



KNC

Connecting Our Community

KATOOMBA NEIGHBOURHOOD CENTRE

**KNC WORKPLACE SAFETY MANUAL
(INCORPORATING RISK MANAGEMENT)**

**ADDITIONAL PROCEDURES SPECIFIC TO
BLUE MOUNTAINS HOME MODIFICATION AND MAINTENANCE
SERVICE
(BMHMMS)**

Revised March 2014

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1.0 ANIMAL AND PEST RISKS

Reference:	Work Health Safety Act	2011 no 10	(NSW)
	Work Health Safety Regulation	2011	(NSW)
	Managing the Work Environment	2011	
		Code of Practice Workcover NSW	
	Workplace Exposure Standards for Airborne Contaminants	2011	
		Code of Practice Safe Work Australia	
	How to Manage WHS Risks.	2011	
		Code of Practice Workcover NSW	

1.1 VERMIN

Health risks from vermin in administration/office, workshop areas or client locations should be monitored and controlled.

Vermin such as mice, spiders, lice, fleas, maggots, cockroaches and snakes carry disease or poison. The Work Supervisor or Administrator is to be notified when these risk are evident. If staff suspect a problem but are not sure the office should be contacted.

1.2 VERMIN CONTROL

Eradication of vermin by an authorised pest control contractor is to be taken in BMHMMS locations. This procedure is to undertaken regularly so as to fully control the problem.

1.3 ANIMALS AND HOUSE PETS

Case professionals eg OT's and other referring sources, must provide appropriate risk assessment information, for example about ferocious dogs, domestic and feral cats, birds or other pets that may cause problems to BMHMMS staff **before** the work commences at any client location. The animals must be appropriately controlled before work can commence.

It is possible there may also be a health risk from the animals . This needs to be assessed and reported if necessary.

2.0 ASBESTOS MAINTENANCE WORK

Reference: Work Health Safety Act 2011 no 10 (NSW)

Work Health Safety Regulation 2011 (NSW)

How to Manage and Control Asbestos in the Workplace: Code of Practice

Workcover NSW

Australia has the highest incidence of Mesothelioma (a debilitating lung cancer) in the world. It is caused by asbestos fibres which are microscopic and penetrate body tissues, such as lungs and even stomach and bowel. Two thirds of recorded deaths from this disease are work related exposure.

Effects from the disease can take up to forty years to be diagnosed.

Asbestos use was particularly widespread in the boom years of the 1950's and 60's. It was used in roofing, walls, fences, insulation lagging on water heaters, fences, pipes, textiles, cement, plastics, gaskets, brake lining and even cigarette filters.

2.1 ZERO EXPOSURE TO ASBESTOS AND SYNTHETIC FIBRE

Avoiding exposure to even a single asbestos fibre is the target exposure limit. The dangers to health are such that the zero exposure tolerance is the only acceptable limit. Work methods must eliminate the creation of asbestos dust.

It is also important to take precaution when coming into contact with insulation wool or synthetic mineral fibre.

Note: BMHMMS staff will not remove asbestos sheeting. If this becomes necessary appropriately qualified contractors will be engaged and supervised by the Works Supervisor

2.2 DRILLING INTO WALL SHEETING CONTAINING ASBESTOS

The "Safe Work Method Statement: Drilling into asbestos wall sheeting" (in SWMS section) will be followed if it is necessary to install rails or such on wall sheeting suspected of containing asbestos.

All BMHMMS staff will have completed the Removal of Bonded Asbestos certificate

will have current training with the use of this SSOW and all necessary equipment will be appropriately maintained.

2.3 ASBESTOS REGISTER

Addresses of properties where drilling asbestos sheeting was carried out will be kept by the Service Administrator

3.0 CHEMICALS, CORROSIVES & POISONS

Reference: Work Health Safety Act 2011 no 10 (NSW)
Work Health Safety Regulation 2011 (NSW)
Labelling of Hazardous Chemicals Code of Practice 2011 Workcover NSW
Preparation of Safety Data Sheets Code of Practice 2011 Workcover NSW
Safe Handling of Timber Preservatives and Treated Timber.
Code of Practice 1991 Workcover NSW

3.1 HAZARDOUS SUBSTANCES REGULATION

Manufactures of chemicals and other hazardous substances are required to provide Material Safety Data Sheets ('MSDS') with their products. The service will maintain a Workplace Hazardous Substances Register of all chemicals used by the service. The information in the Register should include all information ('MSDS') as supplied by the manufacturer or Chemwatch. Each chemical must be listed on the cover of the Workplace Hazardous Substances Register. The Register must be placed in a readily accessible position for all employees to access in case of emergency.

3.2 USE AND STORAGE OF CHEMICALS

Staff are advised NOT to use the chemicals unless they are listed on their Workplace Hazardous Substances Register or where the NSW regulation has not been complied with, for example, where training in the proper use of the chemical has not been provided.

The Work Supervisor will be consulted before using new chemicals. Care must be taken with ordering to avoid overstocking.

All chemicals will be stored and secured separately away from machinery, heaters etc. All chemicals in the workshop, vehicles and client homes shall be under the control of the Work Supervisor.

Employees will follow the MSDS or label instructions for each chemical used in the work process at client location or in the workshop and will only commence use if proper storage is evident immediately prior to use.

Chemicals in offices, such as photocopier and printer toner cartridges, are to be under the control of the office administrator and stored in a secure cool place.

3.3 DISPOSAL OF UNWANTED/BANNED OR NON CONFORMING CHEMICALS

The Work Supervisor will organise regular disposal of unwanted chemicals & accordance with local government authority.

3.4 TRANSPORTATION OF CHEMICALS

The Work Supervisor must check the condition of chemicals on their arrival from suppliers. Employees are to load vehicles as instructed by the Work Supervisor on all occasions. Chemicals are to be handled in accordance with manufacturer's instructions.

4.0 DUST

Reference: Work Health Safety Act 2011 no 10 (NSW)
Work Health Safety Regulation 2011 (NSW)
Managing the Work Environment 2011 Code of Practice Workcover NSW
Workplace Exposure Standards for Airborne Contaminants 2011
Code Of Practice Safe Work Australia
How to Manage WHS Risks. 2011 Code of Practice Workcover NSW

4.1 DUST CONTROL IN THE WORKSHOP

A housekeeping plan is to be introduced at each workshop by all persons working there. Eliminate dusts at the source by the use of mobile dust extractors. Extractors attached to power tools will be used if possible. Dust must be vacuumed immediately after job.

Employees must wear WorkCover approved respirators and personal protective equipment while dust is present.

4.2 DUST CONTROL AT CLIENT LOCATIONS

Employees must seek guidance from the Work Supervisor for unidentified dusts to determine whether tests are to be conducted for example, tests for asbestos dust, if doubt exists. Work methods are to be designed to create as little dust as is possible, for example, by consideration of the location of the cutting.

Where a risk assessment requires WorkCover approved respirators and personal protective equipment, the same procedures should apply to the cleaning of equipment and the disposal of dust and waste.

Clients are to be protected from dust exposure at all times.

4.3 TOXIC DUST CONTROL

As a general rule, material such as AC fibro-sheeting, or other asbestos product that cause dust when cut, drilled or torn should be avoided.

Special procedures (in keeping with NSW WHS legislation) are included in this manual under ASBESTOS RISKS.

5. ELECTRICAL

Reference: Work Health Safety Act 2011 no 10 (NSW)

Work Health Safety Regulation 2011 (NSW)

Managing Electrical Risks at the Workplace: Model Code of Practice: SafeWork Australia

Working around and with electricity is hazardous.

BMHMMS staff will constantly monitor worksites, weather conditions and equipment with regard to electrical safety

They will follow all safety procedures and SSOWs which have been developed to manage electrical risks.

Any additional risks/hazards will be reported immediately to the WS and to the client or the carer (as property owner) if necessary.

5.1 EXCLUSIONS

No BMHMMS staff will carry out any electrical work anywhere in the workplace.

(Relocating, repairing, replacing or disconnecting light switches, power points etc).

If electrical maintenance is required notify the Works Supervisor who will organise a qualified electrician

5.2 SAFETY PROCEDURES AND CHECKLISTS

List of Procedures:

- 5.2.1 Electrical: General
- 5.2.2 Electrical: Use of power points, extension cords safety switches
- 5.2.3 Schedule: Tool tagging
- 5.2.4 Electrical: Replacing light globes

5.2.1 Safety Procedure: Electrical- General (Refer also SP Electrical – Use)

1. Electrical work – (relocating electrical fittings, rewiring, fault finding etc)

- All electrical work to be carried out only by licenced electrician.
- Assume all existing electrical work has been done by a handyman
- Contact office if job needs electrical work *

2. Precautions:

Moisture

- Wet days – is it safe to use electricity?
- Never use wet hands
- Cordless drills only in wet areas
- Do not use an electrical appliance which has had liquid split on it

Protection

- Always use (portable) RCD's
- Power points to be checked before use (see SP Electrical – Use)
- Power Tools and electrical plant – to be tested and tagged according to Schedule attached
- Switch off before pulling out plug

3. Trouble shooting

- Welder trips supply: check power box
 - circuit breakers-flip switch
 - fuses – turn off mains power before changing fuseContact office *
- Electrical fitting exposed to moisture when shower screen removed or hand held shower installed:
Contact office *

4. 'Tingle' or slight shock – do not use – Contact office *

5.2.2 Safety Procedure: Electrical Safety – Using Power points, Extension cords and Safety Switches

See also: SP Electrical-General

Turn off the mains before changing a fuse or isolating a circuit.

Power points: NEVER use a power point without inspecting it first.

Step 1. Visual inspection. **Before touching!!!**

Look for cracks, extra holes, unusual fixing methods, scorch marks, chemical damage.

Any doubt: Do not use, inform client and contact office * to organise an electrician.

Step 2. Check both sides of a double power point.

Safety Switches/RCD's (Residual Current Devices)

Push the test button on every use. Any malfunction – do not use.

Extension Cords

Inspect cord before use

Use only cords supplied by service

Suspend cords above floor with lead hooks

Fully unwind extension cords

5.2.3 SAFETY CHECKING OF ELECTRICAL APPLIANCES (TOOL TAGGING)

Tool tagging to be carried out by appropriately trained person

If any equipment is used contrary to its usage category it must be tagged before use. Personal equipment must be tagged before use.

The results of testing and the condition of equipment are recorded in the current Appliance Test Tag Log Book located in the workshop office.

Repaired or serviced equipment must be tagged.

Records of tool tagging must be kept for seven years.

Safety Checking of Electrical Appliance Schedule.

Risk rating of BMHMMS plug in electrical equipment

Equipment	Location	High risk equipment			Low risk equipment		
		Handled portable moved Hostile	Visual checks	Testing required	Non hostile fixed stationary not moved	Visual checks	Testing required
Computers, heaters, jug, radio, printer, photocopier, fax	Office				yes	regular	5 years
Jug, heater	Workshop office				yes	regular - months	5 years
Hand held power tools, RCDs, extension cords	Trades vehicles	yes	before use	3 monthly			
Hand held power tools	Workshop work area, frequent use in workshop	yes	before use	6 monthly			

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Safety Checking of Electrical Appliance Schedule. (cont)

Equipment	Location	High risk equipment			Low risk equipment		
		Handled portable moved Hostile	Visual checks	Testing required	Nonhostile fixed stationary not moved	Visual checks	Testing required
Slide compound saws, bench saw, thicknesser, metal cutoff saw	Workshop work area, large portable, to be tested if taken on site.	yes	before use	6monthly			
Drill press, bench grinder	Workshop work area. Fixed Plant	yes		12 monthly			
Extension cords	Workshop work area, frequent use in workshop	yes	before use	6 monthly			
Demolition hammer, 180mm angle grinder	Workshop work area, frequent use on site	yes	before use	6 monthly			

5.2.4 Safety Procedure: Changing light globes (excluding tubular fluorescent)

Note: Visually inspect = Look. Do not touch!! If Solar installed-do not touch.

Any "fails"- do not continue.

* Report immediately to office. Electrician will be contacted.

Avoid wet areas and wet hands

Use a sturdy ladder on a stable footing

Equipment : Safe ladder, torch

1. Ask the client/care about the history of the light fitting
 - Does it fail frequently *?
 - Does the light switch work regularly and does it "spark" *?
 - Check type and wattage of globe required

2. Visually inspect the light fitting which needs a new globe (looking for burn marks *, discolouring *, cracks *, melted bits *)

3. Visually inspect the light switch which operates the fitting

4. Warn the client you may be turning the power off

5. Locate the power box
 - Visually inspect the outside of the power box looking for warning notices *, burns *, general deterioration *
 - Lift the cover and secure with prop
 - Visually inspect the power board and fuses/circuit breakers looking for warning notices *, burns *, general deterioration *
 - Identify the mains "off" switch and visually inspect

6. Turn off the mains "off" switch (be aware that mains switches do not always isolate all the circuits in a house)

7. Removing the existing globe

- Place the ladder securely
 - If the globe is difficult to remove an electrician will be required as the live wires may be exposed if the globe breaks.
 - Install the new globe
8. Return mains “off” switch to “on” and check new globe working.

6.0 EYE CARE AND PROTECTION

- Reference :
- Work Health Safety Act 2011 no 10 (NSW)
 - Work Health Safety Regulation 2011 (NSW)
 - Managing the Work Environment 2011 Code of Practice
Workcover NSW
 - Workplace Exposure Standards for Airborne Contaminants 2011
Code Of Practice Safe Work Australia
 - How to Manage WHS Risks. 2011 Code of Practice Workcover NSW
 - Welding Processes 2012 Model Code of Practice
Safe Work Australia

Welding has obvious implications for the need to protect eyes from serious and minor damage. But there is a wide range of situations where eye damage can occur.

In the workshop area and on site, regular tasks that require cutting or grinding should have a carefully monitored and improved HAZPAK procedure.

If it is not clear whether eye injury is a risk, as a precaution, the wearing of comfortable safety eyewear is recommended. BM HMMS will make prescription safety glasses available to staff. The employee may order new glasses, if necessary, after each 18 months service.

A simple guide to eye protection is:

- Plan the task to contain any potential eye damaging agents.
- Avoid excessive or repetitive chipping, grinding, drilling hammering
- Apply safe welding techniques
- Use power and air tools properly
- Handle chemicals safely
- Calculate weather conditions, particularly wind, in your work plan

- Have your First Aid plan ready and able to be implemented

SAFE WORK FOR EYES

- Plan the task to contain any potential eye damaging agents.
- Avoid excessive or repetitive chipping, grinding, drilling or hammering.
- Apply safe welding techniques.
- Proper use of power and air tools.
- Handling chemicals safely.
- Calculate weather condition particularly wind conditions in your work plan.
- Have your first aid plan ready and able to be implemented.

7.0 WORKING AT HEIGHT

Refer: : Work Health Safety Act 2011 no 10 (NSW)
Work Health Safety Regulation 2011 (NSW)
Managing the Work Environment 2011 Code of Practice
How to Manage WHS Risks. 2011 Code of Practice Workcover NSW
“Safe Working at Heights Guide 2006” Workcover NSW
Section 11: Work System and Control Measures.

7.1 PREVENTION OF FALLS

‘Safety Regulations require that where persons are exposed to a risk of falling 1.8m or more, fencing or other safeguards be provided.’

The code requires the use of fall arrest systems, fencing or other restraints depending on the assessment of the particular hazard.

‘Persons using fall arrest systems should not work alone.’

As the service

- Has only 2 trades staff on the tools who usually work alone

- Does not have equipment or current training for height work

- Gives priority to safety of the client rather than the safety of the fabric of the building

It is considered too hazardous and an inappropriate economically for Blue Mountains Home Modification & Maintenance Service staff to carry out trade work above 1.8m. (i.e. Where the worker can fall 1.8m or more)

This would include work such as guttering, roofing, ramps, balustrades, and decks above 1.8m.

This list is not exhaustive.

Jobs requiring height work above 1.8m will be prioritised according to service policy and subcontracted to a contractor with the appropriate equipment and training.

SAFE USE OF LADDERS

- Individual safe use of ladders.
- Ensure ladder has no defects e.g. loose rungs.
- Place ladder safely with a base to height ratio 1:4 or about 75 degree angle to the horizon.
- Never station ladders in doorways or on unstable ground.
- Ladders to extend 1 metre over the landing and tied off.
- Never place ladders against unstable surfaces e.g. windows.
- Clean safety footwear of mud before ascending.
- Only one person on a ladder at any one time.
- Always face the rungs and never over reach when climbing.
- While working from a ladder always wear a safety belt.

8.0 NOISE

Refer: Work Health Safety Act 2011 no 10 (NSW)
Work Health Safety Regulation 2011 (NSW)
Managing the Work Environment 2011 Code of Practice Workcover NSW
How to Manage WHS Risks. 2011 Code of Practice Workcover NSW
WHS Regulation 2011 Regulation 57 "Managing hearing loss from noise"

Noise is any unwanted or damaging sound, which has potential to cause harm.

8.1 WHS (NOISE) REGULATION

Management must ensure noise in the workplace does not result in hearing loss and is managed in accordance with the requirements of the act. Workers, clients or contractors must not be exposed to noise that exceeds the exposure standard.

8.2 HEARING PROTECTION.

8.2.1 PPE.

All workers will be supplied with hearing protection of a sufficient standard to protect them from the effects of noise. Equipment and work methods will be regularly monitored to ensure PPE is appropriate.

8.2.2 Site management.

Workers will control access to the work site so as to minimise exposure of clients and contractors to noise.

8.3 EXPOSURE TO NOISE

Section 5 of the NSW OHS (Noise) Regulation 1996 states that: 'a place of work is unsafe and a risk to health if any person is exposed to noise levels:

- a) That exceed 8 hour noise level equivalent of 85 dB (A)
- b) That peak at more than 140 dB (Lin)

Note: That for every 3 dB (A) over the 85 dB (A) limit, the effect, is TWICE as damaging over an eight hour period.

The maximum daily dose of noise that is considered safe is 85 dB (A) over an 8-hour period. Any noise level above 140 dB (LIN) is immediately damaging to human hearing. Any exposure at this level causes harm.

Any noise level above the examples below should be considered as a serious complaint.

Some examples of equivalent noise production are:

<u>Agent</u>	<u>Noise level decibels at 1 metre</u>
Heavy traffic	80-90
Wood saw	95-100
Angle Grinder	100-105
Router	105
Jet engine close up	130
Electric jackhammer	115
Electric jackhammer (Impulse noise with reverberation i.e. Estimated noise in a confined space)	120-140

Complaints about noise, for example staff complaining about ringing in the ears, muffled hearing and having to turn up the television or radio after a day at work, can be warning signs of damaged hearing.

More difficult noise assessment for each HMMS to make would be assessment at the workshop environment and noise at client locations. Particular noise emitting machines or tools such as electric jackhammers, wood saws, angle grinders, and routers may be subject to noise control measures. Without testing these noise levels, the HMMS could wrongly declare areas as not harmful to the occupant, visitors and others who may be exposed to the hazard.

8.3.1 NOISE ASSESSMENT

The NSW Code of Practice for Noise Management and Protection of Hearing at Work gives guidance as to how to identify and assess noise.

The HMMS will introduce a noise reduction/elimination program, which includes:

- Work Supervisors immediately conducting inspections when staff or other persons complain ensuring proper maintenance of all tools and equipment
- Conducting noise level tests when complaints not acted upon immediately
- Conducting a noise safety audit (visual and aural) every two (2) years

For more complex assessments and control strategies the Code of Practice on Noise Management should be obtained by the Work Supervisor and implemented in consultation with the staff affected.

If there is still doubt about whether the measures are bringing the noise levels below the regulatory requirements, then assessment and advice by outside agencies may be required. The following agencies/specialists should be called upon to assist:

1. Workcover inspector or WorkCover Techsource Acoustics Unit Telephone 02 93705959 or 1800 024205
2. Occupational hygienist.
3. Authorised medical officer (with noise experience).
4. Safety consultant or acoustics specialist.

8.4 NOISE REDUCTION PLAN

General Hazard control principles (Identify Assess and Control) should be applied when controlling noise hazards.

Work Supervisors are to ensure that noisy tools or machines are tracked on the HAZPAK sheets and monitored for deterioration or for increase in intensity of sound.

Work Supervisor should attempt to remove or replace noisy equipment or apply controls at the source by:

- Replacing noisy parts
- Avoiding metal to metal contact
- Properly adjusting machine tools
- Improving maintenance or adding barriers to dampen noise

Work Supervisor should control noise in transmission by placing noisy equipment away from staff. Work Supervisors should apply administrative controls when purchasing new equipment giving consideration to noise levels of the new tool or machine. Minimising the exposure by rotating the persons exposed to the noise or the jobs organised so that work on lathes, saws etc is minimised. Work Supervisors should ensure staff are trained. For example, by providing advice about avoiding re-runs on sawing (which if not performed correctly the first time doubles the exposure). Work Supervisors are also to ensure that staff use the correct tools for the job.

The last control measures should be PHP (Personal Hearing Protection).

SAFE NOISE MANGEMENT

- Conduct visual and aural inspections.
- Noise to be reduced below 85db (A) over 8 hours and 140db (LIN) as a single dose.
- Noisy tools and machines to be replaced with new purchases.
- Noise to be dampened at source.
- Work Supervisors to apply administrative controls i.e. training to avoid re-runs.
- Ensure proper maintenance and noise reduction procedures are working.

9.0 PLANT AND EQUIPMENT

Refer:	Work Health Safety Act	2011 no 10	(NSW)
	Work Health Safety Regulation	2011	(NSW)
	Managing the Work Environment	2011	
		Code of Practice Workcover NSW	
	Workplace Exposure Standards for Airborne Contaminants	2011	
		Code of Practice Safe Work Australia	
	How to Manage WHS Risks.	2011	
		Code of Practice Workcover NSW	

The Management Committee will ensure that all plant and equipment used, or to be used, is safe and without risk to users.

9.1 NEW PURCHASE

The Work Supervisor will conduct a safety review of proposed plant and equipment before new plant is purchased. This will include a review of existing plant and equipment and consultation with staff.

9.2 SAFE MAINTENANCE OF EQUIPMENT

The Work Supervisor is to review maintenance of all plant, and mechanical and electrical equipment in accordance with the manufacturer's instructions, or at the time when the annual inventory stock-take is undertaken.

A plan for repair or replacement of defective or worn out items is to be prepared by the Work Supervisor and presented to the Management Committee.

Plug in electrical equipment must be tested according to the attached Schedule and the results recorded in the Test Tag Log Book at workshop.

Employees must notify their Work Supervisor immediately if they notice defective items. Hand tools must be repaired or replaced in consultation with the WS.. Housekeeping is a joint responsibility of the Work Supervisor and employees. Contractors are responsible for the areas they control.

9.3 Review of Plant and Equipment.

The maintenance, proposed purchase and evaluation of plant and equipment is to be a permanent item on the weekly team meeting agenda

SAFE ELECTRIC PLANT MANAGEMENT

- Approved cables, leads, fittings and safety switches.
- Installations and wiring removal by licensed electrician
- No double adaptors or 'piggy' backing
- Earth leakage (RCD'S) for permanent wiring and portable generators.
- Heavy duty, non wireable, extension cords placed overhead.
- Power tools inspected and tagged 6 monthly (See tool Tagging Book-Filing Cabinet)
- Hired power equipment inspected and tagged.

10.0 SAFETY SIGNS

Refer:	Work Health Safety Act	2011 no 10	(NSW)
	Work Health Safety Regulation	2011	(NSW)
	Managing the Work Environment	2011	Code of Practice Workcover NSW
	How to Manage WHS Risks.	2011	Code of Practice Workcover NSW

WHS warning systems are part of hazard management and the Management Committee has the responsibility for this aspect of WHS management. Current signs will be audited and updated as required in accordance with WorkCover NSW colour code.

10.1 SAFETY SIGNS FOR THE WORKPLACE

Safety signs are displayed in the workplace to:

- Prevent accidents
- Warn of health and safety hazards
- Point out where emergency equipment is kept
- Tell workers when and where special safety equipment must be worn

The best safety signs have pictures on them so they can be understood from a Non English Speaking Background.

There are six types of signs with different colours and shapes that mean different things:

Mandatory:

White on a blue circular background indicates special safety equipment must be worn .

eg ' **Hearing protection must be worn.**'

Prohibition :

A red circle with a line through it over black action symbol (on white background) showing actions or behaviours that are not permitted.

eg. '**Do not enter**'.

Warning:

A black triangle on a yellow background warns of a danger or risk to health. (usually not life-threatening)

eg '**Caution, risk of electric shock**'.

Fire:

Advise the location of fire alarms and fire fighting equipment.

eg **Fire extinguisher**

Emergency Information:

A white symbol or text on a green background shows where emergency safety equipment is kept.

eg **'First Aid'**.

Danger: "Danger" inside a red oval gives warning of a hazard or hazardous condition which is life threatening.

eg **"Hazardous materials"**

Safety signs are in workplace to protect health and safety at work and should always be followed

10.2 PLACEMENT OF SAFETY SIGNS

The Work Supervisor will seek information about the placing of WHS safety signs and will involve all staff on the best location and number of signs to be posted. The Australian Standard on signs sets out the range, sizes, colours, lettering and other guidelines for safe signs.

11 Safe Work Method Statements and Safety Procedures

1. SWMS Drilling into wall sheeting containing asbestos
2. SWMS Driving the Utes
3. SWMS Galvanised Steel Handrails
4. SWMS Gasless Mig welding in the Workshop
5. SWMS Gasless MIG Welding Outdoors
6. SWMS Grab Rails
7. SWMS Hand mixing concrete
8. SWMS Ready mix concrete

12.0 WELDING

Refer:	Work Health Safety Act	2011 no 10	(NSW)
	Work Health Safety Regulation	2011	(NSW)
	Managing the Work Environment	2011	Code of Practice Workcover NSW
	Workplace Exposure Standards for Airborne Contaminants	2011	Code of Practice Safe Work Australia
	How to Manage WHS Risks.	2011	Code of Practice Workcover NSW
	Welding Processes	2012	Model Code of Practice Safe Work Australia

Welding hazards are acute and cause severe injury if the hazards associated with this area of safety are not contained.

12.1 TYPES OF WELDERS USED BY BMHMMS

On site: 10A gasless mig welders (Cebora) and occasionally a 10A Telwin Inverter stick welder

Workshop: 15A gasless mig welder (Lincoln) and fume extractor

12.2 PPE FOR ALL WELDING

Ventilated respirators (Adflo) with auto flash welding helmet (Speedglas).

Bystanders (more than 2m from welding area) may use disposable carbon filtered masks

Leather gloves, protective clothing (Kevlar jackets) and leather footwear.

12.3 SITE CONTROL

Welding warning sign, welding screens if necessary and barrier tape.

12.4 GUIDE TO SAFE WELDING

Ensure appropriate and effective ventilation. Make sure fumes are being removed at their source, before they enter the general environment or the welder's breathing zone. Take special care in confined spaces.

Do not use excessive voltage and current for welding.

If possible, **use AC rather than DC currents**, as generally, fewer fumes are formed with AC currents.

Check on the **integrity** of the leads to earth and the torch.

Do not allow the leads to run through water, and do not use equipment when the leads are coiled.

Check the polarity of DC welders, especially where two or more machines are being used concurrently on the same structure.

Clear the work area of combustible materials **before** work and clean up well **after** work. Do not leave excessive amounts of dust or other materials around.

Inspect all cables, connections, gauges, and torches for damage and defects daily and maintain all equipment in peak working order.

Remove all coatings from metal to be welded.

Always **use effective screens and approved warning signs** to protect bystanders from ultraviolet and infrared radiation.

Wear insulated footwear, appropriate clothing and eye protection while welding.

Avoid appropriate clothing becoming moist (i.e. working in rain or from excessive perspiration).

Maintain good, natural posture while welding. If poor posture is unavoidable, take frequent rest breaks and remember to stretch.

Ensure that the earth return system is correctly connected back to the power source, i.e. not through building structures.

Use power tools with low vibration.

When grinding, use soft, fine-grained grinding discs, as they are quieter and faster. Always wear eye protection.

SAFE WELDING (General)

- Clear area of combustible materials before work and clean up well after work.
- Inspect all cables, connections, gauges, wands for damage and defects daily.
- Maintain all equipment in peak working order.
- Isolate work areal with protection screens.
- Remove all coatings from metal to be welded.
- Protective clothing and eye protection must be worn while welding.
- Avoid appropriate clothing becoming moist (i.e. working in rain or from excessive perspiration).
- Maintain good, natural posture while welding.

SAFE ELECTRIC WELDING

- Ensure appropriate and effective ventilation.
- Do not use excessive voltage and current for welding.
- Use AC rather than DC, as generally, less fumes are formed with AC.
- Check on the integrity of the leads to earth and the cables for wear.
- Do not allow leads to run through water, and do not use the equipment when the leads are coiled.
- Check the polarity of DC Welders, especially where two or more machines are being used concurrently on the same structure.
- Always use effective screens and approved warning signs to protect bystanders from ultraviolet and infrared radiation.
- Wear insulated footwear. Ensure that the earth return system is correctly connected i.e. not through building structures.