

Conduct Safe

**GASTECH AUSTRALIA
PTY LTD**

Conduct Safe

**OCCUPATIONAL
HEALTH, SAFETY and
REHABILITATION**

MANUAL



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O H & S MANUAL

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PREFACE

This manual has been designed to provide direction on how GasTech Australia Pty Ltd. can achieve its Health & Safety Policy and comply with statutory duty of care requirements. The Manual does not attempt to cover all aspects of State Occupational Health & Safety Legislation and Codes of Practice. For further information, reference should be made to the Legislation.

The object of the program is to:

- Prevent injuries, illnesses and dangerous occurrences;
- Provide a safe and healthy place of work;
- Ensure safe systems of work are adopted;
- Ensure staff and contractors are trained and competent; and
- Provide safe plant and equipment.

SECTION 1

INTRODUCTION

WORKPLACE HEALTH & SAFETY PROGRAM

This Manual has been established to reinforce GasTech Australia Pty Ltd commitment to Health & Safety, and to establish procedures, which will allow us to exercise our duty of care under State Health & Safety Legislation.

The Manual gives guidance on what to do in basic terms in ensuring the health and safety of employees in the workplace and providing direction on documentation.

The intention in basic terms is to ensure the following:

1. Provision of a healthy and safe place of work;
2. Provision of systems of work, which minimise risk to health and safety;
3. Provision of safe plant and equipment;
4. Have trained and competent staff.

Successful achievement in workplace health and safety will involve:

- ***Commitment*** - By all employees to succeed in improving safety and health at work.
- ***Involvement*** - By all levels from the Manager to all employees in the Health & Safety Programme.
- ***Accountability*** - By personnel at all levels for achieving health and safety standards, checking for hazards, investigating accidents and training staff in correct work practices.

The Company's Annual Report will contain a section on Occupational Health and Safety, with particular mention of work injury experience.

1. Occupational Health & Safety Programme Policy

GasTech Australia Pty Ltds. Occupational Health & Safety Policy confirms its commitment to the control of workplace hazards and the provision of a safe place of work.

The Company appreciates it has a moral and legal responsibility under the Occupational Health & Safety Legislation to ensure the safety and health of employees and visitors in the workplace.

2. Assignment of Responsibilities

Both managers and employers have a responsibility for ensuring the health and safety of fellow employees. This will be achieved by detailing the responsibilities in a duty statement for each employee within the Company, and holding them accountable for health and safety standards in the areas under their control.

To ensure that the responsibilities have been accepted and to provide for the health and safety of employees, systems will be put in place in each area to evaluate the standards. The type of systems could be:

- External Consultant Review
- Injury Statistics

3. Suppliers & Subcontractors

The standards that apply to purchases from any supplier or use of Subcontractors must be in line with the requirements of the State Health & Safety Legislation, Regulations or Codes of Practice.

The purchasing of any material that is needed in the workplace must conform with the appropriate standards to ensure that it is safe and free from risk to health, and that the purchases have appropriate information relative to its safe use such as material safety data sheets or operating instructions. Any chemical jobs will be evaluated in terms of risk and selection will be based on the safest option.

The use of contractors to perform work for GasTech Australia Pty Ltd must be in line with the statutory requirements, and their safety standard evaluated prior to a contract being signed, prior to the commencement of work, and during the progress of the work. The contractors shall be monitored to ensure that the standards are maintained and that any incidents are reported with the appropriate investigation and rectification of the hazard.

4. Health & Safety Consultation

From time to time, Occupational Health & Safety Consultants may be appointed as part of the Company's programme of improving health and safety within the Company. The Consultants are not intended to remove the responsibility from the Supervisors/Manager, but rather to provide an additional mechanism to assist them in the awareness of the issues/hazards.

5. Hazard Rectification

The elimination of hazards in the workplace is a three-stage process:

1. Identify the hazard
2. Evaluate the hazard
3. Implement the appropriate controls

The identification of hazards will be achieved by a variety of methods, some informal and some formal.

The main methods to be used are:

- Hazard reports
- New or modified equipment assessment
- Informal and formal workplace inspections
- Incident/near miss information
- External consultant review

6. Information

To ensure that all appropriate statutory requirements are conformed with in relation to State Occupational Health & Safety Legislation, Regulations and Codes of Practice, the relevant information will be communicated to the relevant personnel.

To enable supervisory personnel to assess statutory requirements, all appropriate statutory documentation will be retained in the main office, for the period specified within the legislation.

If supervisory personnel are not sure if any statutory provision apply to a particular activity, they should check with appropriate Legislation, Codes or check with the Manager or the State Health & Safety Authority.

When any new statutory requirements relative to the operations are identified, they will be communicated to the appropriate personnel by Management.

7. Training

Training will be provided to ensure that legislative information, instruction, training, and supervision, to such persons as is necessary, to enable the employees to perform their work in a manner that is safe and without risks to their health and safety. The type and provision of training will be based upon and incorporate:-

- selection and placement of competent staff.
- where staff are inexperienced, detailed instructions.
- supervision to ensure safe systems of work are maintained.
- detailed information in relation to hazardous substances.
- certificates for the operation of certain plant.
- development of training programs, e.g.
 - ▲ induction of new employees
 - ▲ updating knowledge of existing employees – refresher training
 - ▲ training prior to introduction of new systems, or equipment
 - ▲ supervisory staff training

To be able to substantiate the training provided, appropriate details shall be recorded.

8. Specific Requirements

Under the State Occupational Health & Safety Legislation and Regulations, there are a variety of specific requirements that need to be conformed with. It is important that the Company's operations and facilities are monitored to ensure that they conform with the Legislative requirements.

8A. OH&S Action groups and OH&S Workplace Committee Meetings

The Act states that OH&S committees must be established in the workplaces of 20 or more, where the majority of employees request it (section 23). The act sets out some functions of the committees and some of the powers of their members (sections 24 & 25)

GasTech Australia Pty Ltd workplace numbers limit such groups and committees. The company's staff meetings are held monthly and it is at this time issues relating to safety and health are to be addressed

9. Reporting & Investigating Incidents

It is a requirement of the NSW Occupational Health & Safety Act and Regulations to record information in relation to a variety of incidents, and in some situations the State Health & Safety Authority to be notified.

It is the Company's policy that all injuries and near misses should be formally investigated so as to ascertain the factors that contributed to the incident. The intention of the investigation process is not to "blame", but rather determine how to prevent a recurrence of a similar situation. Once the corrective actions have been selected, both short and long term, it shall to be monitored to ensure that they are effectively implemented.

A register shall be maintained within the Company as an overview of injuries, and incidents.

10. Emergency Planning

An emergency procedure shall be put in place in each area. The emergency procedures are intended to protect employees from injury in the event of an emergency such as fire, explosion, chemical spill, etc.

11. Importance of Supervision

Even given the active interest of management, a workplace Health & Safety Policy and Programme, and involvement of employees in health and safety activities, the success or otherwise of any programme still relies heavily on the role of the Line Supervisor. Effective safety work depends on a Supervisor's specialised knowledge coupled with general management skills. The line supervisor shall be informed of his/her responsibility in regard to OH&S.

12. Company Management Health & Safety Checklist

The purpose of the checklist is to ensure that all issues, in the term of health and safety are identified and procedures are developed in accordance with the specific requirements of the GasTech Australia Pty Ltd.

The required action is to review the items in the following checklist on an annual basis with follow up audits being carried prior to monthly meetings. Progress reports on issues outstanding will be discuss at this meetings .

Managers Health & Safety Checklist

Note: This checklist is to be reviewed annually.

	YES	NO
<i>Emergency Procedures</i>		
1. Have you selected an Emergency Team including Chief Wardens and Wardens?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you developed an Emergency Procedures Booklet for your site covering: <ul style="list-style-type: none"> · Fire · Bomb · Gas Leak · Chemical Spill · Building Failure · Siege/Shooting 	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the Emergency Booklet clearly displayed in a safe location where it can be easily accessed by the Chief Warden?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all appropriate personnel fully trained in emergency procedures?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have GasTech Australia Pty Ltd employees been told of the need to notify the Manager, or in their absence, the Chief Warden of suspicious characters within the premises.	<input type="checkbox"/>	<input type="checkbox"/>
6. Are the Fire Brigade, Police and Ambulance aware of how to gain access into the building?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are all building access changes communicated to the Police, Fire Brigade and Ambulance? <input type="checkbox"/>		<input type="checkbox"/>
8. Do the Fire Brigade have all keys required to gain access into the building?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is the Fire Indicator Panel easily understood (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do the Fire Brigade and Police have an up-to-date list of Management contact numbers?	<input type="checkbox"/>	<input type="checkbox"/>
11. Is an adequate system of Programmed Maintenance performed on all essential services? e.g. Hoses, hydrants, extinguishers, sprinklers etc.	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO
12. Are copies of the Emergency and Bomb Threat Call Operator Forms clearly displayed at all telephone locations? Have all staff been trained in their use?	<input type="checkbox"/>	<input type="checkbox"/>
13. Have arrangements been made with Telstra to have phone lines traceable? Are all staff instructed in procedures to follow?	<input type="checkbox"/>	<input type="checkbox"/>
14. Is all emergency spill equipment available and in good working order?	<input type="checkbox"/>	<input type="checkbox"/>
15. Are monthly checks made to determine availability and condition of emergency spill equipment?	<input type="checkbox"/>	<input type="checkbox"/>
16. Are material safety data sheets of all materials used and stored on file?	<input type="checkbox"/>	<input type="checkbox"/>
17. Are the Manager, Chief Wardens, and Supervisors aware of how to shut off the main gas supply (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>
18. Is the hazardous material storage licensed if more than "minor storage" is held?	<input type="checkbox"/>	<input type="checkbox"/>
<i>The Building</i>		
19. Has a Master Register for the building been established and maintained?	<input type="checkbox"/>	<input type="checkbox"/>
20. Are annual building inspections carried out to identify possible building failure?	<input type="checkbox"/>	<input type="checkbox"/>
21. Are all load requirements fully understood and signposted where load limits apply?	<input type="checkbox"/>	<input type="checkbox"/>
22. Is adequate signage, height bars, etc. erected to ensure the protection of load limited areas?	<input type="checkbox"/>	<input type="checkbox"/>
23. Are all employees trained in procedures to follow in the event of an accident?	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO
<i>Cleaning</i>		
24. Are staff aware that they should not leave a spill unattended?	<input type="checkbox"/>	<input type="checkbox"/>
25. Are staff aware of correct clean up procedures?	<input type="checkbox"/>	<input type="checkbox"/>
26. Are staff instructed in housekeeping procedures	<input type="checkbox"/>	<input type="checkbox"/>
27. Are correct dilution levels for cleaning chemicals prominently displayed in chemical storage areas?	<input type="checkbox"/>	<input type="checkbox"/>
<i>General Health & Safety</i>		
28. Are all new wiring or power circuits protected by a Residual Current Device or Earth Leakage Units?	<input type="checkbox"/>	<input type="checkbox"/>
29. Have circuit breakers on existing circuits been replaced with RCD circuit breakers where possible?	<input type="checkbox"/>	<input type="checkbox"/>
30. Are monthly hazard inspections carried out and concerns immediately remedied?	<input type="checkbox"/>	<input type="checkbox"/>
31. Are records of the inspection maintained on file?	<input type="checkbox"/>	<input type="checkbox"/>
32. Has confirmation been received from all service contractors that all equipment complies with Australian Safety Standards and necessary State Health & Safety Acts and Regulations?	<input type="checkbox"/>	<input type="checkbox"/>
33. Are all staff aware of the need to keep all Plant and Switch Rooms locked?	<input type="checkbox"/>	<input type="checkbox"/>
34. Are areas classified as non-smoking signposted and enforced as such? Are all staff aware of the requirements?	<input type="checkbox"/>	<input type="checkbox"/>
35. Are there adequate numbers of staff trained in first-aid?	<input type="checkbox"/>	<input type="checkbox"/>
36. Do staff know who they are?	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO
37. Do first aid kits comply with legislation.	<input type="checkbox"/>	<input type="checkbox"/>
38. Is the First Aid Room maintained? (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
39. Do staff know where it is located?	<input type="checkbox"/>	<input type="checkbox"/>
40. Is there an Injury/Accident record system in compliance with State requirements?	<input type="checkbox"/>	<input type="checkbox"/>
41. Does the Manager regularly review accident records and implement appropriate risk management procedures?	<input type="checkbox"/>	<input type="checkbox"/>
42. Are all contractors guidelines followed?	<input type="checkbox"/>	<input type="checkbox"/>
43. Are all accidents investigated in full?	<input type="checkbox"/>	<input type="checkbox"/>
44. Are all staff trained in health and safety procedures?	<input type="checkbox"/>	<input type="checkbox"/>
45. Are all staff fully aware of their responsibilities and actions needed in rehabilitation?	<input type="checkbox"/>	<input type="checkbox"/>
46. Does Management have appropriate fire extinguishers available in the workshop and on plant?	<input type="checkbox"/>	<input type="checkbox"/>
47. Does Management have a Risk Analysis Process in place?	<input type="checkbox"/>	<input type="checkbox"/>
48. Has Management identified, analysed and set in place controls for its risks?	<input type="checkbox"/>	<input type="checkbox"/>
49. Has Management documented its risks and their control procedures?	<input type="checkbox"/>	<input type="checkbox"/>
50. Do all employees and contractors attend an Induction Course when they begin work?	<input type="checkbox"/>	<input type="checkbox"/>
51. Do all new employees and contractors receive an Induction Book which outlines the site health & safety rules?	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO
52. Are all new employees competency assessed on this and all other training?	<input type="checkbox"/>	<input type="checkbox"/>
53. Are all contractors site inducted and given a set of site rules and procedures?	<input type="checkbox"/>	<input type="checkbox"/>
54. Do all contractors sign off on these site rules and procedures?	<input type="checkbox"/>	<input type="checkbox"/>
55. Are regular checks carried out on all contractors for their current Workers Compensation and Public Liability Insurance cover?	<input type="checkbox"/>	<input type="checkbox"/>
56. Are contractor works regularly checked when on site?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Policy</i>		
57. Is the OH&S Policy signed and dated by the CEO and on display?	<input type="checkbox"/>	<input type="checkbox"/>
58. Has the Policy been reviewed and reissued in the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
59. Is there a Safe Operating Procedure Manual?	<input type="checkbox"/>	<input type="checkbox"/>
60. Has the Safe Operating Manual been reviewed and updated in the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>

GASTECH AUSTRALIA PTY LTD

HEALTH & SAFETY POLICY STATEMENT

GasTech Australia Pty Ltd is committed to providing a healthy and safe workplace for all employees, contractors, clients and visitors.

GasTech Australia Pty Ltd has policies and procedures in place and will provide supervision, training and instruction to ensure safety standards are met.

GasTech Australia Pty Ltd recognises its responsibility to provide, maintain and seek to continuously improve health and safety standards and practices in the sites they manage.

GasTech Australia Pty Ltd regards Occupational Health & Safety as both a individual and shared responsibility.

Specifically, it will be the responsibility of Management to carry out the following:

- To provide a safe and healthy environment for all employees, contractors, client and visitors of the organisation.
- To ensure compliance with the OH&S Act, Regulations, Company procedures and Australian Standards
- To identify potential risks associated with the organisation's operations, and establish procedures to remove or minimise the likelihood of an accident occurring.
- To ensure that those concerned are aware of and accept responsibility for the implementation of accident prevention and safety procedures.
- To ensure that contractors and subcontractors working on our behalf apply Health, Safety and Environmental standards to their work which are fully compatible with the organisation's policy and procedures.
- To provide systems to enable communication
- Achieve a zero accident tolerance

Specifically, it will be the responsibility of Employees to carry out the following:

- To ensure the safety of you and your colleagues by co-operating with and supporting company policies and procedures, reporting all incidents / accidents
- Rectify unsafe conditions and encourage others to work in a safe and healthy manner

Life & Rescue is committed towards achieving the goals stated in this policy and places Occupational Health & Safety as a high priority function.

Signed:

Position : Managing Director

Date: 30/03/99

SECTION 3

STRATEGY FOR IMPLEMENTATION RESPONSIBILITIES AND ACCOUNTABILITY

For effective implementation of the policy, it is essential that all levels of management and employees are committed and involved. Varying degrees of responsibility have been delegated throughout the management structure, together with the appropriate authority and accountability. Mechanisms for consultation with employees have been established and training programs developed to equip both management and employees with the knowledge to fulfill their obligations.

Responsibilities

There are clearly defined chain of responsibilities for safety in all areas within GasTech Australia Pty Ltd to ensure that individuals are aware of their responsibility for the safety of themselves and others.

Thus, responsibility for the management of health and safety at GasTech Australia Pty Ltd is as follows:

Safety Responsibilities of Managing Director

The Managing Director recognises that the occupational health, safety and welfare of GasTech Australia Pty Ltd employees is of primary importance and is ranked equally with all other considerations. Managing Director responsibilities are:

- To provide a healthy and safe workplace.
- Ensure that adequate resources are provided to effectively manage health and safety in the workplace.
- Ensure that responsibility is assigned to relevant groups of people in the Company, so that accountability exists at management and supervisory levels and performance is monitored.
- Reviewing the implementation of policies and programs within the company
- Determine and reviewing quantifiable safety targets with Supervisors.
- Reviewing all accident investigation reports and to ensure all action has been taken to implement a control strategy.

- Reviewing and approve expenditure on safety equipment and other items necessary for the effective implementation of the accident prevention program.
- Review on a regular basis the real costs of accidents, through the review of the Occupational Health and Safety Manager's Report regarding monitoring of workers' compensation claims.
- Ensure Supervisors have sufficient knowledge and training to achieve their safety accountabilities.
- Ensure that Supervisors consult with employees and their representatives and contractors before any changes are made at the workplace which may affect health and safety.

Safety Responsibilities for Supervisors

Ensure the implementation of safety policy by:

- Directing and controlling safety procedures by observance
- Determining and reviewing quantifiable safety targets with Supervisors and Safety Action Groups.
- Promoting the policy and striving to improve safety indicators.
- Reviewing with Safety Action Group all aspects of the accident prevention program.
- Reviewing all incidents to ensure all action has been taken to prevent re-occurrence.
- Ensuring Employees have sufficient knowledge and training to fulfill their safety responsibilities.
- Coordinating the Action group meetings, ensuring where practicable and reasonable, implementation of the committee's recommendations.
- Ensuring standards for housekeeping are met and maintained.
- Developing with the CEO and the Rehabilitation Coordinator a rehabilitation program for persons unable to fulfill normal duties due to injury.
- Inspecting, reporting and following up existing or potentially hazardous equipment, workplace conditions or practices in consultation with employees.
- Ensuring close supervision is provided for employees training in a new job.
- Taking corrective action to eliminate hazardous acts.

- Inspecting, reporting and following up existing or potentially hazardous equipment, workplace conditions or practices in consultation with employees.
- Taking immediate action to rectify any unsafe acts or situations observed or brought to his/her attention.
- Instructing personnel in the proper use of plant, equipment and materials and in risk minimisation.
- Promptly reporting any accident, injury or near miss.
- Being aware of any limitations of personnel under his/her control and allocating them to tasks within their capabilities in conjunction with the Rehabilitation Coordinator.
- Assisting other personnel in carrying out these responsibilities by example and comment.

Safety Responsibilities for Employees

- Complying with all statutes, regulations and prescribed procedures.
- Co-operating with GasTech Australia Pty Ltd to assist the Company to achieve its goals in Occupational Health and Safety.
- Following safe working practices, instructions and rules to prevent accidents to themselves and others.
- Participating in and contributing to the effectiveness of the departmental Committees.
- Using appropriate protective clothing and equipment.
- Reporting any injury or near miss encountered during the course of their work.
- Immediately removing or reporting any hazard observed and maintaining the immediate work area in a clean and tidy state.
- Assisting other personnel in carrying out these responsibilities by example and comment.

Responsibilities of First-Aid Officers

- Dispense and control items from First-Aid cabinet.
- Ensure cabinet supplies are adequate and in compliance with State Regulations.
- Treat minor wounds and injuries, such as applying dressings, stopping bleeding and treating burns.

- Deal with fits, fainting etc.
- Resuscitation.
- Record accident/injury detail in accident register.
- Arrange further assistance, if required.
- Advise Management immediately of any serious or potentially serious accident for which treatment has been required.

Consultation

This organisation is committed to encouraging consultation and co-operation between management and employees on health and safety issues.

Safety Action Groups

The purpose of Safety Action Groups is to encourage employee commitment and participation in the Company Safety Program. Its function is to identify and bring to Management's attention any unsafe working conditions or practices and to make recommendations for improvement. Such action will contribute to maintaining a safe working environment.

Occupational Health and Safety Personnel

The OH&S personnel's main function is to offer advice and assistance on occupational health, safety, rehabilitation and welfare issues.

It is not the OH&S personnel's role to undertake occupational health, safety and welfare tasks, these are the responsibility of managers and supervisors.

Responsibilities

- Co-ordinate the development and implementation of OH&S policies and procedures.
- Monitor and interpret relevant legislation, standards and codes of practice.
- Provide advice on legislative and technical issues associated with the identification, evaluation and control of workplace hazards.
- Collate and disseminate technical information on workplace hazards.
- Co-ordinate emergency response measures including fire, first-aid and evacuation procedures.

SECTION 4

PENALTIES FOR NON-COMPLIANCE AND LEGISLATION

GasTech Australia Pty Ltd is determined to implement and maintain Health & Safety Management Procedures which are realistic and achievable. Through a consultative process and a strong commitment from the Management, every effort will be made to provide a safe working environment and to maintain genuine health and safety standards.

Every person on site or in the workplace **MUST** comply with any health and safety direction, order or instruction by the Management team.

Failure to completely follow any instructions related to health and safety procedures will result in the removal of such person or gear from the workplace. Any actions other than total compliance with the Health & Safety Management Programme and State Health & Safety Legislation will not be tolerated.

Legislation will vary from State to State, but generally there are strict requirements for the company, for company management and employees. If legislation is breached, penalties for the company, for management and employees can be severe.

Employees who fail to comply with the GasTech Australia Pty Ltd Programme, will be counselled, retrained and generally dealt with in accordance with the GasTech Australia Pty Ltd disciplinary procedure.

Generally the company must ensure the health, safety and welfare of all employees, and:

- Provide or maintain plant and systems of work that are safe and without risks to health.
- Make arrangements for safe and healthy procedures to be followed when using, handling, storing or transporting plant and substances.
- Provide information, instruction, training and competent supervision so that employees can be assured of healthy and safe working conditions.

SECTION 5

CLAIMS MANAGEMENT POLICY/PROCEDURES

Specification

The Occupational Health & Safety Manager is responsible for the management of all matters pertaining to Workers' Compensation, subject to State legislation.

In this role the Occupational Health & Safety Manager will undertake the co-ordination of matters between employers and employees relating to the management of claims for workers' compensation, resulting from illness, disease or injury during the normal course of employment activities or during the period of traveling to or from their place of employment.

Roles and Responsibilities of Claims Administrator

- To make employees aware of their responsibility to report accidents and injuries, either orally or written within 24 hours, or whenever practicable.
- To arrange for employees to lodge their compensation claims, and to assist workers who have difficulty in filling in their claim forms.
- To make employees aware that only "WorkCover Medical Certificates" will be accepted for any claim made for compensation.
- To advise employees their rights:
 1. To choose their own treating doctor, subject to State legislation.
 2. To choose their own treating Specialist.
 3. To choose their own Rehabilitation Provider.
 4. To have a representative present at any meeting for the purpose of discussing some aspect of their claim.
- To maintain contact with the injured employee and provide suitable alternate duties when and where required.
- To maintain open lines of communication with the insurer.
- To liaise with rehabilitation advisers and providers, and medical experts.
- To ensure that compensation claim forms, prescribed medical certificates and employer report forms are forwarded to the insurer within seven days of receipt.

- To advise the insurer of the following information:
 - Any new medical advice that indicates a change in the employee's capacity.
 - When an employee returns to work on normal duties.
 - Details of any return to work on alternative duties - nature of alternative duties.
 - Change in hours by an employee performing alternative duties.
- To ensure prompt and direct payments to injured employees.
- To claim reimbursement from the insurer where necessary.
- To ensure that accounts submitted by injured employees are forwarded to the insurer weekly.
- To liaise with the insurer and discuss claims which have significant cost potential, difficulties, conflicts, or matters of non-compliance.
- To meet with injured employees and/or their families as soon as practicable and explain the claims management process.
- To keep the employee informed about progress of the claim and when circumstances change.
- To inform the injured employee if a claim is to be disputed.
- To review all claims quarterly.
- To have a working knowledge of the role and functions of the WorkCover Authority and relevant State legislation.
- To ensure that each claim file is kept up-to-date.
- To ensure that relevant details can be retrieved on demand.
- To ensure that correspondence from the insurer is filed in the employees compensation file.
- To ensure that information is not divulged without the employee's written approval.
- To ensure that only medical information which is specific to the compensatable disability appears in employees' compensation files.

Roles and Responsibilities

Supervisors

To ensure:

- Injured employees are assisted with the completion of claims for compensation.
- Employees are aware of their rights and responsibilities and provide appropriate information and assistance.
- Assistance is provided in identification of suitable employment for partially incapacitated employees.
- The day to day activities of employees are supervised within the scope of the return to work program and the Rehabilitation Co-Ordinator is regularly consulted to the employee's progress.
- Disputes regarding return to work programs are referred to their manager.

Employees

Have a responsibility to:

- Report injuries promptly and complete the appropriate forms.
- Contribute to the formulation of their own appropriate rehabilitation/return to work programs.
- Participate in agreed programs, including the provision of feed back to supervisors and/or Rehabilitation Co-ordinator.
- Comply with appropriate medical treatment programs as agreed with their treating medical service providers.
- Support colleagues returning to work after injury, including those returning on partial or alternative duties.

SECTION 6

REHABILITATION POLICY

It is GasTech Australia Pty Ltd policy to provide occupational rehabilitation for everyone who sustains work injury or illness and shall cover all forms of incapacity.

The objectives of our Rehabilitation Program are:

- To assist an early, safe return to meaningful and productive work following a work illness or injury.
- To establish that rehabilitation is the usual course of action and should begin at the time when treatment is first started.
- To ensure that there is early accurate medical assessment and involvement of rehabilitation specialists, when needed, to support the role of the treating doctor.

Our Rehabilitation Program includes these Essential Components:

- All employees are encouraged to return to full employment as soon as practicable following injury or illness.
- GasTech Australia Pty Ltd supports early referral to a Rehabilitation Provider where appropriate.
- Restricted hours of work and modified duties will be arranged for employees who are unable to perform normal or a full day's duties.
- Where no suitable work can be found, GasTech Australia Pty Ltd supports early referral to a rehabilitation provider.
- The injured or ill person retains the right to receive treatment from whomsoever they wish, subject to State legislation, and subject to GasTech Australia Pty Ltd right to have the injured person examined by a doctor of it's choice.
- No persons will be returned to a job which has been deemed by medical advice to potentially aggravate their injury or condition.
- Adequate training for such alternative duties will be given, and safe working practices will be followed.

On Return to Work:

A program for graduated return to work will be established if required to meet each person's needs:

- The rehabilitation co-ordinator will liaise with the treating doctor and provider to establish a suitable rehabilitation program with short and long term goals.
- It will be ensured that employees and their supervisors understand any work restrictions or physical limitations and to whom problems should be reported.
- Appropriate training for any alternative duties will be provided as needed.

Alternative Duties

GasTech Australia Pty Ltd show endeavour to accommodate injured employees with suitable alternative duties.

- Specific tasks will be allocated on a short term basis.
- These duties will incorporate regular upgrading of activities with a timetable for monitoring progress.
- The duties will be meaningful, contribute to production where possible and include task variety.

GasTech Australia Pty Ltd policy is to encourage employees to return to work as soon as practicable after illness or injury.

Roles and Responsibilities

Occupational Health (OH) Personnel

The role of the OH personnel is to manage the individual's rehabilitation program, its co-ordination and implementation.

Their role responsibilities include:

- Promoting early referral and co-operation with the treating services.
- Assessing opportunities for job placement and retraining for selected or alternative duties as required.
- Maintaining an interest in the person's program while he/she is absent from work and assisting with counselling and resolution of social problems related to the absence from the workplace.
- Ensuring the person is placed in an environment conducive to safe working practice, bearing in mind any physical and psychological barriers that may be present.

- Ensuring the person is coping with the selected duties by conducting worksite inspections.
- Appraising overall effectiveness of current programs and initiate corrective action as required.

Rehabilitation Providers

The function of the rehabilitation provider is to provide expert advice on aspects of rehabilitation to representatives of GasTech Australia Pty Ltd.

Their responsibilities include:

- Assisting in the preparation and implementation of the rehabilitation plan.
- Liaising with all parties concerned so as to maximise the efficiency and effectiveness of a unique rehabilitation program for the individual worker.
- Where appropriate, observing all the requirements of the insurer.

Personnel Department

The Personnel Department's role is to co-ordinate the job function. Their responsibilities include:

- Facilitating the integration into departments of individuals placed on selected or alternative duties.
- Assessing the opportunities for appropriate job placement and the retraining and counselling necessary for selected or alternative duties.
- Liaising with all parties; this could include insurance companies and health and managerial parties to ensure the success of the rehabilitation process.
- Arranging appropriate counselling for long term rehabilitees as the need arises.

Supervisors/Managers

The role of supervisors and managers is to supervise worksite performance. Their responsibilities include:

- Assisting in the early return to work of individuals by making available the appropriate selected or alternative duties.
- Maintaining supportive contact with the person and their families during absence from the workplace.
- Encouraging and assisting individuals by having a positive attitude to rehabilitation.

- Supervising the individuals and ensuring the environment remains conducive to safe working practice.
- Reporting to the OH personnel any problems being experienced by the individuals as a result of job placement.

Safety Personnel

Safety personnel are responsible for ensuring that the environment is conducive to safe working practice and the individual is so placed so as not to constitute a risk to self and other workers.

Employees

The role of employees within the company is one of awareness and active participation in the rehabilitation process.

Their responsibilities include:

- being aware of GasTech Australia Pty Ltd policy on rehabilitation;
- acquainting their treating doctor of this policy and the need for early contact with the GasTech Australia Pty Ltd OH personnel to ensure the rehabilitation proceeds;
- assisting in the rehabilitation by attending regular reviews as agreed.

Conclusion

It is important that:

- All parties involved set realistic goals that are identical and achievable.
- There is flexibility within the individual's program and with all persons concerned in the rehabilitation process, to ensure aims and goals are achieved.

DEVELOPMENT OF REHABILITATION PLANS

Where a need is identified, a rehabilitation plan shall be developed by the accredited rehabilitation provider after workplace assessment and consultation with the injured person and other interested parties.

The Rehabilitation Plan

The rehabilitation plan shall include:

- Duration of the program
- Description of tasks
- Name of worksite supervisor
- Hours of work
- Task time-table (if appropriate)
- Specific physical restriction
- Special conditions (e.g. rest breaks)

After the plan has been prepared by the rehabilitation provider, a copy is made available to the injured person and the treating medical personnel.

The injured person will commence the plan when he/she has been cleared to do so by his/her treating doctor. He/she will be reviewed weekly by the GasTech Australia Pty Ltd approved Medical Officer and will be visited at the worksite as required. The suitability of the work and capabilities and progress of the person will be evaluated and the plan adjusted if necessary.

Throughout the program the OH Personnel will continue to liaise with treating medical personnel in order to:

- keep them informed of workplace performance
- keep informed of changes in the person's health status and/or treatment schedule

Information from treating medical personnel will be sought only after permission has been sought from the injured person.

STEPS IN THE REHABILITATION PROCESS (SHORT TERM)

(Short term: Where there is an assumption that the person will be completely recovered within 4 weeks)

A person is injured.

- Step 1 Immediate care is given.
(Treatment and referral to appropriate sources)
- Step 2 OH Personnel makes contact with the injured person and his/her family. This may take the form of a visit to hospital, the person's home or a phone call.
- Step 3 OH Personnel seeks information from treating medical personnel to assist in the allocation of selected tasks.
- Step 4 The person returns to work and, after review at the Health Centre, commences tasks selected on the basis of physical capabilities.
- Step 5 Return to normal duties when cleared to do so by the treating doctor.

STEPS IN THE REHABILITATION PROCESS (LONG TERM)

(Long term: Anticipated recovery period would be greater than 4 weeks)

A person is injured.

Steps 1 - 3 As for short-term

Step 4 Rehabilitation plan is prepared before the person returns to work by the rehabilitation provider.

A copy of the plan is made available to the treating doctor and the injured person.

Step 5 The person returns to work and, after Health Centre review, commences tasks as set out in the rehabilitation plan.

The person is reviewed weekly by GasTech Australia Pty Ltd approved Medical Officer.

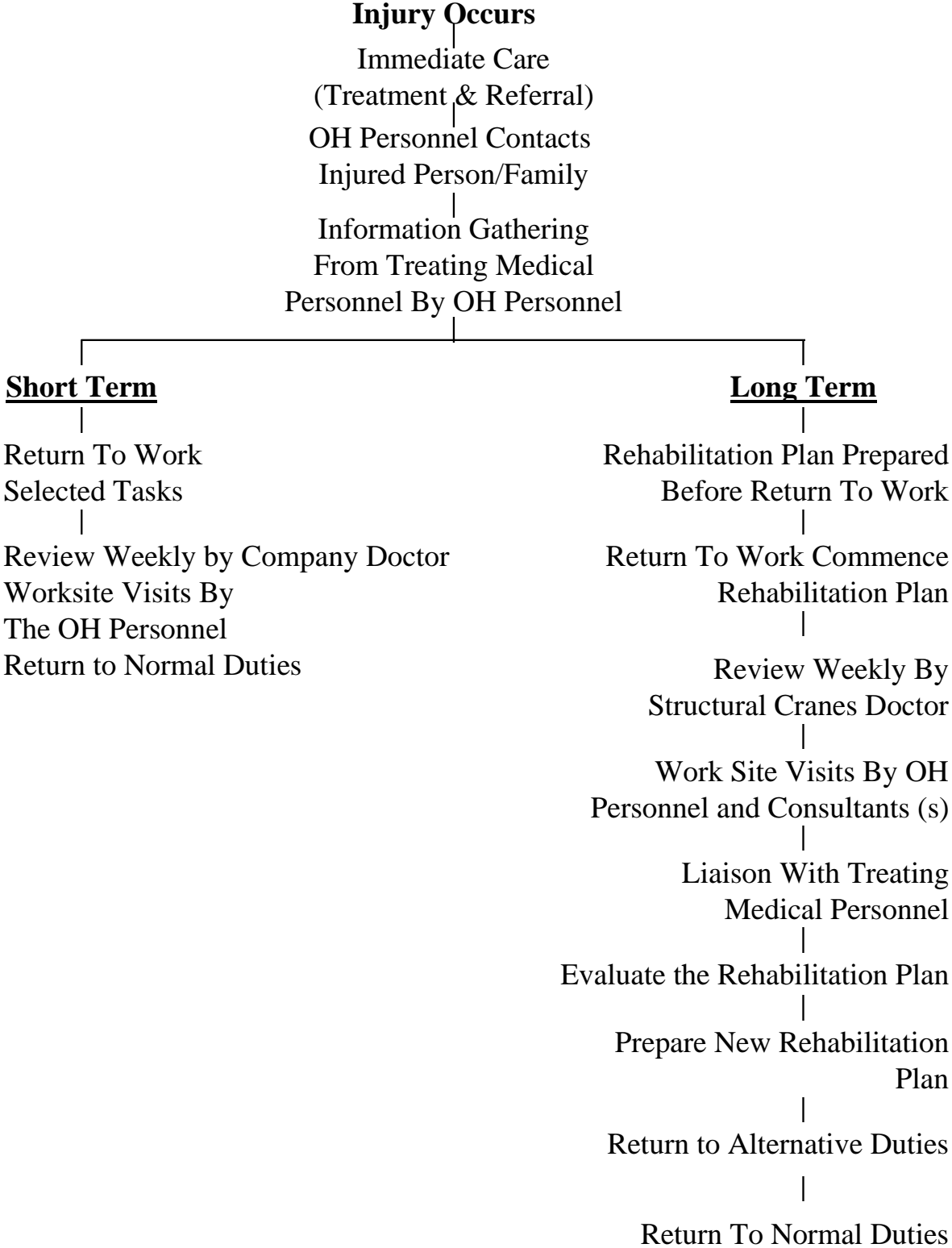
Worksite visits are conducted by the OH Personnel and the Rehabilitation provider.

Liaison with treating personnel continues throughout the program.

Step 6 Evaluate the effectiveness of the program and either:

- 1 Return to normal duties
- OR 2 Return to alternative normal duties
- OR 3 Prepare a new rehabilitation plan

FLOWCHART - REHABILITATION PROCESS



RIGHTS OF WORKERS

1. To choose their treating doctor, subject to State legislation, company requirements and expertise available.
2. To be involved meaningfully in all decisions and actions relating to their rehabilitation.
3. To have a current copy of their return to work plan.
4. To choose an appropriate rehabilitation provider or to change providers where their intervention is unsatisfactory.
5. To seek independent advice before signing any documentation.
6. To have *personal information kept confidential by the parties authorised for the purpose of rehabilitation. This information must not be disclosed without the worker's written permission.
7. To have access to medical or vocational information which pertains to their rehabilitation plan and is in the employer's possession.
8. To have a rehabilitation plan changed where it is proving ineffectual or unsatisfactory.
9. The provision of a rehabilitation plan which takes proper account of individual needs including recognition of cultural or linguistic background.
10. Not to be dismissed from employment due to being on a rehabilitation plan.
11. Not to be required to carry out duties which are in conflict with the agreed medical constraints.

**NB: Personal information is information relating to details of medical conditions and treatments or information concerning family, financial or emotional matters.*

RESPONSIBILITIES OF WORKERS

1. To report a disability to the employer as soon as practicable after the occurrence of the disability.
2. To undertake appropriate treatment from the doctor of their choice to facilitate a safe return to work, or a treating doctor nominated by the Company. Either way, quality treatment is the aim.
3. To participate actively in the planning and implementation of a rehabilitation plan.
4. To participate actively in a vocational rehabilitation plan with the agreed primary goal being return to work.
5. To accept the provision of safe and suitable alternative duties where they form part of an agreed rehabilitation plan.
6. To abide by agreed medical constraints.

APPOINTMENT OF A REHABILITATION CO-ORDINATOR

The rehabilitation Co-ordinator shall:

- be an employee of GasTech Australia Pty Ltd
- not also perform the roles of claims administrator;
- be someone other than the treating medical practitioner;
- be delegated the authority for decision making separate to the claims administration process;
- undergo suitable training and develop the necessary skills to carry out the duties of the position.

The rehabilitation Coordinator shall be responsible to the senior executive concerning the administration of rehabilitation policy and procedure.

WRITTEN AUTHORITY FOR EXCHANGE OF INFORMATION

The worker's written authority shall be gained before medical information is sought or released.

The exchange of *personal information relating to the rehabilitation of workers shall occur only with the written consent of the worker.

**NB: Personal information is information relating to details of medical conditions and treatments or information concerning family, financial or emotional matters.*

The authority to exchange information shall include:

- the worker's full name
- date of injury
- the name of the person authorised to obtain the information
- the name of the person from whom the information is sought
- the period of time during which the consent remains valid
- the worker's signature
- the date of authorisation

Where English is not the preferred language of the worker, a translation in the preferred language shall be attached.

SAMPLE LETTER

**MEDICAL AUTHORITY TO EXCHANGE
INFORMATION FOR THE PURPOSE
OF PROVIDING REHABILITATION**

I, or
..... authorise any medical expert to release and provide to GasTech
Australia Pty Ltd any information relating to my
"....." suffered on
..... whilst employed with.....
.....

I authorise any medical expert nominated by GasTech Australia Pty Ltd to receive and
examine any X-Rays, medical records or reports, or copies thereof, relating to my disability
and treatment, in order to prepare and forward a report to GasTech Australia Pty Ltd.

I authorise GasTech Australia Pty Ltd and a Contracted Rehabilitation Provider to release to
each other any medical reports obtained or prepared in relation to my disability.

I authorise GasTech Australia Pty Ltd and any of its Authorised Officers to obtain the above
information for the purpose of determining and/or managing my claim for compensation.

I direct that a photocopy of this Medical Authority shall be considered as effective and valid
as the original.

Signature:

Dated:/...../.....

SAMPLE LETTER

Dear Doctor

Thank you for seeing with a work related injury, or his/he.....
.....
.....

At GasTech Australia Pty Ltd, we have a commitment to Rehabilitation for our employees. At your discretion, following examination, we are able to provide alternate duties ranging from sit down clerical work, to lighter and easier areas of manual handling.

We would very much appreciate the accompanying form being complete, to give supervisors and myself a very clear understanding of the limitations for

Our Occupational Medical Officer will be happy to continue seeing
on-site in our Health Centre here at if is agreeable.

Thank you again for your assistance and treatment of our valued employees.

Yours sincerely
GasTech Australia Pty Ltd

OCCUPATIONAL HEALTH PERSONNEL
REHABILITATION CO-ORDINATOR

SAMPLE LETTER

Dear

I understand that you are the treating doctor for who is suffering from a work related injury.

We are a small Company, employing..... people in Australia and have a wide range of alternative duty jobs available. These include very light clerical work modified assembly work training, and consultancy.

We are keen to have injured employees return to work in some capacity as soon as possible, as we strongly believe that this is of great assistance to them in facilitating their recovery.

It has been a policy of our Company to be actively involved in the rehabilitation of our people and to support them in accordance with their special needs. The team of people involved with rehabilitation within GasTech Australia Pty Ltd include the GasTech Australia Pty Ltd Doctor, the relevant Supervisor, the Occupational Health and Safety Manager and myself.

To assist us in the preparation of a rehabilitation plan, we require information regarding injury status and capabilities. It would be greatly appreciated if you would complete the attached form and return it to us.

If you would care to inspect the tasks yourself or if I can be of further assistance, please do not hesitate to contact me.

Yours faithfully
GasTech Australia Pty Ltd

OCCUPATIONAL HEALTH PERSONNEL
REHABILITATION CO-ORDINATOR

DATE:

NAME:

DIAGNOSIS:

RESTRICTIONS: *Circle appropriate weight*
No LIFTING: - 2kg, 5kg, 7kg, 10kg, 12kg, 15kg, 20kg

SEATED WORK ONLY:

MAY NEED TO SIT AT TIMES:

NO REPETITIVE BENDING OF BACK:

NO WORKING ABOVE SHOULDER HEIGHT:

OTHER:

.....

.....

.....

DATE FOR RETURN TO WORK: (if not already returned)

REVIEW DATE:

CURRENT TREATMENT:

.....

.....

.....

.....
Medical Officer
(Signature)

DISPUTES PROCEDURE

Where there is a dispute between a Manager/Supervisor and an employee in relation to a rehabilitation plan the Rehabilitation Co-ordinator will:

- Convene a meeting to discuss the issues and assist in their resolution.
- Where matters cannot be resolved by the Rehabilitation Co-ordinator, refer to the Senior Executive on site.

SECTION 7

SAFE OPERATING PROCEDURES

Under the OH&S Legislation, there are requirements to provide and maintain safe systems of work. This requires an employer to identify all risks associated with operations, the performance of work tasks and industry itself. (See Section 9 of this Manual)

Having identified risks, the company should carry out an analysis of the risk to determine what hazards exist and develop a method of operation which eliminates or minimises consequences. (See Section 10 of this Manual)

The company should develop the appropriate controls, including where necessary, its documented Safe Operating Procedures. (See the Safe Operating Procedures Manual)

Required Action

1. Management should regularly review its operations to identify risks and hazards.
2. Management should assess any risks found and develop appropriate procedures to either eliminate or minimise them.
3. Management should annually assess any existing procedures and review them as necessary.
4. Management should ensure all employees are trained in any new procedures and given refresher training on existing procedures.

SECTION 8

CONTRACTORS AND SUBCONTRACTORS

Contractors should, the same as employees of GasTech Australia Pty Ltd, be required to carry out their operations in accordance with Legislation, and GasTech Australia Pty Ltds' rules and standards. These are designed to prevent harm to people or property and to protect the environment.

A contractor is engaged to perform work on the basis that the task he/she has to perform is stipulated. The way the task is to be performed is not necessarily prescribed, although he/she may be required to observe specific work practices to comply with certain conditions and to conform to appropriate rules and regulations. Contractors with their own system of safe work procedures which incorporate risk assessments will be preferred tenderers.

The wide diversity of contractors makes it difficult to lay down detailed rules. The recommendations made here are therefore not intended to be all embracing, but to highlight factors which should be considered when drafting and awarding contracts, and in the contractor's execution of the work.

GasTech Australia Pty Ltd and the contractors they employ are legally responsible for ensuring the health and safety of all persons at the workplace. In some cases, Management may also be held responsible for the safety of a contractor's employee working on site.

THE CONTRACT

The form of contract will be influenced by the nature and size of the work to be performed. In all cases, it is recommended that the contractor's responsibilities and liabilities in respect of Occupational Health & Safety and environmental conservation are described in the contract. The contract should cover a variety of general safety matters, plus the requirements specific to a particular job.

SELECTION OF CONTRACTORS

The most important criterion in selecting a contractor for any job is the assessment of ability to perform the task efficiently and safely.

In selecting a contractor for work or renewing an existing contract, GasTech Australia Pty Ltd should ensure that the safety, environmental and occupational health standards observed by the contractor will be in line with those which GasTech Australia Pty Ltd itself would observe in the same circumstances. Reference shall also be made to the tenderers past records and safety standard.

The contractor should be required to give evidence of his/her capabilities for performing the assigned task. In addition, you should make certain that the contractor utilises the relevant information on any special safety, occupational health or environmental requirements for the work to be done or the materials to be handled.

A careful review should be made of the contractor's safety record and, where relevant, environmental record prior to the reviewing of a maintenance contract or the employment of a one-off contract. Particular attention should be paid to:

- a) The contractor's attitude to safety, occupational health and, where appropriate, environmental protection.
- b) The quality and experience of the contractor's personnel.
- c) The quality, condition and suitability of the contractors:
 - plant
 - equipment (including protective equipment)
 - tools
- d) The contractor's organisation for safety, occupational health and, where appropriate, environmental matters as well as his/her knowledge of safe practices and statutory requirements in these fields.
- e) The contractor's safety (and environmental) performance on previous work:
 - *Personnel Safety* - fatalities, injury records and similar.
 - *Operational Safety* - record of fires, explosions, accidents, product spillage, nuisance claims, prosecutions and the like.

Prior to awarding work to the lowest bidders, consideration shall be made of their safety precautions.

CONTRACT INSPECTION

The contract is far from being the complete answer to safe contractor operations. Appropriate supervision is essential throughout the contractor's execution of work. This can be achieved by regular inspections, audits and spot checks, and the contract should empower Management to do this. If the contractor is found to be working unsafely or in an environmentally unsatisfactory manner at any time, he/she should be advised accordingly by the nominated representative and called upon to take immediate corrective action.

- ***Dangerous and Toxic Substances Procedures*** - Contractors shall be properly instructed about the dangers of, and handling procedures for, any dangerous or toxic substances with which they may be involved and be provided with up-to-date Material Safety Data Sheets for such substances.
- ***Emergency Procedures*** – Contractors shall be instructed on how to raise the alarm in the event of any emergency, the meaning of various alarm signals and what action people should take when alarms sound, should be carefully explained and emergency drills practised.
- ***Contractors' Supervisors*** - Contractors' Supervisors should be given the opportunity as occasion permits to attend safety and other appropriate meetings conducted by Management.

REPORTING

The overall safety of an operation is dependent on all site activities being conducted safely. For Managers to assess the overall safety performance and the full effect of accident prevention measures, it is essential that contractor and company accident data, are available to them.

Minimum Reporting

Contractors shall be required to make regular safety reports during the course of the job. Reports should at least cover lost time injuries and preferably all injuries and damage resulting from accidents. The contractor's recording and reporting of accidents involving his/her employees should be as for GasTech Australia Pty Ltd personnel.

There should be similar obligations for contractors to report any incidents involving harm to third parties, damage to the environment, or other, for which legal action may be taken against them.

The degree and accuracy of reporting which can be expected in practice will vary with the contractor. For major contractors, the reporting requirements should be contractual obligations. For minor contractors, particularly the "casual" type of employee, e.g. small service agreements, such reporting may not at the outset be feasible or meaningful. However, in the long term, increasing attention given to these contractors can bring them into line with the others.

PERFORMANCE EVALUATION

Contractors' health, safety and environmental performances should be regularly evaluated and recorded.

Regular work progress meetings, attended by GasTech Australia Pty Ltd and contractor staff, permit discussion of reported incidents and the formulation of remedial plans. If a number of contractors operate at the workplace, each should be represented at these meetings.

It needs to be emphasized continually that the aim is to obtain facts rather than to assign fault. There must be no misunderstanding about, or misuse of, the information disclosed during investigations. Any suspicion by employees that someone will be penalized could lead to misleading or incomplete information being supplied. In turn, Management might take inappropriate action, leaving the real causes of the accident unknown and uncorrected.

Information from investigations and accident reports may form basic data for periodical statistical analysis.

INVESTIGATION PROCEDURES

Accident investigation procedures need to be systematic. Good investigations:

- a) Yield information needed to:
 - determine injury rates;
 - identify trends and problem areas;
 - permit comparisons; and
 - satisfy legal requirements (such as data required by personal injury involving Workers Compensation payments).
- b) Identify the basic factors that contributed directly, or indirectly, to each accident.
- c) Identify deficiencies in the production and management system that permitted the accident to occur.
- d) Suggest specific corrective action alternatives for the management system.

The fact that an accident occurred always means that there was an act, omission, an oversight, or a lack of control of circumstances that permitted the accident to occur.

With improvements in the management system, the overall safety and health performance will also improve.

Accurate, clear and complete information is needed:

- A description of the sequence of events leading to the accident;
- Correct identification of all causal factors;
- A description of all causal factors;
- The corrective actions already taken;
- Further recommendations for corrective actions;

- Proper review and sign-off (a Senior Manager must be in charge of an accident investigation and should sign the final report).
- Timeliness.

WHAT ARE WE LOOKING FOR?

The purpose of conducting an accident investigation is to establish the contributing factors. If attempts are made to apportion "blame", people who might otherwise provide useful information (hence guidance or remedial action needed) will simply become defensive. The results could be:

1. Witnesses not revealing all of the circumstances and events surrounding the accident.
2. Deliberate obstruction, or provision, of false information.
3. Removal of relevant information, documents or evidence.

The investigator(s) must remain impartial and objective if all of the causes are to be established.

Whilst it is natural and necessary to show sympathy for the victim(s), future injuries will only be prevented if all the faults in the system are identified. Investigators should avoid pre-occupation with injury outcomes - severity of injury or property damage.

BUILDING OF CHAIN OF EVENTS

For the accident investigation to be successful in identifying all of the factors, it will be necessary to establish:

a) Events leading up to the incident:

1. The system of work being carried on.
2. The instructions given for the work.
3. Variations from instructions or safe work systems.
4. Workplace conditions such as lighting, floor surfaces, stair tread and handrails, warning signs, temperature, weather if the incident occurred outside, etc.
5. The exact location of the incident (with sufficient detail for the spot to be readily identified by somebody else reading the report).
6. The materials in use or being handled.
7. The type of transport or equipment in use.

b) Facts of the incident itself

1. The state of the system and the actions that occurred at that moment.
2. The people directly involved, and those involved at a distance, if any.
3. The tools, equipment, materials and fixtures directly concerned.
4. The time.

c) Relevant facts of what occurred immediately after the incident:

1. The injuries or damage directly resulting.
2. The events leading to consequential injury or damage.
3. The people involved, including those rendering aid.
4. Any problems in dealing with the injuries or damage such as no method for releasing a trapped person, a faulty extinguisher, isolation switch difficult to locate, and similar specifics.

Persons who have knowledge of the work in hand or conditions at the scene, whether or not they were at the actual event or saw it occur, can also contribute to establishing the chain of events.

ESSENTIAL FACTORS AND "CAUSES"

In the events leading up to an accident there will be a number of essential factors. These are elements that must be there to enable the sequence to continue and hence the damage to occur. One characteristic of these essential factors must be stressed - they are all important in terms of causation. Another important feature is that essential factors always have design, environmental and behavior components. These three factors make essential contribution to 100% of accidents.

The normal practice in industrial accident investigation is to look for the cause of an accident. However, in dealing with essential factors it is not possible to select any particular one and give it the title "cause". Cause implies blame and is an emotionally implicated word which serves as an effective barrier to clear observation and understanding.

Searching for the cause of an accident is also restrictive. It focuses attention on only one or two of the essential factors while others, which may have higher controllability, pass unnoticed.

In conducting an effective investigation, it is essential to look for the design, environment and behavior components and not to look for any single cause.

Design Factors

Poor systems design may result in exposure to hazards such as unguarded dangerous parts of machinery; ineffective safety devices; provision of makeshift plant, equipment and tools; inadequate ventilation.

Environmental Factors

The production system environment has a direct effect on safety behavior. How people function in the work environment depends on what they experience in it. These environmental factors may be both physical and psychological.

Behavioral Factors

The reasons behind disregard for organisation-based safe systems of work and safety practices, procedures or rules, e.g. the misuse of safeguards, improper use of tools and equipment, disregard of cautionary notices, failure to wear personal protective equipment, horseplay, poor standards of housekeeping - need to be examined. They may indicate the need for improved communication, further training or something else, e.g. supervision.

QUESTIONING WITNESSES

There are two types of witnesses:

- eye witnesses - persons who actually see the accident happen.
- circumstantial witnesses - those who did not actually see the accident but who can contribute valuable background information.

It is necessary to identify witnesses, including those who saw the events leading to the accident, those who saw the accident happen, and those who came upon the scene immediately following the accident. Any others who may have useful information should not be overlooked.

Witnesses and others should be interviewed as soon as possible to minimise the possibility that they will subconsciously adjust their stories to fit the interviewer's concept of what occurred, or to protect someone involved. Witnesses should be interviewed individually so that the comments of one do not influence the others.

Conduct interviews with everyone who was involved or who can provide information. Tactful, skilled investigators usually get uninhibited cooperation from employees by eliminating any apprehension that they may have about incriminating themselves or others.

Witnesses must be convinced that the investigators want to find all the factors that contributed to the accident and not to allocate blame.

Interview Techniques

There are certain proven techniques for a successful interview. The following elements from the basic approach to "investigation interviewing".

1. Conduct the interview in private at the scene of the accident.
2. Put the interviewee at ease; don't hurry things.
3. Ask for the interviewee's version of what happened.
4. Only ask necessary questions. Don't ask leading questions.
5. Repeat the interviewee's story as you (the interviewer) understand it.
6. Close the interview on a positive note. Thank the witness.

Remember that the accident victim or witness may be emotional. The best way to put the interviewee at ease is to remind him or her of the purpose of the interview:

- a) You are solely interested in prevention, not in affixing blame.
- b) You can only achieve prevention with his or her help in identifying all the factors.
- c) You are interested in fact not theory.

Be polite and reassuring, not aggressive and rude. Ensure the interviewee understands that all statements are confidential.

ACCIDENT INVESTIGATION REPORT

- All accidents must be reported to the Senior Site Manager as soon as possible after occurrence.
- In addition, this form to be completed by injured employee's immediate Supervisor, approved by Manager, and sent to the Senior Site Manager within 48 hours of injury.

INJURED PERSON

Employee:

Visitor:

NAME: _____

AGE: _____
SEX: M F

NORMAL WORKING HOURS: Start: _____ Finish: _____

TYPE OF EMPLOYMENT: Permanent: Casual: Contract:

TIME INJURED WORKER CEASED WORK: _____ am/pm Day: _____ Date: _____

TIME INJURED WORKER RETURNED TO WORK: _____ am/pm Day: _____ Date: _____

NATURE OF INJURY

- | | | | | |
|-------------------------------------|--|---------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Fracture | <input type="checkbox"/> Dislocation | <input type="checkbox"/> Foreign Body | <input type="checkbox"/> Dermatitis | <input type="checkbox"/> Burn - Heat |
| <input type="checkbox"/> Laceration | <input type="checkbox"/> Strain/Sprain | <input type="checkbox"/> Bruising | <input type="checkbox"/> Infection | <input type="checkbox"/> Burn - Chemical |

OTHER: Describe _____

PART OF BODY AFFECTED

- | | | | | | | | |
|-------------------------------|-------------------------------|--------------------------------|---------------------------------|--------------------------------|---------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> Head | <input type="checkbox"/> Leg | <input type="checkbox"/> Toe | <input type="checkbox"/> Wrist | <input type="checkbox"/> Neck | <input type="checkbox"/> Eye | <input type="checkbox"/> Hand | <input type="checkbox"/> Back |
| <input type="checkbox"/> Ear | <input type="checkbox"/> Foot | <input type="checkbox"/> Elbow | <input type="checkbox"/> Finger | <input type="checkbox"/> Trunk | <input type="checkbox"/> Ankle. | <input type="checkbox"/> Knee | <input type="checkbox"/> Arm |

OTHER: Describe _____

TREATMENT REQUIRED/RETURN TO WORK

- | | | | |
|---|---|-----------------------------------|---|
| <input type="checkbox"/> No Treatment | <input type="checkbox"/> Company Doctor | <input type="checkbox"/> Hospital | <input type="checkbox"/> First-Aid Only |
| <input type="checkbox"/> Own Doctor | <input type="checkbox"/> Specialist | | |
| <input type="checkbox"/> Returned to work - Normal Duties | <input type="checkbox"/> Returned to Work - Selected Duties | | |

ACCIDENT

WHEN DID ACCIDENT OCCUR: _____ am/pm Day: _____ Date: _____

SPECIFIC LOCATION OF ACCIDENT: _____

TASK & ACTIVITY AT TIME OF ACCIDENT

GENERAL TYPE OF WORK: _____

SPECIFIC ACTIVITY: _____

NAME OF WITNESS: _____

DESCRIBE CLEARLY WHAT HAPPENED AND HOW THE ACCIDENT OCCURRED.

REMEMBER THE AIM IS NOT TO BLAME BUT TO FIND OUT WHAT HAPPENED SO AS TO PREVENT FUTURE ACCIDENTS.

CAUSES OF ACCIDENT - LIST EVENTS AND CONDITIONS WHICH CONTRIBUTED TO THE ACCIDENT.

MAJOR CAUSE:

Were safety devices provided?

Were they in use at the time? _____ **If no, please describe:**

Prepared By: Supervisor _____ **Date:**

WHAT ACTION HAS OR WILL BE TAKEN TO PREVENT THIS ACCIDENT FROM HAPPENING AGAIN?

	<u>Action</u>	<u>By Whom</u>	<u>By What Date</u>
--	---------------	----------------	---------------------

(1)

(2)

(3)

ENDORSED DEPT. MANAGER: _____ **DATE:**

APPROVED SENIOR SITE MANAGER: _____ **DATE:**

SECTION 13

ACCIDENTS & INCIDENT RECORDS

It is a requirement of State Health & Safety Legislation that a record of work injuries, work related illnesses or dangerous occurrences be maintained for the particulars of every incident which occurs at a workplace. Some incidents are required to be reported to the Health & Safety Authority.

The minimum report required to be kept is in the form of a First-Aid Register. The details must be inserted in the Register on the day of the occurrence.

Each person who is placed in charge of a first-aid box, chest or cabinet has a responsibility for ensuring that following the provision of treatment, all particulars should be entered in the First-Aid Register.

PROCEDURES FOR RECORDING ACCIDENTS

1. The First-Aid Register is to be completed by the First-Aider.
2. In cases where there is a potential for serious injury, a detailed investigation is to be conducted.
3. All near miss incidents must be investigated.

Where any serious bodily injury, work related illnesses or dangerous occurrence occurs on or in relation to Company premises, the relevant State Government Report Form is to be completed and forwarded to the State Health & Safety Authority.

Note: This Notice is required to be submitted by the employer for Serious Bodily Injury whether employee or subcontractor or any other person.

Time: For submitting this notice, Management should ensure they comply with State requirements.

In the case of a fatality, the State Health & Safety Authority is to be notified immediately by telephone of the occurrence.

GasTech Australia Pty Ltd shall maintain on record, information pertaining to personal injury, equipment damage, fires and environmental incidents for statistical use.

PROCEDURES IN EVENT OF SERIOUS BODILY INJURY, WORK RELATED ILLNESS OR DANGEROUS OCCURRENCE

1. The area is to be isolated as soon as possible after the occurrence and nothing interfered with (save where it is necessary to relieve suffering or prevent any further damage to persons or property) until the occurrence has been fully investigated by the Government Inspector, or permission has been given by the Inspector to alter the situation.
2. In the event of a fatality, notify the Police and State Health & Safety Authority.
3. Each and every occurrence should be photographed when possible. All photographs to be signed and dated on the reverse side.
4. Complete Government and internal forms.
5. Investigate and record the occurrence thoroughly with witness statements taken where necessary as information may be required for any further litigation.

MEDIA

Following a major accident, the media may arrive at the scene. The area of the workplace should be closed to all personnel, giving access only to Emergency Services, Police and Government Officials.

No statements should be made to the media following an accident until the accident is fully investigated and facts are ascertained by anyone, if necessary, then the Manager or other authorised persons will make an appropriate statement.

Any statements made in this instance could be used in future legal proceedings, and hence should have approval of your Legal Representatives and/or Insurer.

SECTION 14

PURCHASING POLICY/PROCEDURES

To ensure that a high level of safety awareness is maintained at all times, purchasing staff will work closely with the Occupational Health and Safety Officer/Personnel to establish the need for any special safety requirements for materials and equipment being purchased and stored.

To meet this need, the following practices will be carried out:

1. Any persons involved in the use of plant, equipment, materials to be purchased, hired or leased, will form part of a Management Group considering the purchase, hire or lease of such plant, equipment or materials.
2. To ensure maximum safe operation, a survey of all existing purchases should be made to see where specifications and safety data sheets are required. If this cannot be done in a reasonable time period, then objectives, considering priorities of "worst first", should be set for the completion of this work.
3. Any change, or substitution of the plant, equipment or materials because of short supply should be cleared as safe to use by the Supervisors in conjunction with users of the plant, equipment or materials.
4. All safety personal protective equipment and any other items critical to safety and health must be approved by the Supervisor in consultation with the users of the protective equipment.
5. All suppliers should be asked to provide Material Safety Data Sheets for all hazardous materials being supplied. This data sheet should be compatible with the Australian Code.
6. The Supervisors will keep an up-to-date record of all safety specifications for all products, materials and equipment.
7. Where necessary, a specialist consultant may be utilised for evaluating major equipment purchases. Issues relating to ergonomics and tool design may require such advice.

SECTION 15

PERSONAL PROTECTIVE EQUIPMENT POLICY

1. Use of personal protective equipment

GasTech Australia Pty Ltd provides employees with personal protective equipment to minimise the risk involved when work hazards cannot be adequately controlled by other means.

2. Specification required

A survey of tasks and working conditions has been carried out to determine the risks employees face and which type of protective equipment is suitable.

3. Promotion of use

A survey of tasks and working conditions has been carried out to determine the risks employees face and which type of protective equipment is suitable.

When use is essential to protect an employee from hazards, managers and supervisors will set the example and wear personal protective equipment at all times when it is required.

Every employee must use and properly care for the personal protective equipment provided. Any faults in the condition of such should be reported to the supervisor.

4. Maintenance of equipment

There will be regular inspections of safety equipment. GasTech Australia Pty Ltd regards as an offence any personnel intentionally tampering or modifying safety equipment. Such an offence will invoke severe disciplinary action.

5. Equipment for use in emergency

In locations where accidents could cause dangerous conditions due to harmful chemicals or physical agents, personal protective equipment capable of protecting persons against such conditions shall be supplied for the use by employees engaged in repair, maintenance and fire fighting.

6. Employee Training

All employees who may be required to wear personal protective equipment will be given instruction and training to ensure that they understand when it should be used, how it should be maintained and its limitation.

AVAILABLE PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment is available for all parts of the body, and the choice of suitable protection will depend on the exposure hazard and the work arrangements.

The following section lists the types of equipment available. Should further advice be required, please contact your supervisor or manager.

1. Head Protection

Wide brimmed hats for employees working outdoors. Hard hats for areas designated.

2. Eye Protection

Safety Spectacles - with or without side shields to be used where there is the possibility of eye damage from flying particles or dangerous or contaminated fluids.

Goggles - use when extra eye protection is required, e.g. grinding.

Face Shields - additional protection for high temperatures or high density/impact particles.

3. Hearing protection

Earmuffs - the hearing protection of choice in the majority of workplaces, Available in light, medium and high performance models, depending on the degree of sound attenuation required. Replacement cushions are available and absorbent liners to minimise irritation from sweat.

Earplugs – disposable type for single use.

4. Hand protection

Gloves - are available in many different materials depending on the protection required, e.g. cotton, rubber, pvc, leather. They may be wrist or elbow length.

Barrier Creams/Cleansing Creams - are available at all work locations where materials are handled that are likely to cause skin irritation, e.g. solvents, oils, grease.

5. Foot protection

Safety Footwear - steel capped boots, shoes are recommended in all locations, except offices or wards. A wide variety of styles and fittings are available.

6. Respiratory Protection

Disposable Respirators - available in different thicknesses, must be discarded when resistance to breathing increases.

Half and Full Face Respirators - to be used in conjunction with the appropriate cartridge or canister for the hazard in question.

Careful assessment of the respiratory hazard must be made to ensure the correct degree of protection is given to employees. If there is any doubt about correct protection, expert advice must be sought from the manufacturer or the Occupational Health and Safety Manager.

7. Body Protection

Overalls - Cotton or disposable

Aprons (leather) - are available when extra body protection is needed - e.g. welding.

Knee Pads and Elbow Pads - all available for extra protection when required.

Sunscreen / Sunblock – for preventing sun exposure.

8. Welding Protection

- Welding helmets incorporating a shade filter cover lens.
- Leather aprons.
- Gloves.
- Respiratory protection when necessary.

The Standards Association of Australia publishes a full range of standards covering protective equipment.

SECTION 16

HAZARDOUS SUBSTANCES

All people who use or are exposed to chemicals need to be aware of the hazards and precautions necessary. Appropriate procedures and precautions must be adopted if hazards are to be adequately contained and risks minimised.

All persons involved in the use or handling of chemicals should be familiar with the requirements of those standards appropriate to the chemicals and processes used, and with the requirements of the relevant statutory requirements.

HAZARDS

The handling of many chemicals can be potentially hazardous, especially if:

- a) the nature of the chemical is particularly hazardous, e.g. concentrated acids;
- b) handling or processing equipment is poorly designed or inadequately maintained;
- c) there are hazardous chemical reactions during processing;
- d) spillages occur; or
- e) operating practices deviate from normal standards.

The principle hazards are intoxication (poisoning), fire and environmental contamination, which are described as follows:

- i. ***Intoxication*** - Intoxication can be caused by absorption through the skin, by inhalation of fumes or dust, by splashes in the eyes or, less commonly, by ingestion of the chemical.

Absorption through the skin can be more common than assumed since some chemicals can readily pass through healthy, unbroken skin into the bloodstream.

Inhalation can allow fumes, vapors or dust to pass quickly into the lungs and hence, sometimes into the bloodstream and to specific organs, e.g. liver.

Ingestion is the least common form of accidental poisoning and can be caused by poor personal hygiene such as eating with contaminated hands.

- ii. **Fire** - Many chemicals are fire risks. Others become so if they decompose. Some give off toxic fumes as a result of the heat of a fire. The consequences of fire can be particularly severe in areas containing large quantities of chemicals.
- iii. **Environmental Contamination** - The most likely risk to the environment will come from the accidental discharge of hazardous products into adjacent areas of reticulated services. There is also a danger following a fire when contaminated fire-fighting water may flood into reticulated drains or waterways.

MATERIAL SAFETY DATA SHEETS

Material Safety Data Sheets should be provided for each chemical used in the workplace. Material Safety Data Sheets identify the hazards associated with the product. You must request a Material Safety Data Sheet which will be passed on to Quality Assurance and then added to the GasTech Australia Pty Ltd Material Safety Data Sheet Register. The register shall be updated every three years.

The Product Data Sheet should contain, where appropriate, the following information:

- a) Physical and chemical data.
- b) Safety data and instructions.
- c) Handling instructions.
- d) Storage conditions.
- e) Advice on protective clothing and equipment.
- f) Instructions for cleaning, decontamination and disposal.
- g) First-aid measures.
- h) Medical treatment advice.
- i) Fire-fighting instructions.
- j) Known long-term and short-term effects of accidental exposure and advice of action to be taken following any accidental exposure.
- k) Sources of additional advice.

RISK ASSESSMENT

A risk assessment should be conducted by the employer for each hazardous substance stored or handled in the workplace. The risk assessment needs to address:

- a) Identification of the hazardous substance.
- b) The nature of the hazards to health.
- c) The degree to risks to health.

MANIFEST

A manifest with a site plan and locations of the hazardous substances should be maintained and available to emergency services in the event of an emergency. The manifest should contain:

- Name of substance
- Class (HazChem)
- Average Quantities
- Maximum Quantities
- Location

REGISTER

A register of hazardous substances should be maintained to record products that are used on site. These shall be located in the library. Information required may include:

- Product name
- Where purchased and when
- Quantity
- Where used
- MSDS obtained
- Work procedure established

SITE HAZARDOUS SUBSTANCES REGISTER

SITE:

PRODUCT NAME	WHERE USED & PURPOSE	QUANTITY ON SITE	MSDS OBTAINED	WORK PROCEDURE ESTABLISHED	FOLLOW-UP INSPECTION COMPLETED

SECTION 17

EMERGENCY PROCEDURES

People may be at risk during an emergency because their behaviour is unpredictable. Some situations can be foreseen, and repeated training can change a person's response to a fire, bomb threat, earth tremor or other emergency. Where sufficient consideration is given to fire prevention, fire protection and evacuation measures at the construction stage of a building, and these are combined with effective fire emergency management by the building occupant, then quick, orderly and controlled evacuation and action in a fire will result and the risk of personal injury will be significantly reduced.

EMERGENCY EVACUATION PROCEDURES

Building emergencies are an ever present threat to an organisation. They can develop from a number of causes including fire, bomb threats, gas leaks and chemical spills. Any of these may threaten the safety of building occupants. GasTech Australia Pty Ltd is committed to establishing and maintaining procedures to control emergency situations which could adversely effect employees, contractors or visitors until the arrival of appropriate emergency services.

FIRE-FIGHTING EQUIPMENT

Adequate fire-fighting equipment and services of the type suitable for the fires likely to be encountered should be readily available throughout the workplace. All fire-fighting equipment should be easily identifiable and its correct application stated. It should be protected from fire damage, conspicuously situated, inspected at regular three monthly intervals, properly maintained, and kept ready for use.

All personnel are to be instructed in the use of fire-fighting equipment, within 1 month of commencing employment and thereafter at intervals not exceeding 12 months. All personnel should know what to do in the event of fire. Management should ensure that at least one person is present in each work area (and at management level), who knows the action to be taken should an emergency arise.

SECTION 18

FIRE PROCEDURES

1. Work Practice

- 1.1 All fire alarms are to be considered as real until proven false.
- 1.2 If the site is fitted with sprinklers, or heat and smoke detectors, and a fire is automatically sensed by the fire detection unit, an alarm tone will sound.
- 1.3 If the site is not fitted with sprinklers, or heat and smoke detectors, and fire or smoke is detected, no matter how minor it may appear to be, it must be reported in the following manner.

2. Procedure

Should fire or smoke be detected no matter how minor it may appear to be, proceed as follows:

- 2.1 If you suspect fire, report it immediately to the nearest Supervisor or Manager, who in turn will notify the Fire Brigade.
- 2.2 Report fire and action so information can be given to the Fire Brigade if required.
- 2.3 Give name, classification, what is burning, address and site location of fire or smoke.
- 2.4 Notify Manager.
- 2.5 Air-conditioning and ventilation will be shut down. (if applicable)
- 2.6 Close doors, etc. to eliminate drafts and to help to contain fire.
- 2.7 Operate appropriate portable extinguisher on fire. Should the fire be widespread, use hose reel taking care not to spray water on electrical equipment.
- 2.8 Never shout "FIRE", keep calm, act quickly.
- 2.9 Be familiar with all exits in the area.
- 2.10 If evacuation becomes necessary, check all areas for people seeking cover.
- 2.11 Only the Fire Brigade can decide if it is safe to occupy the building.
- 2.12 Note any particular hazards and have them rectified.

SECTION 19

HAZARD REPORT & NEW EQUIPMENT ASSESSMENT

It is a requirement of GasTech Australia Pty Ltd that if any hazard is identified in any equipment, plant, vehicle or work method, it should be reported immediately.

Where a hazard is reported, it should be documented on a Hazard Report. The Hazard Report should include comment on a proposed corrective action.

PROCEDURE

Details of any hazard on plant is to be on the Hazard Report and in the Plant Maintenance Book. All Hazard Reports are to be placed in a binder labeled Hazard Reports Pending.

The Supervisor, after consultation with appropriate people, will document the "action to be taken".

When the corrective action has been completed, it will be noted on the Report, and signed off and placed in the Hazard Completed binder.

Prior to any machinery, plant or piece of equipment being brought into operation, whether new or modified, or before instituting a new work process, an analysis should be conducted to ensure that no hazards exist and that the use or operation does not expose any person to risk of injury.

The assessment should be done by at least two people (Manager, Supervisor, Operator) working together.

The hazards and the recommended action to control the hazards should be documented.

The document should be held in a "Work Pending" file, to be signed off when all rectification work has been completed. When work has been completed and the form signed off, it should be filed in a "Work Completed" file.

Matters to be examined include:

- Any legal restrictions.
- Guarding of machine hazards

- Ergonomic design of machine and controls
- Compliance with Statutory Regulations and Australian Standards
- Noise levels
- Any dangerous emissions
- Integrity of electric's
- Fire and explosion risks
- Toxicity of any substances used
- Reactions with other substances or operations, e.g.. explosion, corrosion, etc.
- Transport and storage requirements
- Any protective equipment necessary

The manufacturer's operating and Maintenance Instructions/Manuals must be readily available to employees and job instruction prepared.

HAZARD REPORT

NOTIFICATION FROM _____

TO: _____

DATE: _____

HAZARD PROTECTION: _____

LOCATION OF HAZARD: _____

ACTION REQUIRED: _____

PERSON TO TAKE ACTION: _____

DATE FOR COMPLETION OF ACTION: _____

FOLLOW-UP REPORT ON COMPLETION OF WORK: _____

ACTION COMPLETION DATE: _____

SIGNED: _____

DATE: _____

SECTION 20

OFFICE SAFETY REQUIREMENTS

The employer, under State Health & Safety Legislation, must ensure the health and safety of all employees at the workplace. To fulfill this requirement, GasTech Australia Pty Ltd must ensure their office personnel are made aware of operative Safety Policies and Issues.

Apart from project safety procedures and policies, issues pertaining to office safety must be specified.

Office workers should be made aware of:

- Emergency procedures
- How to report a fire
- Identity of:
 - ▲ Occupational Health & Safety Coordinator (if applicable)
 - ▲ First-Aid Officers
- General safe work practices and procedures, including, but not limited to the following:
 - ▲ Fire Safety
 - ▲ Falls and Slips
 - ▲ Access/Egress
 - ▲ Housekeeping
 - ▲ Manual Handling/Posture
 - ▲ Office Equipment/Ergonomics

GENERAL OFFICE SAFETY

All employees should ensure that they follow the general safety rules listed below:

Falls & Slips

- Watch out for really clean or polished floors, tiles and loose carpeting.
- Wipe up spills.
- Wear appropriate shoes.
- Pick up pencils, paper clips and any other objects that may cause a slip.
- Keep all four legs of chairs on the floor. Do not tilt backwards.
- Use a step ladder when climbing, not a chair or table.
- If telephone or electrical cable must be run across the floor, tape or fix it so as not to cause someone to trip. If possible, change office layout to avoid this situation.
- Avoid obstructing your vision when carrying large loads. Don't hurry, especially around corners.
- Use as much light as required to do the job safely (don't stumble around a dark room).

Access & Egress

- Keep access ways, stairs and walkways clear at all times.
- Wipe up spills.
- Use handrails and walk up and down stairs one at a time.
- Do not store or place materials or equipment where people will trip or bump into them.
- Maintain clear walkway and stair.
- Avoid using slippery materials as floor or walkway covering.
- Go slowly through doors and look carefully for clear glass doors to avoid collisions.

Housekeeping

- Take care when using filing cabinets:
 - ▲ do not leave draws open
 - ▲ close drawers gently so as to avoid catching fingers
 - ▲ fill bottom drawer first so as to prevent cabinet from tipping
- Shelves and storage cabinets should have materials stacked neatly, with frequently used items within easy reach. Do not overload shelves.
- Keep sharp and pointed objects, such as scissors, compass boxed separately in a drawer. Do not reach for them blindly.
- Store cutting knives and razor blades in covered container. Dispose of wrapping paper and other containers in an appropriate manner.
- Do not test staplers by pressing thumb over the end.
- Keep drawing pins, paper clips, tacks in separate containers.
- Seal stamps and envelopes with a sponge or sealing device.

Manual Handling/Posture

- Lift and carry safely by standing close to the object, squat down keeping the back straight and knees bent. Grasp object firmly, breathe in and lift object by straightening legs.
- Do not over reach or twist in awkward positions.
- Sit up straight and well back in chairs, with feet flat on the ground or footrest.
- Adjust chair or bench top to suit for comfortable working position.

Office Equipment

- Get instructions on the safe operation of office equipment before you use it.
- Turn off and unplug machines before adjusting them.
- Be alert for electrical hazards (i.e. frayed leads, over loaded outlets, sparks or shocks). Report any problems or malfunctions.

- Avoid contact with photocopier/printer toners or chemicals. Use gloves to replace or add, and wash hands and face afterwards.
- Keep document cover down when copying.
- Keep area around photocopier/printer well ventilated.
- When using computer or typewriters, take periodic breaks to move about, to ease eye and muscular strains.
- If possible, minimise eye strain by preventing glare on work surface (i.e. visual display units or drawing boards, etc.) by changing lighting, adjusting viewing angle and distance.
- Have eyes tested regularly to ensure good vision by monitoring any changes to eye sight.
- Ensure office is set out so as to encourage people to move about rather than stay fixed continually at the same workstation. Encourage regular rest breaks.

SECTION 21

TRAINING & INDUCTION

It is the policy of GasTech Australia Pty Ltd in conjunction with legislative requirements that all employees be provided with induction and on-going task-related training.

The appropriate Manager will keep records of participants' names, occupations, and work areas, the reason for which they undertook the training activity, and whether or not they completed it.

WHO NEEDS TRAINING?

All levels of Management and employees should be trained and understand their respective responsibilities to maintain a healthy and safe working environment.

Management and Supervisory Training

Training for Management and Supervisors should include general safety induction training and an explanation of:

- a) GasTech Australia Pty Ltd policy as it relates to Occupational Health & Safety;
- b) Their responsibility and accountability for the health and safety of employees at work;
- c) Practices and procedures to ensure responsibilities are met, particularly the importance of Senior Management's involvement in safety matters; and
- d) Basic concepts and theories of accident prevention.
- e) Supervision of work practices of employees under their control.
- f) Provision of effective communication between Management and the workforce.
- g) Interpretation of Occupational Health & Safety Legislation and work instructions.
- h) Reporting and correct investigation of all accidents, including those not involving personal or property damage.
- i) Procedures for hazard identification and control through inspection systems.

Employees

On-the-job personalised training based on an analysis of the required tasks is an indispensable element of the safety policy. This approach stresses good work habits and procedures required for safe job performance. It permits the conversion of generalities into safe practices applying to a specific job or task and to the employee who is doing the job. In launching such a program, Supervisors should make a job hazard analysis of each task to pinpoint the inherent hazards. They can then tell employees what hazards, if any, are present and how to avoid them on an individual basis.

Observing an employee doing something in a hazardous or dangerous manner can provide Supervisors with the opportunity to train the employee. The focus should be on problem solving and learning rather than on fault finding and discipline. On-the-spot guidance is a vital ongoing activity showing Management's concern for an employee's health, safety, and well being.

Contractors & Others *(See Section 8 of this Manual)*

Particularly if they will be working within the organisation on a regular basis, contractors and other outside parties may require training to ensure they operate in accordance with the organisation's health and safety standards.

SAFETY INDUCTION CHECKLIST

New employees, casual, part-time and sub-contractors will receive GasTech Australia Pty Ltd's induction training. This safety induction shall highlight the hazards and safety requirements specific to this company.

Safety inductions will be recorded in personnel and sub-contractor agreement files and will require two yearly updates.

The following items can be used to highlight points that are to be included in induction training of personnel:

- Occupational Health & Safety Policy
- Accident Reporting
- Emergency Procedures
- How to Report a Fire
- Identity of:
 - ▲ Health & Safety Coordinator (if applicable)
 - ▲ First-Aid Officers
 - ▲ Fire Wardens

- General Safe Work Practices including:
 - ▲ Fire Safety
 - ▲ Slips and Falls
 - ▲ Access/Egress
 - ▲ Housekeeping
 - ▲ Manual Handling
 - ▲ Office Equipment
- Hazard and Incident Reporting
- Smoking Rules

A check list is attached which may need amendment to suit your specific operation.

SAFE JOB INTRODUCTION FOR NEW AND TRANSFERRED EMPLOYEES

NAME..... AREA: DATE:.....

Tick all items as listed, after explaining each to the employee, but only when you are satisfied of understanding:

1. Basic Information

- Personal information, pay, sick leave, workers compensation, unions
- Relevant GasTech Australia Pty Ltd awards, rules etc.
- GasTech Australia Pty Ltd interest in safety, i.e. Safety Committee and inspection procedures
- GasTech Australia Pty Ltd Safety policy explained
- Rehabilitation

2. Specific Accident Control Requirements

- GasTech Australia Pty Ltd and individual legal safety obligations
- Use of danger and out-of-service tags
- Maintenance of adequate access in work areas
- Good housekeeping, reducing slips and falls
- Correct lifting
- Correct personal protective clothing and equipment
- Guards to be maintained
- Safety with forklifts

3. After Injury/Accident Action

- All injuries to be reported to Supervisor, and First Aid obtained
- Near misses to be reported and documented
- Signs and symptoms of strains to be reported and documented immediately
- Importance of medical/rehabilitation treatment

4. Responsibility to Fellow Employees

Explain responsibility for own personal safety and health and that of fellow employees

5. Explanation of Specific Area Safety Requirements

Explained specific requirements such as (list)
.....
.....
.....
.....

6. Job Instruction

Showed and demonstrated the correct, safe and easiest way to do the job

Actually illustrated methods

Got him to demonstrate understanding

Questioned him on understanding

Name of instructor(s)

7. What Interest and Attitude Did This Person Show?

Good Fair Poor ?

SUPERVISOR:

Date:

EMPLOYEE:

Date:

MANAGER:

Date:

EMPLOYEE RECORD FORM

EMPLOYEES FULL NAME: _____

Address: _____

Telephone No.: _____ **Date of Birth:** _____

In Case of Emergency Notify:

Name: _____ **Relationship:** _____

Address: _____

Telephone No.: _____

Medical Information

Are you allergic to any medication? _____

If yes, what medication? _____

Any medical conditions (i.e.. diabetes, colour blindness, deafness, etc.) - details:

Smoker?

Do you have a first-aid certificate? Is it Current? _____

Previous Workers Compensation Claim? _____

Safety Training

Have you undergone a general safety induction course? _____

Other safety training: _____

The maximum benefit from Occupational Health & Safety can only be realised when identified as being our individual and personal responsibility, to which we pledge our full support and cooperation in an all out effort to achieve this common goal. As an employee, I agree to comply with the Company's Health & Safety Programme and will comply with any reasonable health and/or safety instruction given by workplace Management and their representatives.

Signed: _____
Employee **Supervisor/Manager**

Dated: _____

SECTION 22

FIRST AID

In NSW, all employers are required to comply with the Occupational Health & Safety (First Aid) Regulations.

The Regulations require appropriate First Aid facilities be supplied for employees where ever they work. GasTech Australia Pty Ltd will supply training in first-aid where it is deemed necessary.

Required Action

1. Management will supply at the workshop and yard, a B Class First Aid Kit.
2. Management will supply at the vehicle a C Class First Aid Kit.
3. The location and markings of the kits will be in compliance with the First Aid Regulations.
4. Management will organise to check the First Aid kits on a weekly basis to ensure they are maintained to the respective schedules in the Regulation and kept in a clean and tidy condition.
5. Management will ensure a First Aid Register is maintained to record all uses of all first aid kits.
6. Management will ensure that there is a person trained as a First Aider who can maintain the kits.

SECTION 23

PRE-PLACEMENT ASSESSMENTS

DEFINITION

A pre-placement assessment is the assessment of the health status of a prospective employee.

PURPOSE

To ensure suitable job placement and serve as a baseline for health maintenance.

POLICY

Prior to employment, each employee shall have a medical examination. This will involve measurement of height, weight, visual acuity, vital signs and a physical examination by a Medical Officer. This is to be arranged through the Site Management.

MANAGER'S RESPONSIBILITY

1. Reassure the applicant. Explain the purpose of the examination and what will occur.
2. Pre-employment Medical Assessment form to be completed by applicant.
3. Inform relevant Supervisor of applicant's result.

SECTION 24

VISITORS POLICY

GENERAL VISITORS

A "visitor" is any person who does not normally work at the site. GasTech Australia Pty Ltd employees from other sites are excluded.

Visitors to GasTech Australia Pty Ltd Sites are:

- to report to the Reception Office upon entering the Site
- to inform the Receptionist of the name of the Staff Member and the appointment.

In the Visitor's Book, the Visitor is to Write:

- Name
- Company
- Time of arrival; and
- Staff person contact

This detail will be logged against the visitor's badge number.

It is the Responsibility of Staff Meeting the Visitor:

- To accompany the visitor to the location of their meeting.
- To ensure that the visitor does not enter any areas of the operation which are hazardous to the visitor's health or safety.
- To accompany the visitor back to Reception.

SECTION 25

CONSULTATION POLICY

1. Philosophy

GasTech Australia Pty Ltd believes that consultation with employees and their representatives will assist with meeting the objectives of prevention and improved decision making in the management of Occupational Health and Safety.

2. Definition

Consultation involves the sharing of information and the exchange of views between management, employees and their representatives which includes the genuine opportunity for employees to contribute effectively to the decision making process on matters affecting Occupational Health & Safety.

3. Objectives

The objectives of this policy are to ensure that employees are:

- provided with and have access to Occupational Health & Safety;
- given sufficient time to consider any information provided;
- given the opportunity to provide feedback and ideas for consideration.

4. Approach

- These objectives will be met through a consultative structure which identifies the roles and responsibilities of all parties.
- Employees have a role to play in raising matters which may affect Occupational Health & Safety.
- Managers and supervisors are responsible and accountable for the health and safety of their staff, and accordingly play a key role in consultation.
- The core of this structure is the Occupational Health & Safety Action Group, which advises on policies, procedures and mechanisms.
- The development and implementation of appropriate procedures in consultation with the Occupational Health & Safety Action Group will ensure the policy objectives are met.

SECTION 26

Smoke Free Workplace

GasTech Australia Pty Ltd is a tobacco smoke free area.

In line with the National Occupational Health & Safety Commission, GasTech Australia Pty Ltd has resolved that, given the proven health risks of smoking, a tobacco smoke-free work environment should be maintained for Australian workplaces. GasTech Australia Pty Ltd have therefore made it a policy for GasTech Australia Pty Ltd that no person shall be permitted to smoke while in any area of GasTech Australia Pty Ltd Sites. This commitment by GasTech Australia Pty Ltd is consistent with the view that all atmospheric contaminants in work environments capable of causing ill health should be eliminated or controlled.

There is an increasing body of scientific evidence, endorsed by the National Health & Medical Research Council and the Work Health Organisation, pointing to the unhealthy effects of "passive smoking" due to the breathing in of other peoples' tobacco smoke.

Smokers significantly increase their personal health risk, particularly if they are also exposed to certain occupational hazards such as ducts and some chemicals. The reduced immune functioning found in smokers may also predispose them to the development of allergies to some chemicals in the workplace.

Most work environments at GasTech Australia Pty Ltd contain furniture, fittings, paper products or chemicals which are fire hazards. Control of tobacco smoking and the habits associated with it, among other measures, are essential to reduce fire and explosion risks.

APPENDIX A
Sample Inspection Checklists

FORMAL INSPECTION REPORT

Inspection Location: _____

Date of Inspection: _____

Areas Covered: _____

Time of Inspection: _____

Copies to:

OBSERVATIONS					FOR FUTURE FOLLOW-UP			
Item (and Location of Item)	Hazard(s) Observed	Repeat Item		Priority A/B/C	Recommendation Action	Responsible Person	Action Taken	Date
		Yes	No					

Assign a priority level to the hazards observed to indicate the urgency of the corrective action required. For example:

- A = Major - requires immediate action
- B = Serious - requires short-term action
- C = Minor - requires long-term action

INSPECTION CHECKLIST

LOCATION: _____

DATE: _____

INSPECTOR: _____

This checklist should be used to note action required, name of person to whom action is assigned, and targeted completion date.

LOCATION: _____

ITEM & DESCRIPTION	Satisfactory		ACTION	CHECKLIST
	Yes	No	To be Actioned by	Rectified Date
1. Housekeeping				
a) Exits * clear on both sides * clearly identified * equipped with emergency lighting * lighting operational	() () () ()	() () () ()		
b) Aisles & Walkways * adequate for traffic * identified and marked * not obstructed	() () ()	() () ()		
c) Floors * not slippery * surfaces even * free from spills/splashes/absorbent * no tripping hazards, e.g.. loose tools, etc.	() () () ()	() () () ()		
d) Dust/Fume Control * regular clean-up scheduled * ventilation satisfactory * fume level monitored	() () ()	() () ()		
e) Waste * no accumulation of waste materials * waste containers suitable type, e.g.. closed steel containers for flammable materials, weights acceptable	() ()	() ()		
Remarks				

ITEM & DESCRIPTION	Satisfactory		ACTION To be Actioned by	CHECKLIST Rectified Date
	Yes	No		
2. Services				
a) No gas, steam or condensate leaks	()	()		
b) No compressed air leaks	()	()		
c) No water leaks	()	()		
d) No oil leaks	()	()		
e) Dry sand, ceramic or other suitable absorbent material available for spill clean-up (not sawdust)	()	()		
f) Airlines in good condition	()	()		
g) Oxy/Acetylene outlets in good condition	()	()		
h) Sufficient number/strategically located	()	()		
i) All services clearly identified	()	()		
j) Valves and Regulators				
* location	()	()		
* accessibility	()	()		
* condition	()	()		
* adequacy	()	()		
k) Steam and Hot Water				
* pipes lagged	()	()		
* gauges	()	()		
l) Pressure Vessels				
* regularly maintained	()	()		
* approval current	()	()		
* relief valve setting	()	()		
* direction of relief valve vent	()	()		
* vessel location	()	()		
Remarks				
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ITEM & DESCRIPTION	Satisfactory		ACTION To be Actioned by	CHECKLIST Rectified Date
	Yes	No		
3. <u>Electrical Hazards</u>				
a) Switch Rooms				
* access controlled	()	()		
* warning signs posted	()	()		
* clear of storage	()	()		
* no rubbish	()	()		
b) Switchboards				
* clear access	()	()		
* no exposed wiring	()	()		
* no temporary wiring	()	()		
* covers fitted and locked where applicable	()	()		
c) Power Leads				
* not creating tripping hazard	()	()		
* in good condition	()	()		
* sheath not pulled from plugs	()	()		
* inspection tagged	()	()		
* not strained	()	()		
d) Controls and Push Buttons				
* identified	()	()		
* accessible	()	()		
* operating	()	()		
e) Power Outlets				
* sufficient number	()	()		
* suitable location	()	()		
* good condition	()	()		
* easily identified	()	()		
* covered where necessary	()	()		
f) Portable Power Tools				
* suitable for task	()	()		
* condition	()	()		
* inspection tagged	()	()		
* maintenance	()	()		
* storage when not in use	()	()		
* electrical cable and plug	()	()		
* users properly trained	()	()		

ITEM & DESCRIPTION	Satisfactory		ACTION	CHECKLIST
	Yes	No	To be Actioned by	Rectified Date
g) Portable Equipment * condition * inspection tagged * maintenance * storage when not in use * electrical cable and plug * users properly trained	()	()		
<u>Remarks</u>				

ITEM & DESCRIPTION	Satisfactory		ACTION	CHECKLIST
	Yes	No	To be Actioned by	Rectified Date
4. <u>Mechanical Hazards</u>				
a) Machinery * no unguarded nip points * guards securely fitted * interlocks operating	() () ()	() () ()		
b) Emergency Stop Button * tested * red button type * identified * easily accessible to operator	() () () ()	() () () ()		
c) Steps, Stairs and Ladders * no loose rungs or treads * no loose nosings * not slippery * handrails continuous and in good condition	() () () ()	() () () ()		
d) Pits * edges defined * rise of access steps less than 220mm and greater than 150mm	() ()	() ()		
e) Hoists, Jacks, Stands and Slings * mechanical locks operative * no fluid leakage * no evidence of breakage * no evidence of distortion * capacity clearly indicated * inspection system * wear/condition	() () () () () () ()	() () () () () () ()		
<u>Remarks</u>				

ITEM & DESCRIPTION	Satisfactory		ACTION	CHECKLIST
	Yes	No	To be Actioned by	Rectified Date
5. <u>Material Storage</u>				
a) No distortion or damage to equipment or stores	()	()		
b) Stability of free standing storage	()	()		
c) Stability of racking, etc.	()	()		
d) Readily identified and accessible	()	()		
e) Security	()	()		
<u>Remarks</u>				

ITEM & DESCRIPTION	Satisfactory		ACTION	CHECKLIST
	Yes	No	To be Actioned by	Rectified Date
6. <u>Material Handling</u> a) Equipment * trolleys serviceable () () * no broken pallets () () * hand pallet trucks serviceable () () * chains, ropes, slings serviceable () () * pallet hoist serviceable () () * regular maintenance procedures carried out () () b) Methods * no lifting above chest height () () * correct lifting methods employed () () * mechanical aids used for heavy or repetitive lighting () () * task assessments carried out to improve operation and reduce manual handling () ()				
<u>Remarks</u> <hr/> <hr/> <hr/>				

ITEM & DESCRIPTION	Satisfactory		ACTION	CHECKLIST
	Yes	No	To be Actioned by	Rectified Date
<p>7. <u>Hazardous Materials</u> (e.g. flammable liquids, poisons, oxidising agents, compressed gases, etc.)</p> <p>a) Data</p> <ul style="list-style-type: none"> * material safety data sheet on hand * appropriate signs displayed * operator instructed in hazards * operator instructed on safe work methods <ul style="list-style-type: none"> • containers well marked with material name and potential hazard • appropriate fire service available and in working order 	()	()		
<p>b) Storage</p> <ul style="list-style-type: none"> * as per material safety data sheet * no storage in stairwells, near emergency exits, etc. 	()	()		
<p>c) Use/Decanting</p> <ul style="list-style-type: none"> * applicable protective equipment available and used as per recommendations on material safety data sheet * knowledge of emergency and first-aid requirements * first-aid instructions displayed 	()	()		
<p><u>Remarks</u></p> <hr/> <hr/> <hr/>				

ITEM & DESCRIPTION	Satisfactory		ACTION	CHECKLIST
	Yes	No	To be Actioned by	Targeted Completion Date
8. <u>Emergency Equipment</u>				
a) First-Aid				
* location clearly marked	()	()		
* contents complete	()	()		
* contents list attached	()	()		
* name(s) of first-aider(s) marked on cabinet	()	()		
* running water available	()	()		
b) Eye wash/shower facilities adjacent to hazard, e.g.. acids, caustics, oxidising agents, flammable liquids	()	()		
c) Emergency telephone numbers/and procedures displayed	()	()		
d) Stretcher in position (or location noted)	()	()		

Remarks

ITEM & DESCRIPTION	Satisfactory		ACTION To be Actioned by	CHECKLIST Rectified Date
	Yes	No		
9. <u>Personal Protective Equipment</u>				
a) Need Identified for: * feet * eyes * ears * head (including hair nets) * hands * respiratory * other	() () () () () () ()	() () () () () () ()		
b) Wearing Supervised * feet * eyes * ears * head (including hair nets) * hands * respiratory * other	() () () () () () ()	() () () () () () ()		
<u>Remarks</u>				

ITEM & DESCRIPTION	Satisfactory		ACTION	CHECKLIST
	Yes	No	To be Actioned by	Rectified Date
10. Fire Protection				
a) Portable Extinguishers * correct type for fire risk * correct type as per wall sign * sign visible * correctly wall mounted * access not obstructed * within current service period, state date of last service * tag and pin fitted * hose free from defects * bodies free from corrosion	() () () () () () () () () ()	() () () () () () () () () ()		
b) Hose Reels * identified with sign * sign visible * accessible * nozzle fitted * within current service period, state date of last service * hose free running from drum * coverage adequate	() () () () () () () ()	() () () () () () () ()		
c) Non-Smoking Area * clearly identified * smokers trays provided * 'no smoking' enforced	() () ()	() () ()		
d) Flammable Liquids * storage amounts minimised * no open liquids containers * safety containers in use * stored in flammable liquid cabinet when not in use	() () () ()	() () () ()		
e) Training * regular training in use * set procedures * drill carried out	() () ()	() () ()		
Remarks				
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GENERAL COMMENTS

Have you any further comments pursuant to this inspection?

Follow-up date: _____

The following items have been completed:

The following items are outstanding:

Inspectors Signature: _____ **Date:** _____

Manager's Comments:

Signature: _____ **Date:** _____