reasonably practicable to eliminate a risk arising from manual handling Optimum Control will:
 - (1) modify the design of the objects to be handled or the work environment (to the extent that it is under its control), taking into account work design and work practices, and
 - (2) provide mechanical aids or, subject to subclause (3), make arrangements for team lifting (to be avoided wherever possible), and
 - (3) ensure that the persons carrying out the activity are trained in manual handling techniques, correct use of mechanical aids and team lifting procedures appropriate to the activity.

3. Notification of Accidents and Other Matters

3.1 Recording of Incidents and Potential OH&S Incidents

Any event or circumstance that results in personal injury, of any form, shall be recorded on an Incident Report Form. Incident Report Forms “Appendix A Forms” are available from the Workshop Supervisor or from the Incident Report Forms file within the administration area (file No 3.6). Such forms shall be completed as soon as possible after an injury occurs either by the individual incurring the injury or by their Supervisor.

Completed Incident Report Forms shall be lodged with the Optimum Control OH&S Manager who will allocate an incident number and log the form in the Incident Register.

All OH&S incidents, whether resulting in injury or not, shall be logged using the PIF form. The purpose of this is to ensure that the incident is investigated and reviewed using the PIF process within the Quality System. Appropriate changes will be made to work practices where necessary to minimise the chance of a repeat of the incident.

3.2 Occurrences Requiring Notification

Any event or circumstance listed below occurring at or in relation to a place of work is, if it is an event or circumstance that presents a risk to health or safety and is not immediately threatening to life, declared to be an occurrence that is required to be notified to WorkCover:

- (a) an injury to a person (supported by a Medical Certificate) that results in the person being unfit, for a continuous period of at least 7 days, to attend the person’s usual place of work, to perform his or her usual duties at his or her place of work or, in the case of a non-employee, to carry out his or her usual activities
- (b) an illness of a person (supported by a Medical Certificate) that is related to work processes and results in the person being unfit, for a continuous period of at least 7 days, to attend the person’s usual place of work or to perform his or her usual duties at that place of work
- (c) damage to any plant, equipment, building or structure or other thing that impedes safe operation
- (d) an uncontrolled explosion or fire
- (e) an uncontrolled escape of gas, dangerous goods or steam
- (f) a spill or incident resulting in exposure or potential exposure of a person to a notifiable or prohibited carcinogenic substance
- (h) exposure to bodily fluids that presents a risk of transmission of blood-borne diseases
- (i) any incidence of violence at a place of work (supported by a Medical Certificate) that results in an employee being unfit, for a continuous period of at least 7 days, to attend the employee’s usual place of work or to perform his or her usual duties at that place of work

- (j) any occurrence that involves a risk of:
 - (i) explosion or fire, or
 - (ii) escape of gas, dangerous goods or steam, or
 - (iii) serious injury to, or illness of, a person, or
 - (iv) substantial property damage.

3.2 Retention of Copies of Notices

- (a) Where notice is given to WorkCover, under the requirements of this section, Optimum Control will retain a copy of the notice in a bound book or in loose-leaf form for a period of at least 5 years after the date the notice is given.
- (b) Optimum Control will make those copies available for inspection by an inspector in accordance with a request by the inspector, and in any event, no later than 7 days after the date of the request.

4. Risk Management

4.1 Identification of Hazards

- (a) Optimum Control takes reasonable care to identify any foreseeable hazards that may arise from the conduct of its business, which may have the potential to harm the health or safety of:
- (i) any of its employees
 - (ii) any other person legally at its place of work
- (b) In particular it takes reasonable care to identify hazards arising from:
- (i) the work premises, and
 - (ii) work practices, work systems
 - (iii) plant (including the transport, installation, erection, commissioning, use, repair, maintenance, dismantling, storage or disposal of plant)
 - (iv) hazardous substances (including the, handling, use, storage, transport or disposal of hazardous substances)
 - (v) manual handling (including the potential for occupational overuse injuries)
 - (vi) the layout and condition of a place of work (including lighting conditions and workstation design), and
 - (vii) the physical working environment (including the potential for any one or more of the following:
 - electrocution,
 - fire or explosion,
 - people slipping, tripping or falling,
 - contact with moving or stationary objects,
 - exposure to noise, heat, cold, vibration, radiation, static electricity or a contaminated atmosphere,
 - the presence of a confined space.
- (c) Optimum Control ensures that effective procedures are in place, and are implemented, to identify hazards:
- (i) immediately prior to using premises for the first time as a place of work, and
 - (ii) before and during the installation, erection, commissioning or alteration of plant in a place of work, and
 - (iii) before changes to work practices and systems of work are introduced, and
 - (iv) before hazardous substances are introduced into a place of work, and
 - (v) while work is being carried out, and
 - (vi) when new or additional information from an authoritative source relevant to the health or safety of the employees of the employer becomes available.

4.2 Assessment of Risks

- (a) Optimum Control assesses the risk of harm to the health or safety of the following persons arising from its hazard identification processes.
- (i) any employee
 - (ii) any other person legally at its place of work

4.3 Elimination and Control of Risks

- (a) Subject to sub clause (2), Optimum Control eliminates 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, that arises from the conduct of its business undertaking.
- (b) If it is not reasonably practicable to eliminate the risk, Optimum Control undertakes to control the risk.
- (c) Optimum Control ensures that all measures (including procedures and equipment) that are adopted to eliminate or control risks to health and safety are properly used and maintained.

4.4 Review of Risk Assessments and Control Measures

- (a) Optimum Control reviews a risk assessment (See Appendix A) and any measures adopted to control the risk, whenever:
 - (i) there is evidence that the risk assessment is no longer valid, or
 - (ii) injury or illness results from exposure to a hazard to which the risk assessment relates, or
 - (iii) a significant change is proposed in the place of work or in work practices or procedures to which the risk assessment relates.

4.5 Provision of Instruction, Training and Information

- (a) Optimum Control ensures that each new employee receives induction training that covers the following:
 - (i) arrangements at the place of work for the management of occupational health and safety, including arrangements for reporting hazards to management,
 - (ii) health and safety procedures at the place of work relevant to the employee, including the use and maintenance of risk control measures,
 - (iii) how employees can access any health and safety information that the employer is required by this Regulation to make available to employees,
 - (iv) any other matter that in the opinion of management should be the subject of induction training and that is relevant to the place of work concerned having regard to the competence, experience and age of the new employee.
- (b) Optimum Control ensures that any person who may be exposed to a risk to health and safety at the employer's place of work:
 - (i) is informed of the risk, and
 - (ii) is provided with any information, instruction and training necessary to ensure the person's health and safety.
- (c) Optimum Control retains records of induction or other training provided to employees who are likely to be exposed to hazardous substances.

4.6 Provision of Supervision

- (a) Optimum Control ensures that its employees are provided with reasonable supervision necessary to ensure the health and safety of the employees and any other persons at the employer's place of work.
- (b) Optimum Control ensures that a competent person undertakes the supervision.
- (c) In determining the nature and extent of necessary supervision, Optimum Control takes regard to the competence, experience and age of each employee.

4.7 Provision 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:

- (i) the equipment provided is appropriate for the person and controls the risk for that person, and
- (ii) the person is informed of any limitations of the equipment, and
- (iii) the person is provided with the instruction and training necessary to ensure that the equipment controls the risk for the person, and
- (iv) the equipment is properly maintained and is repaired or replaced as frequently as is necessary to control the risk for the person, and
- (v) the equipment is provided in a clean and hygienic condition to the person, and
- (vi) the equipment is stored in a place provided by the employer for the purpose, and
- (vii) areas in places of work where personal protective equipment must be used are clearly identified.

4.8 Providing for Emergencies

In the event of an emergency at Optimum Control's place of work arrangements have been made for:

- (i) the safe and rapid evacuation of persons from the place of work, and
- (ii) emergency communications including pre-programmed emergency telephone numbers
- (iii) appropriate medical treatment of injured persons
- (iv) evacuation of the place of work when necessary
- (v) details of the arrangements for any such evacuation are kept on display in an appropriate location or locations at the place of work, and
- (vi) one or more persons are appointed and appropriately trained to oversee any such evacuation and, where appropriate, in the use of on-site fire fighting equipment.

4.9 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 ensures that appropriate amenities are available for all of its employees while they are at work. The appropriateness of amenities are determined having regard to
 - (i) the nature of the work undertaken at the place of work,
 - (ii) the size and location of the place of work,
 - (iii) the number of men and of women at the place of work.
- (b) Optimum Control ensures that:
 - (i) any amenities provided in accordance with clause 4.9 (a) are maintained in a safe and healthy condition.

4.10 Employer to Provide First Aid Facilities and Personnel

Optimum Control provides at its place of work:

- (a) first aid facilities that are adequate for the immediate treatment of injuries and illnesses that may arise at the place of work, and
- (b) where more than 25 persons are employed at a place of work—trained first aid personnel are available
- (c) The number and location of the first aid facilities and the number of trained first aid personnel that are provided take into account, the location of the place of work, the number of employees at a particular location and the type of work being undertaken as follows

Fewer than 10 Staff – First Aid Kit C*

More than 10 and less than 100 Staff – First Aid Kit B*

* Contents of First Aid Kits as defined in OHS Regulations 2001 Ch2 Clause 20-5

5. Working with Hazardous Substances

MSDS means a material safety data sheet

5.1 Obligation to Obtain MSDS

For each hazardous substance supplied at its place of work, Optimum Control:

- (1) obtains from the supplier an MSDS for the substance before or on the first occasion on which it is supplied, and
- (2) ensures that the MSDS is readily accessible to an employee who could be exposed to the substance, and
- (3) ensures that the MSDS is not altered

5.2 Obligation to Ensure Containers are Labelled

- (a) Optimum Control ensures that a container that holds a hazardous substance used at work, is appropriately labelled and that the label is not removed, defaced or altered.
- (b) Without limiting subclause (1), Optimum Control ensures that the label:
 - (1) clearly identifies the hazardous substance, and
 - (2) provides basic health and safety information about the substance, including any relevant risk phrases and safety phrases.
- (c) However:
 - (1) a container into which a hazardous substance is decanted for use within the next 12 hours need only be labelled with the product name and the relevant risk phrases and safety phrases, and
 - (2) a container into which a hazardous substance is decanted for immediate use need not be labelled, so long as it is cleaned immediately after it has been emptied of the substance.

5.3 Use of Hazardous Substances

- (a) Optimum Control ensures that a hazardous substance of the kind set out in the Table to this sub clause is not used for a purpose referred to in respect of that hazardous substance.

**Table 5.3-1
Hazardous substance Prohibited use**

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

- (b) Optimum Control does not use a prohibited carcinogenic substance (as defined in clause 158 Div 3 Ch6 of the OHS Regulations 2001) unless:
 - (1) the use is for the purpose of research or analysis, and
 - (2) they have notified WorkCover of the intention to use the substance

- (c) Optimum Control does not use a notifiable carcinogenic substance (as defined in clause 158 Div 3 Ch6 of the OHS Regulations 2001) unless they have notified WorkCover of the intention to use the substance

5.4 Handling Contaminated Process Equipment

- (a) Due to the nature of its business it is possible that client's process equipment may be delivered to Optimum Control without being completely free of residual process product or residues. This may include but not be limited to:
 - (d) Solids
 - (2) Liquids
 - (3) Waxes
 - (4) Greases
- (b) 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 process or other materials. In some instances, clients may indicate that the process equipment has been decontaminated by a tagging procedure. Such tags do not override the need for incoming inspection.
- (c) Where an incoming inspection identifies the presence of unknown materials as listed in 5.4(a) the following procedures should be adopted:
 - (1) The client should be contacted immediately to ascertain the nature of the contamination materials and to gain advice as to how it should be handled.
 - (2) Contact with such contamination materials should be minimised by use of protective clothing including rubber gloves and safety mask.
 - (3) The contaminated client equipment should be immediately moved to an identified "contaminated equipment area" subject to advice received from client in 5.4(c)(1).
 - (4) The client shall be requested to remove the contaminated process equipment from Optimum Control's place of work until such time as it can be returned in an uncontaminated state.
- (d) No work shall be carried out on contaminated equipment until advice regarding the nature of the contaminants has been provided from the client. Notwithstanding clause 5.4(c) and subject to advice received from the client regarding the nature of the contamination, it may be appropriate to proceed with cleaning of the process equipment at Optimum Control's place of work.
- (e) The process equipment should be in a de-contaminated and clean state before any dismantling of the equipment can proceed.
- (f) The process of Oxygen Cleaning using Chlorinated Solvents is outlined in Optimum Control's Quality Management System under Process Control PR-7510:WI-75108.

5.5 Provision of Information to WorkCover and Emergency Services

- (a) Optimum Control ensures that all records on hazardous substances that are required to be kept are kept at its place of work and are made available on request to WorkCover and any emergency service.

emergency service includes any of the following:

- (1) the Ambulance Service of New South Wales, Phone 000
- (2) New South Wales Fire Brigades, Phone 000
- (3) the NSW Rural Fire Service, Phone Maroubra 93497408, Matraville 96941146
- (4) the Police Service, Phone Maroubra 9349-9299, Malabar 9694-3799
- (5) the Roads and Traffic Authority, Phone 131 700
- (6) the State Emergency Service, Phone 132 500, Botany 9316-8226, Randwick 9314-1133
- (7) the Environment Protection Authority, Phone 131 555
- (8) the New South Wales Volunteer Rescue Association Phone 6959-7444

6. Working with Plant

6.1 Installation, Erection and Commissioning of Plant—Particular Risk Control Measures

Optimum Control ensures that as to the control of risks arising from the installation, erection or commissioning of plant:

- (1) the plant is erected, installed or commissioned having regard to the instructions of the designer and manufacturer, or to instructions developed by a competent person, in so far as they relate to health and safety, and
- (2) a competent person undertakes the installation, erection or commissioning and is provided with all information necessary to enable plant to be installed and commissioned so as to eliminate risks to health and safety or, if this is not practicable, to control them, and
- (3) the plant is installed, erected and commissioned in a location that is suitable for the operation being undertaken and the type of plant being used, and
- (4) plant that is designed to be operated in a fixed position is positioned on and, if necessary, fixed to, a secure base in order to prevent inadvertent movement when power is applied or while the plant is in operation, and
- (5) there is sufficient clear space around the plant to allow the plant to be used and repaired, and
- (6) there is sufficient space for access to and egress from parts of the plant that require cleaning and maintenance, and
- (7) interim safeguards are used during testing, if the final means of safeguarding are not in place, and
- (8) as far as can be determined by commissioning, the plant is safe for transfer into active service

6.2 Use of Plant—Registration Requirements and Particular Risk Control Measures

Optimum Control ensures that plant that:

- (a) is designed and manufactured after 2001 and,
- (b) is of a kind specified in the Table to clause 107 of Occupational Health and Safety Regulation (Plant for which designs are to be registered),
- (c) is not used unless the plant has a current design registration number.

6.3 Maintenance and Repair of Plant—Particular Risk Control Measures

- (a) Optimum Control ensures in relation to the maintenance and repair of plant that:
 - (1) the necessary facilities and systems of work are provided and maintained so as to minimise risks to health and safety of persons maintaining, inspecting, altering, repairing or cleaning the plant, and
 - (2) inspections, maintenance and cleaning are carried out having regard to procedures recommended by the designer or manufacturer or developed by a competent person, and
 - (3) all safety features and warning devices of plant are maintained and tested, and

- (4) if plant has been damaged to the extent that its operation or condition is impaired and the risk to health or safety is increased, a competent person assesses the damage and provides advice on:
 - (i) the nature of the damage, and
 - (ii) whether the plant is able to be repaired and, if so, what repairs must be carried out to minimise risks to health and safety, and
 - (5) repair, inspection and, if necessary, testing is carried out by a competent person, and
 - (6) repairs to the plant are carried out so as to keep the plant within its design limits.
- (b) Optimum Control ensures that:
- (a) if access to plant is required for the purpose of maintenance, cleaning or repair, the plant is stopped and one or more of the following measures is used so as to control risks to health and safety:
 - (i) lockout or isolation devices,
 - (ii) danger tags,
 - (iii) permit to work systems

6.4 Dismantling, Storage and Disposal of Plant—Particular Risk Control Measures

Optimum Control ensures in relation to dismantling, storage and disposal of plant that:

- (a) if plant is dismantled, the dismantling is carried out by a competent person, and
- (b) all available information provided by the designer or manufacturer to the employer that is relevant to the dismantling is made available to the competent person, and
- (c) if plant, including plant that is dismantled, is to be stored, storage is carried out by a competent person, and
- (d) if plant contains materials that present a risk to health or safety and the plant is to be disposed of, the disposal is carried out by a competent person.

7. Welding

Definitions:

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).

7.1 Exposure to Atmospheric Contaminants and Other Hazards—Particular Risk Control Measures

Optimum Control ensures 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 and portable fans.
- (b) persons directly involved in welding are wearing appropriate personal protective equipment including but not limited to
 - Overalls
 - Gloves
 - Aprons
 -
- (c) adequate signs to warn of the hazards are provided at or near any area in which there is a risk of exposure of persons to hazards arising from welding.

7.2 Use of Respirators

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).

7.3 Ultraviolet Radiation—Particular Risk Control Measures

Optimum Control ensures that risks associated with exposure of persons to harmful levels of ultraviolet radiation at or near the site of welding are controlled by use of the following measures (in descending order of priority):

- (1) using appropriate screens to provide protection from ultraviolet radiation,
- (2) 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,
- (3) 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.

8. Spray Painting

Definitions:

spray booth means a structure 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.
- (d)

spray painting means the process of spraying a spray painting substance that has been converted into a mist or aerosol onto a surface, whether for decoration, preservation, insulation or otherwise.

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.

8.1 Hazardous Substances in Spray Painting

Many substances encountered in spray painting are hazardous. They include paints, solvents, dusts, powders, lacquers, paint removers, resins, adhesives, surface preparation products, rust converters and rust removers.

8.2 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, health effects can include:

- occupational asthma;
- allergic contact dermatitis;
- lung cancer;
- ‘painter’s syndrome’ which results from long term exposure to organic solvents and affects the brain;
- damage to the reproductive system; and
- kidney or liver damage.

Shorter term effects can include:

- irritant contact dermatitis;
- burns to the skin or eyes;
- vomiting and diarrhoea;
- irritation to the nose, throat and lungs; and
- headaches, dizziness, nausea and fatigue.

8.3 Substances Prohibited to be Sprayed

Optimum Control ensures that a hazardous substance of the kind set out in the Table to this subclause are not used for spray painting.

Table 8.3-1

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)

8.4 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.
 - Overalls
 - Face Mask

8.5 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 ensures that such spray painting to which this clause applies:
 - (1) is carried out in the open air at least 6 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 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 metres, measured vertically above, and 6 metres, measured in other directions, from the place at which the spray painting substance is being applied.
- (b) If it is not reasonably practicable to comply with the above requirement that the spray painting is carried out in the open air Optimum Control ensures 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.
- (c) For the purposes of this clause, spray painting is not effectively isolated:

- (1) from another process if a substance from the spray painting can be inhaled by a person engaged in the other process, or
 - (2) from plant, machinery or equipment if there is a risk that a substance from the spray painting will be ignited by a source of ignition from or associated with the plant, machinery or equipment.
- (d) Any persons carrying out spray painting outside of a spray booth are required to wear appropriate personal protective equipment including but not limited to.
- Overalls
 - Face Mask

9. Abrasive Blasting

Definitions:

abrasive blasting means the process of cleaning, smoothing, roughening, cutting, preparing or removing the surface, or part of the surface, of any article or building by means of blasting, blowing, throwing or otherwise propelling an abrasive substance against the article or building, including the propelling of an abrasive substance by means of blasting steam or water at a high pressure.

abrasive blasting enclosure means a structure 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.

9.1 Abrasive Blasting—Particular Risk Control Measures

- (a) Optimum Control ensures that:
 - (1) abrasive blasting is carried out in an abrasive blasting enclosure if reasonably practicable, and
 - (2) no persons (other than persons required to be in the abrasive blasting enclosure as part of the blasting process) are in an abrasive blasting enclosure during abrasive blasting, and
 - (3) any persons in an abrasive blasting enclosure during abrasive blasting are wearing appropriate personal protective equipment.
- (b) If it is not reasonably practicable to carry out abrasive blasting in an abrasive blasting enclosure, Optimum Control ensures that:
 - (1) any area exposed to dust is minimised, and
 - (2) adequate roping off of the area and signs to warn of the hazards of the blasting are provided, and
 - (3) 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
 - (4) persons carrying out the blasting are wearing appropriate personal protective equipment.

9.2 Supply of Respirators and Personal Protective Equipment

- (a) Optimum Control ensures that persons who are carrying out abrasive blasting and who may be exposed to atmospheric contaminants arising from the blasting are provided with 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).
- (b) Optimum Control ensures that other persons (including those carrying out maintenance or repair work on abrasive blasting equipment) who may be exposed to atmospheric contaminants arising from abrasive blasting are provided with appropriate personal protective equipment 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 Regulations 2001 (Atmospheric contaminants—particular risk control measures).

9.3 Control of Substances Used in Abrasive Blasting

Optimum Control ensures that substances that may result in the exposure of persons to atmospheric contaminants exceeding the appropriate exposure standard referred to in clause 51 of the Occupational Health and Safety Regulations 2001 (Atmospheric contaminants—particular risk control measures) are not used for the purpose of abrasive blasting.

10. 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 placed in, on, under or over any premises and used for or for purposes incidental to the conveyance, control and use of electricity supplied or intended to be supplied by an electricity supply authority, 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

10.1 Electrical Work on Electrical Installations—Safety Measures

Optimum Control ensures that:

- (a) Any electrical work on an electrical installation at a place of work is carried by trained and qualified personnel using a safe system of work.
- (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.
- (d) Despite subclause (2), electrical work on an electrical installation may be carried out while the installation's circuits and apparatus are energised if there is an emergency situation and the risk of harm would be greater if the circuits and apparatus were de-energised before work commenced. In this circumstance such work shall not be commenced until:
 - (1) a written risk assessment has been completed in respect of the work, and
 - (2) the work has been authorised by the workshop supervisor or his/her representative, and
 - (3) the persons doing the work are appropriately qualified and trained in safe work practices for the particular task, and
 - (4) appropriate test equipment and tools and accessories are provided and well maintained, and

- (5) appropriate clothing and personal protective equipment for the work are worn, and
- (6) the isolation point of the relevant electrical supply has been clearly identified and is accessible, and
- (7) the work area is clear of obstruction so as to enable entry and exit quickly and safely, and
- (8) Unauthorised persons are prevented from entering the work area by signage or barriers, or both, and
- (9) a safety observer competent in electrical rescue and Cardiopulmonary resuscitation is present.

10.2 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 and conduct the tests in a safe manner using a safe system of work, appropriate personal protective equipment and appropriate test equipment.

11. 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.

11.1 Qualified Forklift Operators

- (1) A forklift truck means a powered industrial truck equipped with a mast and an elevating load carriage, which has attached a pair of fork arms or other load holding attachment.
- (2) Optimum Control ensures 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.
- (3) Any staff member who has need to operate a forklift as part of their work at Optimum Control is required to undertake training as trainee under the direction of a competent person as nominated by the workshop supervisor.
 - (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.
 - (ii) Once trainees achieve a required level of competence they will be given the opportunity to undertake assessment in order to gain WorkCover certificate of competence.
- (4) Competent forklift truck operators are available to properly supervise trainees work and to take immediate action to fix any dangerous situations. They are also available to sign the trainees logbook to indicate that work has been completed to the appropriate standard.

11.2 Forklift Operation

Forklift operation associated with load shifting should follow the standard sequence of:

- 11.2.1 Planning
- 11.2.2 Checking equipment
- 11.2.3 Shifting load
- 11.2.4 Unloading
- 11.2.5 Shutting down

- 11.2.1 Planning steps should include an inspection of the work site to identify any potential hazards associated with the operation. Where hazards are identified they are to be immediately removed or appropriate guarding and safeguarding measures taken.

Before operation of a forklift within the Optimum Control factory area, operators must ensure on-site personnel are made aware of the forklift truck operation and associated access restrictions.

Before lifting a load the operator should assess the weight of the load and ensure that it is within the lifting capacity of the forklift for load and height limitations as identified on the makers specification plate.

- 11.2.2 Before using a forklift the operator is responsible for checking:
- (i) the correct operation of all controls and associated equipment
 - (ii) the forklift is checked for damage and defects
 - (iii) where problems are identified, the operator should isolate the forklift and immediately notify the workshop supervisor
- 11.2.3 While shifting a load it is essential that:
- (i) the mast is tilted back and
 - (ii) the load is lifted high enough to ensure that it clears any bumps in the floor
 - (iii) fork arms should not rub on the ground
 - (iv) the operator keeps all parts of their body within the cockpit
 - (v) the operator restricts the path to within marked areas where possible
 - (vi) the load is shifted without bumping into objects
 - (vii) the load does not move relative to lifting attachments
 - (viii) the operator travels in reverse if load obscures forward vision and operator looks in a forward direction
- 11.2.5 When shutting down the equipment it is essential that:
- (i) The fork truck is parked on a level area
 - (ii) Attachments are lowered as close as possible to the ground
 - (iii) Gear selection is in a low gear
 - (iv) Park break is applied
 - (v) Engine is turned off
 - (vi) LPG cylinder valve is shut off
 - (vii) The vehicle is parked clear of walkways and emergency exits.
- 11.2.6 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.
- 11.2.7 Loads shall not be carried on only one fork arm to prevent over stressing and effects on stability.
- 11.2.8 When using the Jib Attachment on the forklift the following precautions should be taken:
- (ii) Travel at low speeds and make all turns slowly
 - (iii) Keep the load as low as possible to the ground
 - (iv) Keep the Jib as low as possible and the mast on back tilt
 - (v) Ensure that the Jib attachment is properly fitted and that the load is below the SWL of the hook position
 - (vi) The lifting hook should be free to swivel

11.3 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:
 - (i) Inspection of equipment
 - (ii) Plan work and prepare work
 - (iii) Correctly sling the load
 - (iv) Move the load
 - (v) Place the load

- (2) When carrying out Inspection of equipment it is essential that the operator:
 - (i) identifies and isolates any unserviceable items
 - (ii) identifies the SWL and specific characteristics of the lifting equipment

- (3) When planning and preparing the work it is essential to identify all potential hazards including:
 - (i) determination or confirmation of total loading
 - (ii) effect on other workers, equipment and structures
 - (iii) adequacy of lighting
 - (iv) appropriateness of lifting gear
 - (v) development of job method to address hazards

- (4) 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 times the diameter of the rope, or kinked, corroded or birdcaging

- (5) When moving the load:
 - (i) Set the sling on the load so that the load remains central and is not subject to spinning or tilting
 - (ii) Carry out a test lift to assess the adequacy of the slinging
 - (iii) Ensure that any other persons in the vicinity of the lift are advised to keep clear
 - (iv) No persons shall be below a load during the lifting process or while the load remains suspended in the air

- (6) When placing the load:
 - (i) Slings shall not be slackened until the load is adequately secured in its intended location
 - (ii) Loads shall be chocked or otherwise secured in a vice etc.
 - (iii) Care shall be taken when releasing slings to ensure that the load does not topple or fall

12. Passive Smoking

12.1 Introduction

- (a) Passive smoking (the inhalation of side stream or mainstream smoke) increases the risk of lung cancer and heart disease, and is also dangerous for people with existing heart or respiratory conditions.
- (b) Passive smoking can trigger asthma attacks, increase the chance of chest infections, cause watery eyes, headaches and sore throats.
- (c) Optimum Control has a duty of care under occupational health and safety legislation to provide a safe and healthy work environment for all employees.
- (d) 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.

12.2 Objectives

- (a) Optimum Control's aims to achieve a smoke-free workplace to protect all employees from the effects of environmental tobacco smoke. The entire premises is smoke-free.
- (b) To assist smokers who may wish to modify or quit smoking, support will be provided to help them adjust to the changes.

12.3 Implementation

- (a) From (insert next action date) smoking will not be permitted in indoor work areas. Reasonable adjustment breaks will be allowed for smokers to smoke outside of the Indoor work area.
- (b) The Smoke-free Workplace Policy becomes fully effective on (insert date). Employees who wish to smoke during work hours may only do so in their scheduled breaks. Adjustment breaks will no longer be allowed.

12.4 Policy Details

- (a) Employees will be given the opportunity to attend a meeting to discuss the implementation of the Smoke-free Workplace Policy.
- (b) The responsibility for enforcing the policy rests with managers and supervisors. Employees are reminded that they are obliged under Occupational Health and Safety legislation to protect the health of their fellow employees. This may be done by complying with this policy.

13. Drugs and Alcohol

13.1 Introduction

- (a) Drugs and alcohol in the workplace creates a range of problems. 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.
- (b) Optimum Control has a duty to ensure the health, safety and welfare at work of their employees and visitors.
- (c) It is every employee's responsibility to take reasonable care of the health and safety of others in the workplace and ensure that their performance and actions are not impeded by the use of drugs (either legal or illegal) or alcohol.
- (d) 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.

13.2 Code of Behaviour

- (1) An employee whilst on duty at Optimum Control and or any Client's Premises 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 within 6 hours of commencing duty
- (2) 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.
- (3) Social functions on or off Company premises will be subject to the controls on the consumption of alcohol including:
 - (i) Low alcohol and non alcoholic beverages will be made available
 - (ii) Alcoholic beverages will be served in a responsible way. Specifically refusing the serving of drinks to individuals where intoxication is suspected.

13.3 Breaches

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.

All breaches of the policy should be reported to the Managing Director or his nominee who will take immediate action as appropriate to the circumstances.

All breaches, their circumstances and associated managerial actions, will be logged in the employees personnel file.

13.4 Drug And Alcohol Assistance

Optimum Control recognises Drug and Alcohol abuse as an illness, which should be addressed as per other illness while recognising the need for additional confidentiality.

Use of Sick Leave

- Where an employee agrees to undertake a program of Drug and Alcohol consultation or rehabilitation that employee will be entitled to make use of accumulated sick leave for the purpose of attendance.
- Where accumulated sick leave is exhausted the Company may grant up to 5 days special circumstances sick leave in order to assist with rehabilitation.

Leave without Pay

Where an employee undertaking an agreed rehabilitation program exhausts all sick leave and special circumstances sick leave they may apply for leave without pay for up to 3 months. Such leave will not be refused without extenuating circumstances.

Confidentiality

Notwithstanding the need for confidentiality of an employees personnel files, additional effort will be made to ensure that any information related to an employees need to undertake treatment for Drug and Alcohol related illness will be kept confidential from other staff without a need to know.

14. Return to Work and Rehabilitation

14.1 Introduction

Optimum Control is committed to preventing injury and illness through providing a safe and healthy working environment in accordance with the requirements of the Occupational Health and Safety Act 2000.

14.2 Return to Work

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:

- (a) Ensuring that the employee returns to work as soon as possible as a normal expectation
- (b) Ensuring early access to return to work services such as return to work providers for workers who need them
- (c) Providing suitable duties where practicable
- (d) Consulting with the employee's nominated treating Doctor about return to work
- (e) Consulting with employees to ensure that the return to work programme operates smoothly and effectively
- (f) Participating in the development of an injury management plan for an employee with a significant injury
- (g) Informing employees of their rights in relation to a workers' compensation claim, including the right to choose their own Doctor and return to work provider
- (h) Providing access to interpreter services, where needed
- (i) Ensuring workers are not dismissed within six months of injury, solely or principally because of their injury
- (j) Advising employees that refusal to cooperate with their injury management plan may result in suspension of weekly benefits.

14.3 Confidentiality

Optimum Control has the duty to maintain the confidentiality of return to work records of the employee.

14.4 When Work Injury or Illness Occurs

Significant injury will be reported to the insurer within 48 hours. An Incident Report Form (Appendix A) must be completed by the employee, unless unable to do so it must be completed by the Supervisor, and immediate treatment arranged whether a claim is made or not.

14.5 Recovery and Return to Work

Optimum Control makes use of Workcover's return to work co-ordinator to:

- Assist injured workers in filling out workers compensation forms
- Explain the return to work process to the injured worker
- Ensure that worker is offered the help of an accredited return to work provider, where necessary. This provider will be given reasonable access to the workplace.
- Arrange for the worker's return to work on the advice of their treating Doctor or return to work provider.

14.6 Providing Suitable Duties

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.

14.7 Consultation

Optimum Control shall consult with the injured employee, the Doctor and the Insurer about the injury management plan for the individual worker.

14.8 Resolving Disputes

Any disputes between parties related to return to work provisions of this policy will firstly be resolved by negotiation between the parties. Where resolution cannot be achieved by negotiation, assistance will be requested from Workcover to achieve resolution.

Appendix A – Forms

[Incident Report Form](#)

[Process Improvement Form \(PIF\)](#)

[Risk Assessment Worksheet](#)