



## BGC Steel Site Safety Manual

### Release Sheet

Issue/Revision Number: Revision 1

Issue/Revision Date: 30/06/10

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

Remove and destroy:	Insert:
Pages ii - vi	Pages ii - vi
Pages 2-1 and 2-3	Pages 2-1 and 2-3
None	Five new JSAs (15 pages total) immediately after page 10-2.
None	One new MSDS (6 pages total) immediately after page 11-2.
Pages 12-1 and 12-5	Pages 12-1, 12-5 and 12-6
Pages 15-1 and 15-2	Pages 15-1 to 15-6



## **BGC Steel Site Safety Manual**

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# **BGC Steel**

## **Site Safety Manual**

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## Revision Register

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

Revision	Revision Date	Reason for Change												
0	01 July 2006	Initial Issue												
1	30 June 2010	<div><div>To update the BGC Steel Site Safety Manual with changes to the following sections:</div><table><tr><th>Section</th><th>Sub-section</th></tr><tr><td>2. Overview of Occupational Safety and Health Act 1984, and Regulations 1996</td><td>2.5 Overview of Construction Induction Training Requirements</td></tr><tr><td>10. Job Safety Analyses</td><td>Addition of five JSAs</td></tr><tr><td>11. Hazardous Materials</td><td>Addition of one MSDS</td></tr><tr><td>12. Accident Notification and Investigation</td><td>12.1.4 Workers Compensation</td></tr><tr><td>15. Additional Safety Information</td><td>15.1 Working at Heights 15.2 Working Alone 15.3 Electricity</td></tr></table></div>	Section	Sub-section	2. Overview of Occupational Safety and Health Act 1984, and Regulations 1996	2.5 Overview of Construction Induction Training Requirements	10. Job Safety Analyses	Addition of five JSAs	11. Hazardous Materials	Addition of one MSDS	12. Accident Notification and Investigation	12.1.4 Workers Compensation	15. Additional Safety Information	15.1 Working at Heights 15.2 Working Alone 15.3 Electricity
Section	Sub-section													
2. Overview of Occupational Safety and Health Act 1984, and Regulations 1996	2.5 Overview of Construction Induction Training Requirements													
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## 1.1 Introduction

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

All following general references to BGC in this Manual apply to BGC Steel.

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

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

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

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

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

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

BGC shall:

1. Provide and maintain workplaces, plant and systems of work that do not expose employees to hazards.
2. Provide information, instruction, training and supervision to personnel so that they can perform their work safely.
3. Achieve best practice through consultation and co-operation.
4. Ensure the correct use of protective clothing and equipment where required.
5. Ensure safe use, cleaning, maintenance, transportation and disposal of substances and plant used in the workplace.



**Our aim is to have no accidents and injuries.**

## Section 2

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

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## 2.1 Overview of the Act

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

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

## 2.2 Overview of General Duty or Care

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

## 2.3 Overview of General Duties Towards Subcontractors

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

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

## 2.4 Overview of General Duties Towards Labour Hire Personnel

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

## 2.5 Overview of Construction Induction Training Requirements

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

### 3.136 Construction induction training requirements

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

Penalty: the regulation 1.15 penalty

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

Penalty: the regulation 1.16

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

### 3.135 Terms Used

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

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

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

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

## 2.6 WorkSafe Inspectors

In Western Australia, WorkSafe inspectors have the power to:

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

An inspector may visit a workplace:

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

## 2.7 Penalties under the Occupational Safety and Health Act

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

**Table 2.1** Penalties under the Occupational Safety and Health Act 1984

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## 3.1 Safety and Health Policy

### Safety and Health Policy

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

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

We are committed to achieving these objectives and targets through:

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

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

Eric Thomson  
General Manager

February 2006



## 3.2 Equal Employment Opportunity and Harassment Policy

### Equal Employment Opportunity and Harassment Policy

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

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

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

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

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

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

Eric Thomson  
General Manager

February 2006

### 3.3 Workplace Bullying Policy

#### Workplace Bullying Policy

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

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

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

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

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

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

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

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

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

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

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

Eric Thomson  
General Manager

February 2006

### 3.4 Fitness for Work Policy

#### Fitness for Work Policy

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

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

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

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

Eric Thomson  
General Manager

February 2006

### 3.5 Industrial Relations Policy

#### Industrial Relations Policy

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

Underlying this policy are the following objectives:

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

Eric Thomson  
General Manager

February 2006

## Section 4

### Structure and Responsibilities

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## 4.1 Structure

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

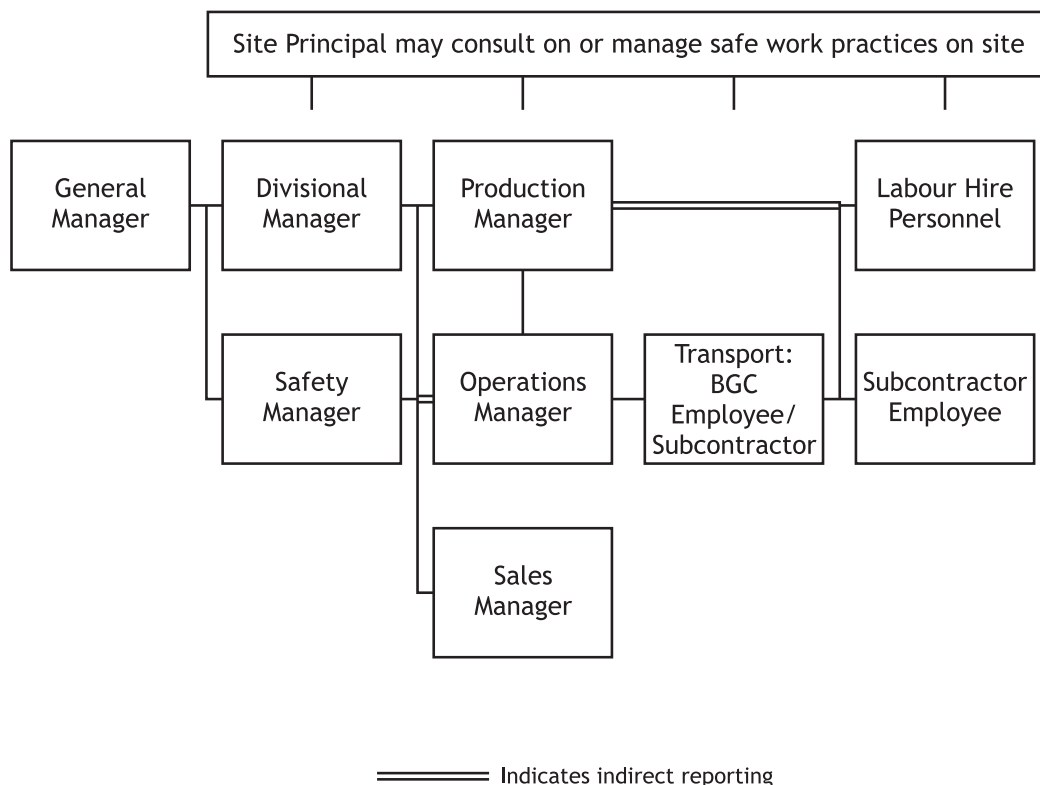


Figure 4.1 BGC Steel Site Organisation Structure

## 4.2 Responsibilities

### 4.2.1 The Site Principal

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

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

- To provide and maintain workplaces, plant, and systems of work such that, so far as is practicable, employees, subcontractors and other site visitors are not exposed to hazards
- To implement and maintain a management system for the safety and health of employees, subcontractors and other site visitors
- To communicate the requirements of the safety and health management system to employees, subcontractors and other site visitors
- To provide adequate resources for the implementation of the safety and health management system
- To ensure through supervision that all employees, subcontractors and other site visitors comply with the safety and health management plan for the system

- To ensure competency training of all employees and subcontractors
- To ensure safe working procedures are determined through Job Safety Analyses and implemented through supervision
- To facilitate consultation on matters of safety and health on site as required
- To report and investigate any accident or incident occurring on site as required by legislation
- To provide feedback on matters of safety and health to employees, subcontractors and other site visitors
- To review site safety and health audits
- To monitor the implementation of the safety and health management system and manage change as appropriate

#### 4.2.2 BGC Steel

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

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

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

- To provide and maintain workplaces, plant, and systems of work such that, so far as is practicable, employees, subcontractors and labour hire personnel attending a construction or building site are not exposed to hazards
- To implement and maintain a management system for the safety and health of employees, subcontractors and labour hire personnel attending a construction or building site. This requires a consultative procedure between BGC and the Site Principal to ensure an agreed cohesive safety and health management system operates for all BGC employed personnel.
- To communicate the requirements of the safety and health management system to employees, subcontractors and labour hire personnel
- To provide adequate resources for the implementation of the safety and health management system including personal protective equipment
- To ensure through supervision that all employees, subcontractors and labour hire personnel comply with the safety and health management system for the site
- To ensure competency training of all employees, subcontractors and labour hire personnel
- To ensure safe working procedures are developed through Job Safety Analyses and implemented
- To facilitate consultation on matters of safety and health on site as required
- To report and investigate any accident or incident occurring on site as required by legislation

- To provide feedback on matters of safety and health to employees, subcontractors and labour hire personnel
- To mediate in any dispute concerning safety and health on a construction or building site involving employees, subcontractors or labour hire personnel
- To review site safety and health audits
- To monitor the implementation of the safety and health management system and manage change as appropriate

## **4.2.3 Individual Responsibilities**

### **4.2.3.1 General Manager**

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

### **4.2.3.2 Divisional Manager**

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

### **4.2.3.3 Safety Manager**

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

### **4.2.3.4 Production Manager**

- Reports to Divisional Manager
- Manages production according to customer schedule
- Engages labour hire personnel as required

### **4.2.3.5 Operations Manager**

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



- Manages subcontractors in accordance with contract agreements
- Consults with Site Principal in matters of dispute

**4.2.3.6 Transport Employee / Subcontractor**

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

**4.2.3.7 Sales Manager**

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

**4.2.3.8 Subcontractor (General)**

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

**4.2.3.9 Subcontractor (Sole Operator)**

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

- Ensures all equipment used on site is constructed, maintained and used according to regulation for industrial use - this includes vehicles, ladders, hoists, electrical tools and cables
- Supervises any labour hire employees in matters of safety and health on site

#### 4.2.3.10 Subcontractor (Employer)

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

#### 4.2.3.11 Subcontractor (Supervisor)

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

- Reports to Operations Manager
- Ensures that workplaces, plant, and systems of work are such that, so far as is practicable, labour hire employees attending a construction or building site are not exposed to hazards

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

**4.2.3.12 Subcontractor Employee**

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

**4.2.3.13 Labour Hire Personnel**

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

## Section 5

### Consultative Mechanisms

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5.1.3 The Unsafe Site .....	5-2

## 5.1 Consultative Mechanisms

### 5.1.1 General

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

- Safety and Health Management Committee

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

- Toolbox Meetings

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

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

- Safety and Health Representatives

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

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

- Safety and Health Manager

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

### 5.1.2 Matters of Dispute on Site

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

### 5.1.3 The Unsafe Site

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

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

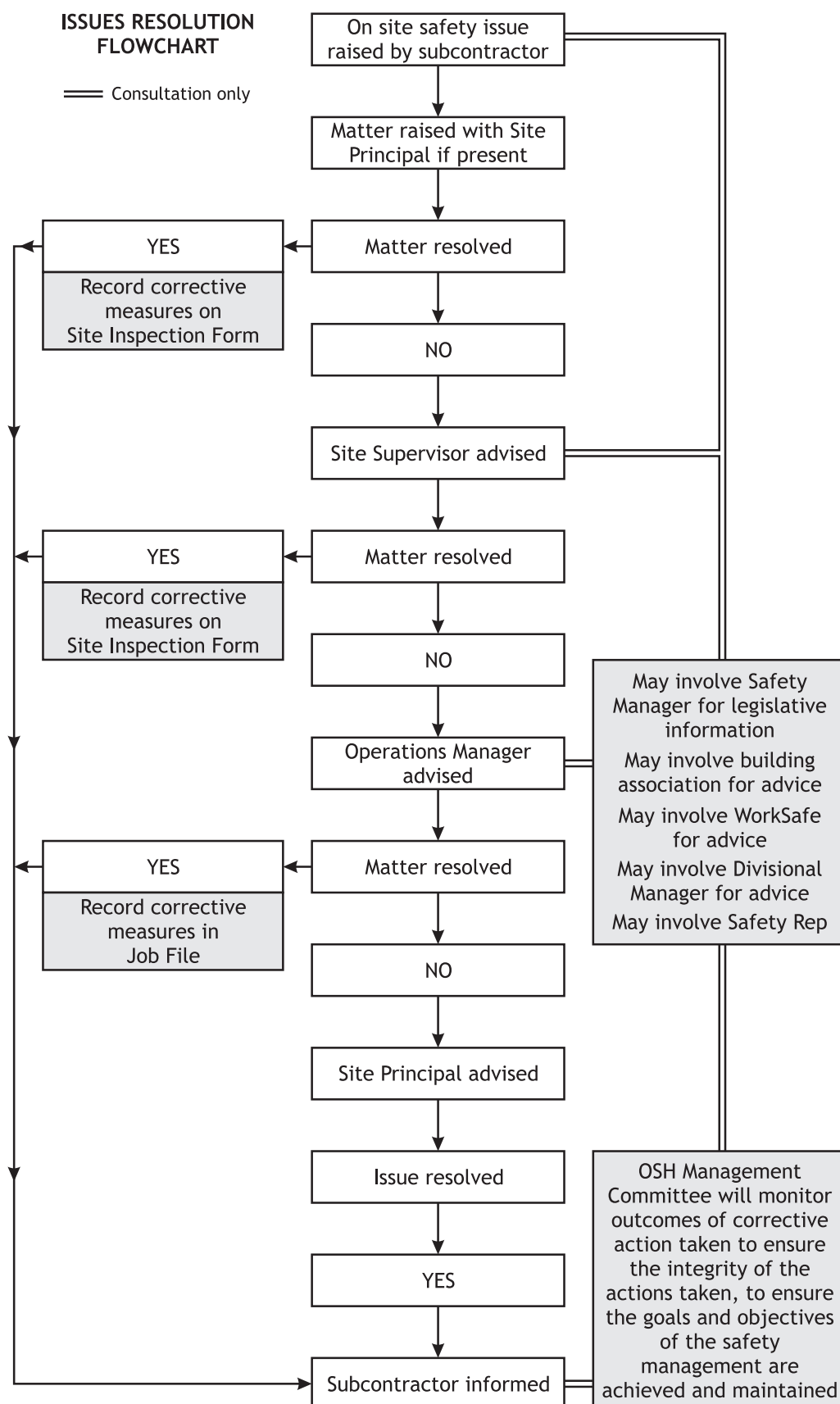


Figure 5.1 Issues Resolution Flowchart

## Section 6

## Site Deliveries

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## 6.1 Site Deliveries

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

### 6.1.1 Arrival at Site

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

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

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

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

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

### 6.1.2 Offloading Process

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



### 6.1.3 Completion of Task

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

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

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

Figure 6.1 Sample Form: Site Inspection for Deliveries

Section  
**7**

Site Visits

7.1 Site Visits .....	7-2
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## 7.1 Site Visits

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

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

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

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

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

Where the site is vacant or unattended:

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

Section  
**8**

Site Safety Inspections

8.1 Site Safety Inspections .....	8-2
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## 8.1 Site Safety Inspections

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

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

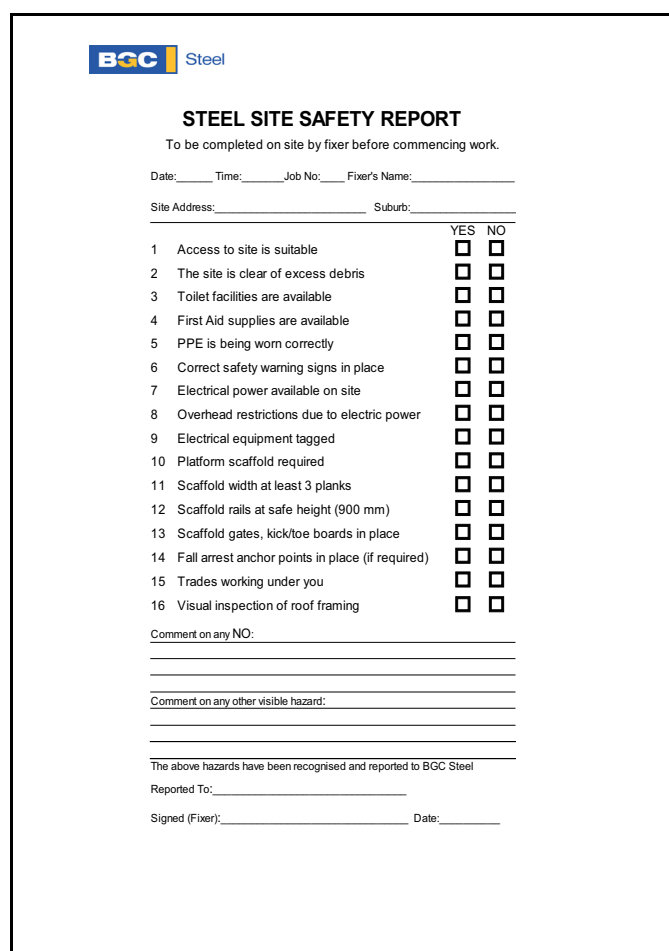
Where an unsafe condition is present, the subcontractor will attempt to remove the unsafe condition either through the actions of other on-site personnel, or by his own corrective measures.

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

A sample of the Site Inspection Form follows.

### THIS FORM MUST BE COMPLETED AND RETURNED WITH JOB PAPERWORK

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



**BGC Steel**

**STEEL SITE SAFETY REPORT**

To be completed on site by fixer before commencing work.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Job No: \_\_\_\_\_ Fixer's Name: \_\_\_\_\_

Site Address: \_\_\_\_\_ Suburb: \_\_\_\_\_

	YES	NO
1 Access to site is suitable	<input type="checkbox"/>	<input type="checkbox"/>
2 The site is clear of excess debris	<input type="checkbox"/>	<input type="checkbox"/>
3 Toilet facilities are available	<input type="checkbox"/>	<input type="checkbox"/>
4 First Aid supplies are available	<input type="checkbox"/>	<input type="checkbox"/>
5 PPE is being worn correctly	<input type="checkbox"/>	<input type="checkbox"/>
6 Correct safety warning signs in place	<input type="checkbox"/>	<input type="checkbox"/>
7 Electrical power available on site	<input type="checkbox"/>	<input type="checkbox"/>
8 Overhead restrictions due to electric power	<input type="checkbox"/>	<input type="checkbox"/>
9 Electrical equipment tagged	<input type="checkbox"/>	<input type="checkbox"/>
10 Platform scaffold required	<input type="checkbox"/>	<input type="checkbox"/>
11 Scaffold width at least 3 planks	<input type="checkbox"/>	<input type="checkbox"/>
12 Scaffold rails at safe height (900 mm)	<input type="checkbox"/>	<input type="checkbox"/>
13 Scaffold gates, kick/toe boards in place	<input type="checkbox"/>	<input type="checkbox"/>
14 Fall arrest anchor points in place (if required)	<input type="checkbox"/>	<input type="checkbox"/>
15 Trades working under you	<input type="checkbox"/>	<input type="checkbox"/>
16 Visual inspection of roof framing	<input type="checkbox"/>	<input type="checkbox"/>

Comment on any NO: \_\_\_\_\_

\_\_\_\_\_

Comment on any other visible hazard: \_\_\_\_\_

\_\_\_\_\_

The above hazards have been recognised and reported to BGC Steel

Reported To: \_\_\_\_\_

Signed (Fixer): \_\_\_\_\_ Date: \_\_\_\_\_

Figure 8.1 Sample Form: Site Safety Inspection

## Section

# 9

## Emergency Procedures

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9.1.6 Useful Telephone Numbers .....	9-3

## 9.1 Emergency Procedures

### 9.1.1 General

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

### 9.1.2 Medical



If someone is injured:

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

### 9.1.3 Fire



If a fire breaks out:

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

### 9.1.4 Chemical Spill



If a chemical spills:

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

### 9.1.5 Threat



If someone telephones a bomb or other threat:

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

**IF IN DOUBT - EVACUATE THE SITE**  
**DIAL 000 TO CALL THE POLICE, FIRE OR AMBULANCE**

### 9.1.6 Useful Telephone Numbers

Prime Health Centre (Canning Vale)	9455 2403
Fire Brigade (for advice)	9323 9300
Police (for advice)	9222 1111
CALM (EPA)	9334 0333



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

**112**



## Section 10

### Job Safety Analyses

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## 10.1 Job Safety Analysis (JSA)

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

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

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

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

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

### 10.1.1 Hazard Management








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

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

### 10.1.2 Generic JSA

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


No generic Job Safety Analysis applies to the supply of BGC Steel products.

<b>JOB/TASK: Maintenance Service Works of Door Frames</b>			<b>DATE:</b>	
<b>PERMITS REQUIRED (PLEASE SPECIFY):</b> Blue Card, Drivers Licence, Site Safety Manual			<b>Analysis by :</b> Rod Fancote, Gil Sander	
<b>SITE ADDRESS:</b>				
<b>EQUIPMENT/TOOLS REQUIRED:</b> Wig Welder                      Extension Cord (tagged) Angle grinder (5")            RCD Box (tagged) Hand Tools                      First Aid Kit			<b>PERSONAL PROTECTIVE EQUIPMENT REQUIRED: ARM GUARDS (not pictured)</b> <div style="display: flex; justify-content: space-around; align-items: center;">        </div>	
<b>HAVE YOU COMPLETED YOUR SITE INSPECTION BEFORE COMMENCING WORK?</b>				
<b>RISK LEVEL</b> <b>H = high</b> <b>M = med</b> <b>L = low</b> <b>N = negligible</b>				
<b>No</b>	<b>JOB/TASK STEP</b>	<b>POTENTIAL HAZARDS</b>	<b>RISK LEVEL</b>	<b>SAFE WORK / CONTROL MEASURES</b>
<b>STAGE 1 - ACCESS</b>				
<b>1</b>	Carrying materials / tools to work site	<ul style="list-style-type: none"> <li>Sprains/ strains</li> <li>Cuts / lacerations</li> <li>Falls</li> <li>Trips / slips</li> <li>Collision</li> </ul>	<b>H</b>	<ol style="list-style-type: none"> <li>1. Ensure all workers have PPE on at all times                (a) A risk assessment to be done in order to establish hard hat requirement.                (b) Hard hats to be worn on all mandatory sites.</li> <li>2. Have you completed your site inspection?</li> <li>3. Clear pathway of obstacles before proceeding</li> <li>4. Potential injury to 2<sup>nd</sup> Party (e.g. visitors or the public )seal off work area.</li> <li>5. Do NOT enter work area when work is carried out above.</li> <li>6. Communicate with your supervisor.</li> </ol>
<b>2</b>	Carrying out the work	<ul style="list-style-type: none"> <li>Sprains/ strains</li> <li>Cuts / lacerations</li> <li>Falls</li> <li>Trips / slips</li> <li>Injury to 2<sup>nd</sup> party</li> <li>Impact from falling objects</li> </ul>	<b>H</b>	<ol style="list-style-type: none"> <li>1. Ensure all workers have PPE on at all times</li> <li>2. Clear pathway of obstacles before proceeding</li> <li>3. Potential injury to 2<sup>nd</sup> Party (e.g. visitors or the public )seal off work area.</li> <li>4. Work being carried out above you with the potential of being struck by falling objects – STOP WORK – report immediately to site supervisor.</li> </ol>

JOB/TASK: Maintenance Service Works of Door Frames			DATE:	
STAGE 2 – MATERIAL HANDLING				
3	Loading / unloading of vehicle and carrying materials / tools to work site	<ul style="list-style-type: none"> <li>Sprains/ strains</li> <li>Cuts / lacerations</li> <li>Falls</li> <li>Trips / slips</li> <li>Impact from falling tools or materials</li> </ul>	H	<ol style="list-style-type: none"> <li>Ensure all workers have PPE on at all times</li> <li>Use the correct process of <b>Manual Handling</b>:               <ol style="list-style-type: none"> <li>Assess the lift for weight and awkwardness</li> <li>Assess the hazards, such as distance to carry, obstructions on walk path and direction</li> <li>Ask for assistance should there be a need</li> <li>Spread feet shoulder width apart</li> <li>Bend at the knees and hips</li> <li>Have a secure grip on load and close to your body</li> <li>Lift with thigh muscle</li> <li>Keep back as straight as possible</li> <li>DO NOT TWIST OR JERK</li> <li>If unsure communicate with supervisor</li> </ol> </li> </ol>
4	Repairs to <ul style="list-style-type: none"> <li>→ Door Frames</li> <li>→ Hinges</li> <li>→ Strikers</li> <li>→ Toilet Tops</li> </ul> The use of hazardous materials	<ul style="list-style-type: none"> <li>Cuts / lacerations</li> <li>Eye injuries</li> <li>Injury to 2<sup>nd</sup> Party</li> <li>Trip/slips</li> <li>Chemical reactions to the human body - MSDS</li> <li>Noise</li> <li>Grinding sparks</li> <li>Signage</li> </ul>	H	<ol style="list-style-type: none"> <li>Ensure all workers have PPE on at all times               <ol style="list-style-type: none"> <li>Safety Gloves</li> <li>Welding helmet</li> <li>Safety Glasses</li> </ol> </li> <li>Clear and isolate work area</li> <li>Ensure you display welding signage and barricade your work area</li> <li>Ensure all cords are placed in a safe way to prevent trip/slip hazards</li> <li>Communicate with other trade workers regarding safety.</li> <li>Ensure you have read the appropriate <b>MSDS (Refer: OH&amp;S Site Safety Manual)</b> for any hazardous materials used to complete your task.</li> <li>When cutting/grinding ensure sparks do not bounce back towards yourself or other trade workers and area is shielded.</li> <li>Notify all trade workers when commencing welding/grinding works.</li> </ol>
5	REMOVE waste pieces	<ul style="list-style-type: none"> <li>Cuts / lacerations</li> <li>Eye injuries</li> <li>Injury to 2<sup>nd</sup> Party</li> </ul>	L	<ol style="list-style-type: none"> <li>Ensure you have PPE on at all times               <ol style="list-style-type: none"> <li>Safety Gloves</li> <li>Safety Glasses</li> </ol> </li> <li>Waste is place in the appropriate rubbish cage or rubbish bins</li> <li>Under the OSH Regulations – General Duty of Care must be adhered to for the safety of everyone</li> </ol>


<b>JOB/TASK: Maintenance Service Works of Door Frames</b>			<b>DATE:</b>	
6	Exiting Site	<ul style="list-style-type: none"> <li>Manual Handling</li> <li>Communication</li> </ul>	N	<ol style="list-style-type: none"> <li>Ensure you use the proper manual handling steps .</li> <li>Ensure all tools and equipment is stored in appropriately.</li> <li>Communicate to your supervisor regarding maintenance repairs and all safety issues.</li> </ol>

Approved by:



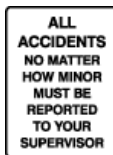
\_\_\_\_\_  
Keith Walker, Divisional Manager

DATE: 01/06/2010



\_\_\_\_\_  
Rod Fancote, OHS








DATE: 01/06/2010



I, \_\_\_\_\_ hereby confirm that I have read and been instructed on the Job Safety Analysis and  
 (printed Name)  
 understand how the safe work / control measures are used in this task.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

<b>JOB/TASK:</b> TRUCK DELIVERY PACKAGE - SIGN OFF SHEET		<b>DATE:</b> FOR THE MONTH OF _____ YEAR _____		
<b>PERMITS REQUIRED (PLEASE SPECIFY):</b> N/A				
<b>LOCATION / DEPARTMENT:</b>		<b>Analysis by :</b> Rod Fancote		
<b>EQUIPMENT/TOOLS REQUIRED:</b> <ol style="list-style-type: none"> <li>1. JSA SIGN OFF SHEET</li> <li>2. JSA Truck Delivery/ attached – OVERHEAD POWER LINES</li> <li>3. JSA Reversing Trucks</li> <li>4. JSA Safe Work Practices for Forklifts</li> </ol>		<b>PERSONAL PROTECTIVE EQUIPMENT REQUIRED:</b> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;">      </div>		
<b>RISK LEVEL</b> <b>H = high</b> <b>M = med</b> <b>L = low</b> <b>N = negligible</b>				
<b>No</b>	<b>JOB/TASK STEP</b>	<b>POTENTIAL HAZARDS</b>	<b>RISK LEVEL</b>	<b>SAFE WORK / CONTROL MEASURES</b>
<b>STAGE 1 -</b>				
1	READ AND FOLLOW ALL JSA , PUBLISHED CODES OF PRACTICE, AND GUIDE LINES OF HOW TO COMPELTE THE JOB SAFELY	<ul style="list-style-type: none"> <li><b>DEATH TO YOURSELF AND OTHER</b></li> <li><b>DISABILITY TO YOURSELF AND OTHERS</b></li> <li><b>INJURY TO YOURSELF AND OTHERS</b></li> </ul>		<ol style="list-style-type: none"> <li>1. All JSAs must be read and signed off.</li> <li>2. A signature, on this JSA, is required each day this package is valid (per specified month)</li> <li>3. Should you feel the provided JSAs are not appropriate to the required task, a specified JSA is required from yourself.</li> <li>4. Any breach of legislation or company policy will be dealt with severe consequences.</li> </ol>
2	<b>Please sign below each day truck deliveries have been executed</b>			<ol style="list-style-type: none"> <li>1. All JSAs must be read and signed off ,each day this package is valid (per specified month)</li> <li>2. Should you feel the provided JSAs are not appropriate to the required task, a specified JSA is required from yourself.</li> <li>3. Any breach of legislation or company policy will be dealt with severe consequences.</li> </ol>
<b>Approved by:</b> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;">  <div style="text-align: right; margin-top: 10px;"> <b>DATE: 01/06/2010</b>  <b>Keith Walker, Divisional Manager</b> </div> </div> <div style="width: 45%;">  <div style="text-align: right; margin-top: 10px;"> <b>DATE: 01/06/2010</b>  <b>Rod Fancote, OHS</b> </div> </div> </div>				

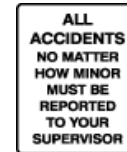


Steel

## JOB SAFETY ANALYSIS: Truck Delivery Package - SIGN OFF SHEET






Ref: 28.01

<b>JOB/TASK:</b> TRUCK DELIVERY PACKAGE - SIGN OFF SHEET	<b>DATE:</b> FOR THE MONTH OF _____ YEAR _____



I, (PRINTED AND SIGNED NAME BELOW) hereby confirm that I have read and been instructed on the Job Safety Analysis and understand how the safe work / control measures are used in this task.

PRINTED NAME	DATE	SIGNATURE	PRINTED NAME	DATE	SIGNATURE

<b>JOB/TASK:</b> Truck Deliveries			<b>DATE:</b>	
<b>Truck Registration:</b>				
<b>LOCATION / DEPARTMENT:</b> Transport			<b>Analysis by :</b> Rod Fancote, Keith Walker, Gil Sander	
<b>EQUIPMENT/TOOLS REQUIRED:</b> Communication (Mobile Phone) Licence for High Risk – Forklift Hiab competency ticket			<b>PERSONAL PROTECTIVE EQUIPMENT REQUIRED:</b>     	
<b>RISK LEVEL</b> <b>H = high</b> <b>M = med</b> <b>L = low</b> <b>N = negligible</b>				
<b>No</b>	<b>JOB/TASK STEP</b>	<b>POTENTIAL HAZARDS</b>	<b>RISK LEVEL</b>	<b>SAFE WORK / CONTROL MEASURES</b>
<b>STAGE 1 -</b>				
<b>1</b>	<b>Planning for jobs</b>		<b>N</b>	1. Gather all documentation for deliveries. 2. Plan your delivery route. 3. Complete your Pre-Start Checklist for Vehicle. 4. Communicate with supervisor with any issues. 5. Ensure you have your appropriate PPE. 6. Ensure all tickets and licenses are in possession of driver 7. Ensure you have a communication gateway.(mobile phone)
<b>2</b>	<b>Egress from vehicle storage area</b>	<ul style="list-style-type: none"> <li><b>Collision</b></li> <li><b>Run over</b></li> <li><b>Struck</b></li> </ul>	<b>H</b>	1. Ensure all mirrors, seats, and controls are adjusted to suit your ergonomics and appropriate reach. 2. Ensure all personnel are at a safe distance from truck path. 3. Reversing siren should alert persons of reversing truck; if not sound horn three times for reverse action. 4. Please read/comply and sign off on <b>JSA REVERSING TRUCKS</b>



JOB/TASK: Truck Deliveries			DATE:	
3	<b>Loading of material By Forklift</b>	<ul style="list-style-type: none"> <li>• Collision</li> <li>• Run over</li> <li>• Struck</li> <li>• Falls from unbalanced material</li> <li>• Falls from unsecured material</li> <li>• Lacerations</li> <li>• Rollovers</li> </ul>	H	<ol style="list-style-type: none"> <li>1. Ensure you have the appropriate PPE</li> <li>2. If you are operating the Forklift Truck to load your truck, make sure you have a current LF Licence issued by WorkSafe on you at all times</li> <li>3. Please read/comply and sign off on the <b>JSA- SAFE WORK PRACTICES FOR FORKLIFTS.</b></li> <li>4. Ensure your load is secured for travel purposes and all tie downs are in good condition and are the appropriate load capacity.</li> </ol>
4	<b>Driving</b>	<ul style="list-style-type: none"> <li>• Collision</li> <li>• Run over</li> <li>• Struck</li> <li>• Impacted/ wedged</li> </ul>	H	<ol style="list-style-type: none"> <li>1. Ensure all driving is done to safety standards.</li> <li>2. A current Drivers licence is mandatory and is the responsibility of the driver to ensure all status of his/her licence is kept up to date.</li> <li>3. All rules of the road are followed e.g.:               <ol style="list-style-type: none"> <li>3.1. No Tail gating</li> <li>3.2. No overtaking on solid lines</li> <li>3.3. No Speeding</li> <li>3.4. No Running through red lights or signs</li> <li>3.5. No lack of concentration while operating machinery – reading , eating, drinking</li> <li>3.6. No Talking on mobile phones while driving</li> <li>3.7. No Sudden braking</li> <li>3.8. No TURNS without INDICATING.</li> <li>3.9. Seat belts must be worn at all times.</li> </ol> </li> <li>4. Communication with supervisor when issues regarding the truck.</li> <li>5. Always check the temperature gauge, oil gauge, water gauge, and engine gauge at different times during the work day.</li> </ol>

JOB/TASK: Truck Deliveries			DATE:	
5	Arriving to site	<ul style="list-style-type: none"> <li>Roll by</li> <li>Blocked access</li> <li>Assess the SITE</li> <li>Collision from third party (general traffic)</li> </ul>	M	<ol style="list-style-type: none"> <li><b>BE AWARE EACH SITES CAN BE INDIFFERENT.</b></li> <li>Ensure you have the mandatory PPE eg gloves, vest, hard hat, safety glasses.</li> <li>Ensure flashing light is on (when available)</li> <li>Ensure the appropriate amount of traffic cones are set out to indicate to traffic of stopped vehicle. So far as is reasonably practicable, lay out traffic cones approximately 30m behind the parked vehicle and 3m in front of parked vehicle. (10 cones will suffice). Take into consideration of not blocking access or egress, and not blocking cars in.</li> <li><b>ASSESS THE SITE</b> for hazards and complete the relevant forms. ie:               <ol style="list-style-type: none"> <li>Electricity lines and/or trees</li> <li>Footpaths</li> <li>Clear Lay down area</li> <li>Access and Egress</li> </ol> </li> <li>If the site is unsafe or you are unsure, contact your supervisor for direction.</li> </ol>
6	Unloading of Materials by Hiab	<ul style="list-style-type: none"> <li>Fall - Unbalanced load</li> <li>Fall – Unsecured Load</li> <li>Struck by load</li> <li>Laceration by load</li> <li>Electrocution</li> <li>Obstructions/ trees</li> <li>Blocked access or egress</li> </ul>	H	<ol style="list-style-type: none"> <li>Ensure the correct PPE is worn at all times.</li> <li>Ensure your Slings used are in good condition and have current tag attached.</li> <li>Ensure slings are attached appropriately &amp; securely to lift the load.</li> <li>DO NOT use Hiab in a rushed manner causing the load to swing about.</li> <li>As far as Practicable, lay the materials on the building site. If the building site is restricted, place material out of harms way from pedestrians and other persons who walk by .</li> <li>DO NOT lay materials on footpaths and keep as far away from footpath as possible.</li> <li>DO NOT block access or egress from the building site.</li> <li>ASSESS the site one more time to ensure you have not created any hazards before leaving delivery site.</li> <li>Ensure all traffic cones are picked up and securely placed on truck.</li> <li>Keep 3m clearance in all directions from overhead electrical line.</li> </ol>

JOB/TASK: Truck Deliveries			DATE:	
7	Traveling to other DELIVERY SITES	• REPEAT STEPS 4, 5, & 6		1. REPEAT STEPS 4, 5, & 6
8	Return trip to Steel Yard for more deliveries	• REPEAT STEPS 1, 2, 3, 4, 5, & 6		1. REPEAT STEPS 1, 2, 3, 4, 5, & 6
9	BEFORE LEAVING LAST DELIVERY SITE  final trip to steel yard for the end of the shift	• Fall – loose items of back of truck	L	1. Ensure all items left on truck are secured down to prevent material or items from flying off the tray of the truck. 2. Ensure all traffic cones are secure so as they do not fall off. 3. Ensure Hiab is in appropriate position for traveling. 4. Ensure Flashing light (when applicable) is turned off.
10	STEEL YARD		L	1. Ensure parking of vehicle is in an appropriate parking bay. 2. Ensure park brake is applied. 3. Ensure keys to vehicle are returned to the appropriate storage area. 4. Ensure all reports for the vehicle has be given to Transport Dept.

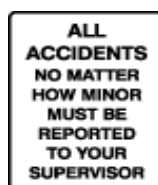
Approved by:

Keith Walker, Divisional Manager

DATE: 01/06/2010

Rod Fancote, OHS





DATE: 01/06/2010



I, \_\_\_\_\_ hereby confirm that I have read and been instructed on the Job Safety Analysis and understand how the safe work / control measures are used in this task.



SIGNED \_\_\_\_\_

DATE: \_\_\_\_\_

<b>TITLE OF JOB/ OPERATION:</b> Reversing Trucks			<b>DATE:</b>	
<b>NAME OF EMPLOYEE OBSERVED:</b>			Analysis made by: Rod Fancote	
<b>PERMITS REQUIRED (PLEASE SPECIFY):</b> Truck License (Driver only)				
<b>LOCATION/DEPARTMENT:</b> BGC Divisions			<b>SECTION:</b> Transport	
<b>EQUIPMENT</b> Spotter, Stop Sign  			<b>PERSONAL PROTECTIVE EQUIPMENT REQUIRED:</b> Steel Cap Safety Boots; High Visibility Vests  	
<b>RISK LEVEL</b> <b>H = high</b> <b>M = medium</b> <b>L = low</b> <b>N = negligible</b>				
No	JOB/TASK STEP List the tasks required to perform the activity in the sequence they are carried out.	POTENTIAL HAZARDS Against each task list the potential hazards that could cause injury when the task is performed.	RISK LEVEL	SAFE WORK / RISK CONTROL MEASURES List the control measures required to eliminate or minimize the risk of injury arising from the identified hazard.
1	Assess alternatives to reversing truck. Never reverse a vehicle when it is possible to go forward	N/A	N	1. Ensure you have the appropriate PPE on. 2. Communication with driver 3. Never reverse a vehicle when it is possible to go forward
2	Alert BGC Supervisor of the requirement to reverse truck, and ensure a spotter is assigned	N/A	N	1. Communication with Supervisor 2. Spotter assigned
3	Spotter to liaise with truck driver to determine the safest path to reverse vehicle	<ul style="list-style-type: none"> <li>COLLISION ; Obstacles blocking access for vehicle</li> <li>SLIPS &amp; TRIPS ; Spotter requires a safe area to stand to direct truck</li> </ul>	H	1. Ensure any obstacles are removed 2. Ensure spotter can stand in a position were they will not be trapped or run over 3. Spotter to communicate with truck driver to determine the hand signals to be used.

## JOB SAFETY ANALYSIS: REVERSING TRUCKS







Ref: 26

<b>TITLE OF JOB/ OPERATION: Reversing Trucks</b>			<b>DATE:</b>	
<b>NAME OF EMPLOYEE OBSERVED:</b>			Analysis made by: Rod Fancote	
<b>4</b>	Spotter is assigned to assist driver with direction and ensure that they have a clear path to reverse	<ul style="list-style-type: none"> <li>• RUN OVER ; "Spotter" working near road side</li> <li>• COLLISION , RUN OVER ; Lack of communication or line of sight between truck driver and 'spotter'</li> </ul>	<b>H</b>	<ol style="list-style-type: none"> <li>1. "Spotter" to wear D/N high visibility vest and hold stop sign</li> <li>2. "Spotter" must remain in line of sight with trucks reversing mirrors at all times</li> <li>3. "Spotter" to remain on verge of road until any oncoming traffic has come to a halt</li> </ol>
<b>5</b>	Truck Reversing	<ul style="list-style-type: none"> <li>• COLLISION ; between trucks and oncoming traffic</li> <li>• Trucks and personnel</li> <li>• Trucks and stationary objects</li> </ul>	<b>H</b>	<ol style="list-style-type: none"> <li>1. Truck driver to follow directions of 'Spotter' to ensure access and egress is clear prior to reversing</li> <li>2. Truck to reverse SLOWLY checking mirrors</li> <li>3. Ensure truck is fitted with all safety requirements, including reversing beeper and all lights are functional</li> </ol>
<b>Approved By:</b> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">               _____  <b>Keith Walker, Divisional Manager</b> </div> <div style="text-align: center;"> <b>DATE: 01/06/2010</b> </div> <div style="text-align: center;">               _____  <b>Rod Fancote, OHS Manager</b> </div> <div style="text-align: center;"> <b>DATE: 01/06/2010</b> </div> </div>				

I, \_\_\_\_\_, hereby confirm that I have read and been instructed on the Job Safety Analysis and understand  
 ( print name)  
 how the safe work and/or control measures are used in this task.

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

<b>JOB/TASK: Safe Work Practices for Forklifts</b>			<b>DATE:</b>	
<b>PERMITS REQUIRED (PLEASE SPECIFY): N/A</b>				
<b>LOCATION / DEPARTMENT: factory</b>			<b>ANALYSIS BY: Rod Fancote, Terence Seaman, Rouald Swartz</b>	
<b>EQUIPMENT/TOOLS REQUIRED:</b>  Forklift <div style="text-align: center; margin-top: 10px;">  </div>			<b>PERSONAL PROTECTIVE EQUIPMENT REQUIRED:</b>  <div style="display: flex; justify-content: space-around; align-items: center;">      </div>	
<b>RISK LEVEL</b> <b>H = high</b> <b>M = med</b> <b>L = low</b> <b>N = negligible</b>				
<b>No</b>	<b>JOB/TASK STEP</b>	<b>POTENTIAL HAZARDS</b>	<b>RISK LEVEL</b>	<b>SAFE WORK / CONTROL MEASURES</b>
1	Pre-Start Checklist	<ul style="list-style-type: none"> <li>Machine break down</li> <li>hazards associated with operation of plant</li> </ul>	H	<ol style="list-style-type: none"> <li>1. Complete the pre-start checklist prior to start of shift</li> <li>2. Report any plant maintenance/repairs to supervisor</li> <li>3. Ensure you have the correct PPE on before commencing task</li> </ol>
2	Safe Operation	<ul style="list-style-type: none"> <li>Fumes in confined space</li> <li>tip-over</li> <li>fall</li> <li>collision</li> <li>gradient</li> <li>run-over</li> <li>fire/explosion</li> </ul>	H	<ol style="list-style-type: none"> <li>1. All forklifts must be operated in a safe and responsible manner</li> <li>2. Check for ventilation</li> <li>3. Check the designated walkways are clear and clean</li> <li>4. Access and egress is clear of obstructions and in good condition</li> <li>5. Check load chart on plant</li> </ol>
3	Work Platform	<ul style="list-style-type: none"> <li>Tip-over</li> <li>fall</li> <li>gradient</li> </ul>	H	<ol style="list-style-type: none"> <li>1. Equipped with velocity fuses or similar- prevent free fall in the event of hose failure</li> <li>2. Before trial lift a visual and theoretical assessment should be made</li> <li>3. Conduct a trial lift</li> <li>4. To be used only for limited special tasks (short duration)</li> <li>5. Check forklift is stable for the lift – check grounds</li> <li>6. Travel control is in neutral position with parking brake engaged</li> <li>7. The mast, if adjustable, is set at vertical</li> <li>8. Fork arms are set horizontal</li> <li>9. The work platform is securely (mechanically) attached to the forklift. Check by operator and person to be elevated.</li> </ol>
	Continued .....			


JOB/TASK: Safe Work Practices for Forklifts			DATE:	
	Work Platform Continued...	<ul style="list-style-type: none"> <li>• Tip-over</li> <li>• fall</li> <li>• gradient</li> </ul>	H	10. Operator seated at forklift controls at ALL times while a person is in the work platform/cage 11. Operator keeps hands and feet clear of controls other than those in use 12. Operator lifts and lowers the work platform/cage slowly and smoothly 13. Personnel stand on the work platform/cage floor at all times when elevated, and do not stand on the mid-rail or hand rail to gain additional height 14. Ladders or other means are not used in the work platform/cage to gain additional height 15. Work platform/cage incorporates purpose designed points for attaching fall arrest harnesses, unless the work platform/cage is fully enclosed 16. Forklifts are not loaded in excess of the manufacturer's recommendations. Consult the load chard attached to the forklift 17. All tools must be contained to prevent tools falling through cage 18. All tools while in use should be secured to work belt or cage to prevent tools falling to ground level. 19. Barricading work area with signs "Persons working Above"
4	Tandem Lifting	<ul style="list-style-type: none"> <li>• Collision</li> <li>• Tip-over</li> <li>• fall</li> <li>• Run Over</li> </ul>	H	1. Only permitted when it is impracticable to lift the load with a single item of plant 2. Each forklift should be operated by an experienced operator 3. The whole operation should be coordinated by a third person who is experienced and allocated the responsibility for supervising the lift. 4. Lift needs to be planned and discussed with the operators prior to the actual lift 5. Signals (i.e. hand signals) to be used 6. Other communications between those involved. 7. Load applied DOES NOT EXCEED 75% of the load capacity of the forklift after taking into account stability, load centre distance and inertia effects 8. The distance of the tandem lift should be kept to a minimum between load, unload and place the load
5	Shut Down	<ul style="list-style-type: none"> <li>• distraction</li> </ul>	M	1. Fork arms are fully lowered, tilted slightly forward so the tips of the fork arms touch the ground 2. Controls are in neutral 3. Power is shut off 4. Park brakes are applied 5. Unless otherwise instructed, the ignition key or starter switch key is removed to prevent unauthorised people from using the machine

JOB/TASK: Safe Work Practices for Forklifts			DATE:	
6	Attachments	<ul style="list-style-type: none"> <li>• Tip-over</li> <li>• fall</li> <li>• collision</li> </ul>	H	<ol style="list-style-type: none"> <li>1. Check the forklift has the load chart for the specific attachment</li> <li>2. Check attachment is securely on</li> <li>3. For suspended load secure load across both fork arms (for balance)</li> <li>4. DO NOT EXCEED the de-rated capacity of the forklift or rated capacity of the attachment and should be</li> <li>5. Only lift the load vertically, i.e. no dragging or off-vertical lifts</li> <li>6. Manoeuvre slowly and cautiously when the load is elevated</li> <li>7. Travel with the load and the jib attachment as low as practicable</li> </ol>
7	Electricity	<ul style="list-style-type: none"> <li>• Electrocution</li> </ul>	H	<ol style="list-style-type: none"> <li>1. MUST NOT ENTER "DANGER ZONE"</li> <li>2. In the event of forklift contacting a power line the operator should:</li> <li>3. If practicable, stay in the cab, and keep others away</li> <li>4. Wait until the power is shut off before leaving the forklift</li> <li>5. If safe and practicable, move the forklift off the power line</li> </ol>
8	Loads	<ul style="list-style-type: none"> <li>• Slip</li> <li>• Fall</li> <li>• Roll off the forks or pallets</li> </ul>	H	<ol style="list-style-type: none"> <li>1. Observe load to make sure the forklift can lift</li> <li>2. Adjusting the fork arm spread</li> <li>3. Approach the load to be lifted carefully and as accurately as possible</li> <li>4. Put the mast to the vertical position</li> <li>5. lift or lower the fork carriage to the required height</li> <li>6. Carefully drive the truck forward under the centre of the load until the load contacts the fork-face, if possible, while taking care not to dislodge adjacent loads.</li> <li>7. Lift the fork carriage until the load rests on the forks</li> <li>8. Reverse the lift truck until load is clear.</li> <li>9. Tilt the mast back</li> <li>10. Load must travel near ground level</li> </ol>
9	Driving	<ul style="list-style-type: none"> <li>• tip-over</li> <li>• fall</li> <li>• collision</li> <li>• gradient</li> <li>• run-over</li> </ul>	H	<ol style="list-style-type: none"> <li>1. Do not travel with the load shifted to the side eg with side shift</li> <li>2. Drive slowly and carefully when pedestrians are near. Stop before doorways and BLOW HORN</li> <li>3. Transport the load near the ground</li> <li>4. Always travel the load facing uphill on inclines, never travel or turn across the slope</li> <li>5. If visibility is reduced, work with a guide or spotter</li> <li>6. Operate the forklift only in reverse if the load being transported is stacked so high as to obstruct visibility in the direction of travel</li> </ol>




JOB/TASK: Safe Work Practices for Forklifts			DATE:	
10	Unloading	<ul style="list-style-type: none"> <li>• tip-over</li> <li>• fall</li> <li>• collision</li> <li>• gradient</li> <li>• run-over</li> </ul>	H	<ol style="list-style-type: none"> <li>1. Carefully approach the stacker or the devices receiving the load</li> <li>2. Lift fork arms to required height</li> <li>3. Put mast into vertical position (Load Horizontal)</li> <li>4. Carefully drive into the stack</li> <li>5. Carefully lower the load until the forks are free</li> <li>6. Reverse the Fork lift slowly</li> </ol>
11	Leaving the forklift unattended	<ul style="list-style-type: none"> <li>• tip-over</li> <li>• fall</li> <li>• collision</li> <li>• gradient</li> <li>• run-over</li> </ul>	H	<ol style="list-style-type: none"> <li>1. Deposit the load or lower the fork arms</li> <li>2. Tilt the mast slightly forward so that the forks touch the ground</li> <li>3. Set the parking brake lever</li> <li>4. Stop the engine</li> <li>5. Remove the switch key</li> <li>6. Close the gas cylinder or LPG tank shut off valve at the end of shift</li> </ol>

Approved by:



\_\_\_\_\_  
Keith Walker, Divisional Manager

DATE: 01/06/2010



\_\_\_\_\_  
Rod Fancote, OHS

DATE: 01/06/2010



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

Signed: .....

Date: .....

Section  
**11**

Hazardous Materials

11.1 Hazardous Substances .....	11-2
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## 11.1 Hazardous Substances

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

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

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

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

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



## MATERIAL SAFETY DATA SHEET

### 1. IDENTIFICATION OF THE MATERIAL AND SUPPLIER

<b>Product Name</b>	ZINCALUME <sup>®</sup> , GALVALUME <sup>®</sup> and TRUECORE <sup>®</sup> STRIP AND SHEET	
<b>Other Names</b>	This list may include obsolete grades of steel that are no longer available.  GALVALUME <sup>®</sup> G2N steel, GALVALUME <sup>®</sup> G2NS steel, GALVALUME <sup>®</sup> G250 steel, GALVALUME <sup>®</sup> G250S steel, GALVALUME <sup>®</sup> G300 steel, GALVALUME <sup>®</sup> G300S steel, GALVALUME <sup>®</sup> G300H steel, GALVALUME <sup>®</sup> G550 steel, GALVALUME <sup>®</sup> G550S steel,  ZINCALUME <sup>®</sup> G2N steel, ZINCALUME <sup>®</sup> G2NS steel, ZINCALUME <sup>®</sup> G250 steel, ZINCALUME <sup>®</sup> G250S steel, ZINCALUME <sup>®</sup> G300 steel, ZINCALUME <sup>®</sup> G300H(S) steel, ZINCALUME <sup>®</sup> G300S steel, ZINCALUME <sup>®</sup> G300SF steel, ZINCALUME <sup>®</sup> G400 steel, ZINCALUME <sup>®</sup> G450 steel, ZINCALUME <sup>®</sup> G500 steel, ZINCALUME <sup>®</sup> G500S steel, ZINCALUME <sup>®</sup> G550 steel, ZINCALUME <sup>®</sup> G550S steel, ZINCALUME <sup>®</sup> A792-50A(S) steel, ZINCALUME <sup>®</sup> A792-50B(S) steel  TRUECORE <sup>®</sup> G300 steel, TRUECORE <sup>®</sup> G450 steel, TRUECORE <sup>®</sup> G500 steel, TRUECORE <sup>®</sup> G550 steel,	
<b>Use</b>	Metal fabrication, building framing, roofing and wall cladding	
<b>Supplier</b>	BlueScope Steel Limited Level 11, 120 Collins Street Melbourne, Vic. 3000 Australia Tel. +61 3 9666 4000	ABN 16 000 011 058     Fax +61 3 9666 4111
<b>Emergency Contact</b>	24 Hr. Emergency Contact Numbers	03 5979 6121 or 02 4275 6000

### 2. HAZARDS IDENTIFICATION

<b>Hazard Classification</b>	NON-HAZARDOUS SUBSTANCE according to the criteria of NOHSC NON-DANGEROUS GOOD according to the Australian Dangerous Goods Code.	
<b>Safety Phrases</b>	S22	Do not breathe dust
	S24	Avoid contact with skin
	S37	Wear suitable gloves

### 3. COMPOSITION/INFORMATION ON INGREDIENTS

Low carbon steel strip with hot dipped zinc or zinc/aluminium coating.

Base Product	CAS no.	Proportion
Iron	7439-89-6	80 – 100%
Zinc	7440-66-6	1-10%
Aluminium	7429-90-5	1-10%

## ZINCALUME<sup>®</sup>, GALVALUME<sup>®</sup> and TRUECORE<sup>®</sup> STRIP AND SHEET

Surface Treatment	CAS no.	Proportion
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This surface of this product may have various combinations of the following chemicals present at low levels, resulting from the use of various types of anti-corrosion treatments :-

Mineral oil	Mixture	<300 mg/m <sup>2</sup>
Hexavalent chromium compounds	Mixture	<20 mg/m <sup>2</sup>
Acrylic Resin	Mixture	<1 g/m <sup>2</sup>
Copper Phthalocyanin Blue Pigment, non hazardous, Used only in TRUECORE <sup>®</sup>	Not Available	<300 mg/m <sup>2</sup>

### 4. FIRST AID MEASURES

<b>Ingestion</b>	It is unlikely that this product can be ingested in the as supplied form.
<b>Skin</b>	It is unlikely that this product will cause irritation to the skin in the as supplied form. Surface Treatments: Skin that has come in contact with oil, chromium surface treatments, dust generated from the resin coating, or water trapped on the strip surface, should be washed immediately with soap and water.
<b>Eyes</b>	It is unlikely that this product will enter the eye(s) in the as supplied form. If steel splinters enter the eye, obtain medical attention immediately.
<b>Inhalation</b>	It is unlikely that this product can be inhaled in the as supplied form. If exposed to fumes from welding operations, remove to fresh air
<b>First aid Facilities</b>	Eyewash station and normal washroom facilities.
<b>Advice to Doctor</b>	Treat symptomatically.

### 5. FIRE FIGHTING MEASURES

<b>Suitable Extinguishing Media</b>	Use appropriate fire extinguisher for surrounding environment.
<b>Hazards from Combustion Products</b>	The product as supplied is inert, but parts of the packaging are combustible. On burning they will emit carbon monoxide and other products of combustion
<b>Special Protective Equipment for Firefighters</b>	Fire fighters should wear full protective clothing and self-contained breathing apparatus (SCBA).
<b>Hazchem Code</b>	None Allocated

### 6. ACCIDENTAL RELEASE MEASURES

<b>Emergency Procedures</b>	Coils and sheet packs should be picked up with suitable lifting equipment. Individual sheets should be handled with leather gloves to avoid cuts.
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### 7. HANDLING AND STORAGE

<b>Precautions for Safe Handling</b>	Always wash hands before eating drinking, smoking, or using the toilet. See section 8, Exposure Controls/Personal Protection for specific control recommendations.
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## ZINCALUME®, GALVALUME® and TRUECORE® STRIP AND SHEET

### Conditions for Safe Storage

Coils and sheet packs must be stored or stacked carefully to prevent movement. Stacks and single coils must be stable and properly chocked. Stow and secure adequately to prevent movement during storage. Store in a dry environment to prevent corrosion in storage. For more information on storing this product, refer to the document 'Recommended Practices for Steel Coil and Sheet Storage and Stacking' available from BlueScope Steel sales offices.

## 8. EXPOSURE CONTROLS/PERSONAL PROTECTION

### National Exposure Standards

No exposure standard has been established for this material by the National Occupational Health and Safety Commission (NOHSC). However, exposure standards for the ingredients are stated below:

During welding or cutting operations the following NOHSC National Exposure Standards should be applied;

Zinc Oxide fume	5 mg/m <sup>3</sup> TWA as Zn	10mg/m <sup>3</sup> STEL as Zn
Aluminium welding fumes	5 mg/m <sup>3</sup> TWA as Al	
Iron Oxide fume	5 mg/m <sup>3</sup> TWA as Fe	
Oil Mist, refined mineral	5 mg/m <sup>3</sup> TWA	

(TWA = Time Weighted Average. STEL = Short Term Exposure Limit .)

Other Exposure Standards may apply during welding or cutting operations, but are determined by the type of welding or cutting process (ARC, MIG, TIG, gas or plasma) and the electrode(s) used. A risk assessment should be undertaken to assess each individual operation for hazards. This may result in the requirement for monitoring to be undertaken by an experienced Occupational Hygienist.

#### Surface Treatments:

During slitting or roll forming operations on resin coated product, drag pads and/or abrasion of the steel surface can generate resin dust. The resin contains both water soluble and water insoluble hexavalent chromium compounds at levels below 0.1%.

If resin dust is generated from the strip surface during manufacturing operations, the following NOHSC National Exposure standards should be applied;

Resin Dust	10 mg/m <sup>3</sup> TWA as inhalable fraction
Chromium (VI), water soluble	0.05 mg/m <sup>3</sup> TWA as Cr
Chromium (VI), water insoluble	0.05 mg/m <sup>3</sup> TWA as Cr

If the inhalable dust level is controlled below the NOHSC Exposure Standard, it is expected that the hexavalent chromium levels would also be controlled below the relevant NOHSC Exposure Standard. The dust sampling should be carried out to AS 3640-2004 'Workplace Atmospheres – Method for sampling and gravimetric determination of inhalable dust' by an experienced Occupational Hygienist.

### Biological Limit Values

No biological limit allocated.

### Engineering Controls

No special ventilation is required for the product as supplied. For welding or cutting operations, local filtered extraction may be necessary to maintain air concentrations below the relevant National Exposure Standards.

#### Surface Treatments:

For slitting or rollforming operations, local filtered extraction may be necessary to maintain air concentrations below the relevant National Exposure Standards. Dust from processing operations should not be allowed to build up in the workplace and should be removed for disposal. If possible, cleanup should be undertaken using a vacuum with a high efficiency filter. Ensure dust generation during cleanup is minimized by using appropriate work practices.

## ZINCALUME®, GALVALUME® and TRUECORE® STRIP AND SHEET

### Respiratory

Not normally required. However, if engineering controls are not effective in controlling

<b>Protection</b>	airborne exposure to dust then suitable respiratory protective equipment should be used for protecting against airborne contaminants. Final choice of appropriate breathing protection is dependent upon actual airborne concentrations and the type of breathing protection required will vary according to individual circumstances. Expert advice may be required to make this decision. Reference should be made to Australian/New Zealand Standards AS/NZS 1715, Selection, Use and Maintenance of Respiratory Protective Devices; and AS/NZS 1716, Respiratory Protective Devices.
<b>Eye Protection</b>	Safety glasses with side shields, goggles or full-face shields as appropriate, are recommended. Final choice of appropriate eye/face protection will vary according to individual circumstances i.e. methods of handling, or engineering controls and according to risk assessments undertaken. Eye protection should conform with Australian/New Zealand Standard AS/NZS 1337 – Eye Protectors for Industrial Applications.
<b>Hand Protection</b>	Cut resistant or leather gloves should be worn when handling strip or sheet steel, to avoid cuts from splinters, burrs or sharp edges. A rubber dipped glove may be necessary to avoid skin contact with chromium surface treatments if the surface is wet, or to avoid contact with surface oils if present. Final choice of appropriate gloves will vary according to individual circumstances, i.e. methods of handling or according to risk assessments undertaken. Reference should be made to AS/NZS 2161.1 Occupational Protective Gloves – Selection, use and maintenance.

## 9. PHYSICAL AND CHEMICAL PROPERTIES

<b>Appearance</b>	Thin steel coil or sheet with metallic silver or metallic blue appearance.
<b>Melting Point</b>	Not Applicable
<b>Boiling Point</b>	Not Applicable
<b>Solubility in Water</b>	Insoluble in water
<b>Specific Gravity</b>	7.86
<b>Vapour Pressure</b>	Not Applicable
<b>Vapour Density (Air=1)</b>	Not Applicable
<b>Flash Point</b>	Not Applicable
<b>Flammability</b>	Not combustible
<b>Auto-Ignition</b>	Not Applicable
<b>Temperature</b>	
<b>Flammable Limits - Lower</b>	Not Applicable
<b>Flammable Limits - Upper</b>	Not Applicable

## 10. STABILITY AND REACTIVITY

<b>Chemical Stability</b>	Stable under normal conditions of use
<b>Conditions to Avoid</b>	None known
<b>Incompatible Materials</b>	None known
<b>Hazardous Decomposition Products</b>	None known
<b>Hazardous Reactions</b>	Coating can react with acids and alkali, giving off hydrogen gas.
<b>Hazardous Polymerization</b>	None known

## ZINCALUME<sup>®</sup>, GALVALUME<sup>®</sup> and TRUECORE<sup>®</sup> STRIP AND SHEET

### 11. TOXICOLOGICAL INFORMATION

<b>Inhalation</b>	<p>Not expected to be inhaled in the form supplied.</p> <p>Metal Coating: Welding or cutting operations can generate zinc oxide fume, exposure to which may lead to zinc fume fever.</p> <p>Surface Coatings: Slitting and/or roll forming operations can generate dust particles from the resin coating which may cause irritation if inhaled.</p>
<b>Ingestion</b>	Not expected to be swallowed in the form supplied.
<b>Skin</b>	<p>The surface oil used for corrosion protection may irritate the skin in sensitive individuals.</p> <p>Extended skin contact with resin coating dust created during slitting and/or roll forming operations may lead to chromium sensitization in sensitive individuals. Skin contact with water that has been trapped against the strip surface for extended periods of time may also lead to chromium sensitization in sensitive individuals.</p>
<b>Eye</b>	<p>Not irritating to eyes in the form supplied.</p> <p>Dust: May cause mechanical irritation. May result in mild abrasion.</p>
<b>Chronic Effects</b>	<p>No reports of effects from prolonged or repeated exposure to the product as supplied.</p> <p>No toxicity data is available in the literature for this product as supplied.</p> <p>Surface Treatments:</p> <p>Prolonged skin contact with chromium surface treatments on the strip surface, or with water that has been in extended contact with the strip surface, may lead to chromium sensitization in sensitive individuals.</p> <p>Dust created from the resin on the strip surface during slitting, rollforming and other manufacturing operations, contains hexavalent chromium at levels &lt;0.1%, which may lead to chromium sensitization in sensitive individuals, or if inhaled may cause cancer.</p> <p>Prolonged contact with the surface oil used for corrosion protection may irritate the skin in sensitive individuals.</p>
<b>Other information</b>	When rainwater goods manufactured from this product were tested to "AS/NZS 4020:2002 Products for use in contact with drinking water" the water meets the requirements of the Australian Drinking Water Guidelines.

### 12. Ecological Information

<b>Ecotoxicity</b>	No data is available for this material as supplied.
<b>Persistence and Degradability</b>	No data is available for this material as supplied.
<b>Mobility</b>	No data is available for this material as supplied.
<b>Environment Protection</b>	<p>The material as supplied is not known to be hazardous to the environment.</p> <p>Dust from slitting and rollforming operations should not be allowed to build up in the workplace.</p> <p>The resin dust may contain hexavalent chromium, which is hazardous to the environment. It should be assessed before appropriate disposal.</p>

### 13. DISPOSAL CONSIDERATIONS

<b>Disposal Considerations</b>	This product can be recycled. Dispose of any waste according to relevant Federal, State and local regulations.
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ZINCALUME<sup>®</sup>, GALVALUME<sup>®</sup> and TRUECORE<sup>®</sup> STRIP AND SHEET

**14. TRANSPORT INFORMATION**

<b>Transport Information</b>	Not classified as a Dangerous Good, according to the Australian Code for the Transport of Dangerous Goods by Road or Rail.
<b>U.N. Number</b>	None Allocated
<b>Proper Shipping Name</b>	None Allocated
<b>DG Class</b>	None Allocated
<b>Hazchem Code</b>	None Allocated
<b>Packing Group</b>	None Allocated

**15. REGULATORY INFORMATION**

<b>SUSDP Poison Schedule</b>	No Poison Schedule Allocated
<b>REACH(EC) 1907/2006</b>	Article 7(1) - Not Applicable Article 7(2) - Not Applicable

**16. OTHER INFORMATION**

**Manufacturers Advice**

This Material Safety Data Sheet (MSDS) summarizes our best knowledge of the health and safety hazard information for the product and how to safely handle and use the product in the workplace.

Each user should read this MSDS and consider the information in the context of how the product will be handled and used in each individual workplace. Consideration should also be given to any possible interactions when this product is used with other manufacturers products.

ZINCALUME<sup>®</sup>, GALVALUME<sup>®</sup> and TRUECORE<sup>®</sup> are registered trade marks of BlueScope Steel Limited.

Issue no. 4, February 2009  
replaces issue no. 3 of May 2006

**END OF DOCUMENT**



## Section 12

### Accident Notification and Investigation

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## 12.1 Accident Notification and Investigation

### 12.1.1 Requirement Under the Act

The Occupational Safety and Health Act of 1984 states that:

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

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

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

The Occupational Safety and Health Regulations state that:

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

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

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

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

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

### 12.1.2 Accident Reporting Procedure

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

### PROCEDURE FOR REPORTING AN INCIDENT or INJURY or HAZARD

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



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



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



If you are injured, you must see a First Aider and / or a Doctor on the same day if practicable.  
 Your BGC Operations Manager or Safety Manager will arrange for you to see a doctor through Prime Occupational Health. All medical certificates must be passed as soon as practicable to the Safety Manager



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



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



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

#### IMPORTANT

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

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

**Table 12.1** Procedure for Reporting an Incident or Injury or Hazards

BGC Safety Manager

Telephone: 9334 4605

Fax: 9334 4507

## 12.1.3 Forms

### 12.1.3.1 Employee/Subcontractor Statement

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

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

**Figure 12.1** Sample Form: Employee/Subcontractor Statement

### 12.1.3.2 Accident/Incident Investigation Form

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

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

**Figure 12.2** Sample Form: Accident/Incident Investigation Form

## 12.1.4 Workers Compensation

### 12.1.4.1 Direct BGC Employees

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

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

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

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

### 12.1.4.2 Contractors / Sub-contractors

As per Workers Compensation and Rehabilitation Act 1981.

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

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

## Section 13

### Induction and Competency Training

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13.3 Labour Hire Personnel .....	13-2
13.3.1 Induction Documentation for Labour Hire Personnel ...	13-2



## 13.1 Inductions

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

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

## 13.2 Competency Training


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

## 13.3 Labour Hire Personnel

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

### 13.3.1 Induction Documentation for Labour Hire Personnel

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



**SITE SAFETY INDUCTION CHECK LIST FOR LABOUR HIRE PERSONNEL**

Name:.....

Labour Hire Company:.....

1 Supervisor	Name:.....	<input type="checkbox"/>
2 Hours of Work	List:.....	<input type="checkbox"/>
3 Amenities:	Toilets	<input type="checkbox"/>
	Other	<input type="checkbox"/>
4 Emergency	First Aid	<input type="checkbox"/>
	Medical Procedure	<input type="checkbox"/>
	Fire	<input type="checkbox"/>
5 Personal Protective Equipment:	Footwear	<input type="checkbox"/>
	Safety Glasses	<input type="checkbox"/>
	Hearing Protection	<input type="checkbox"/>
	Head Protection	<input type="checkbox"/>
	Hand Protection	<input type="checkbox"/>
	Skin Protection	<input type="checkbox"/>
6 Site Hazards:	Electrical	<input type="checkbox"/>
	Vehicular Traffic	<input type="checkbox"/>
	Work Surface	<input type="checkbox"/>
	Other Trades	<input type="checkbox"/>
7 Job Description		<input type="checkbox"/>
8 Manual Handling	What	<input type="checkbox"/>
	How	<input type="checkbox"/>
9 Machine Operation	What	<input type="checkbox"/>
	How	<input type="checkbox"/>
10 Working at Heights		<input type="checkbox"/>
11 Hazardous Substances	List:.....	<input type="checkbox"/>
12 Housekeeping		<input type="checkbox"/>
13 General Duty of Care		<input type="checkbox"/>
14 Declaration:		
I declare that I have been instructed on the above safety matters and agree to abide by them at all times while on site.		
Signed:.....	Signed:.....	
<small>Labour Hire Employee</small>	<small>Supervisor</small>	
Date:.....	Date:.....	

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

## Section

# 14

## Forms

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## 14.1 Site Inspection for Deliveries Form

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

## Site Inspection for Deliveries

Delivery Driver Name:	
Site Address:	Date:

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

Comment on any safety issue encountered:

Signed: \_\_\_\_\_ (Delivery Driver)

## 14.2 Site Safety Inspection Form

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

## STEEL SITE SAFETY REPORT

To be completed on site by fixer before commencing work.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Job No: \_\_\_\_\_ Fixer's Name: \_\_\_\_\_

Site Address: \_\_\_\_\_ Suburb: \_\_\_\_\_

	YES	NO
1 Access to site is suitable	<input type="checkbox"/>	<input type="checkbox"/>
2 The site is clear of excess debris	<input type="checkbox"/>	<input type="checkbox"/>
3 Toilet facilities are available	<input type="checkbox"/>	<input type="checkbox"/>
4 First Aid supplies are available	<input type="checkbox"/>	<input type="checkbox"/>
5 PPE is being worn correctly	<input type="checkbox"/>	<input type="checkbox"/>
6 Correct safety warning signs in place	<input type="checkbox"/>	<input type="checkbox"/>
7 Electrical power available on site	<input type="checkbox"/>	<input type="checkbox"/>
8 Overhead restrictions due to electric power	<input type="checkbox"/>	<input type="checkbox"/>
9 Electrical equipment tagged	<input type="checkbox"/>	<input type="checkbox"/>
10 Platform scaffold required	<input type="checkbox"/>	<input type="checkbox"/>
11 Scaffold width at least 3 planks	<input type="checkbox"/>	<input type="checkbox"/>
12 Scaffold rails at safe height (900 mm)	<input type="checkbox"/>	<input type="checkbox"/>
13 Scaffold gates, kick/toe boards in place	<input type="checkbox"/>	<input type="checkbox"/>
14 Fall arrest anchor points in place (if required)	<input type="checkbox"/>	<input type="checkbox"/>
15 Trades working under you	<input type="checkbox"/>	<input type="checkbox"/>
16 Visual inspection of roof framing	<input type="checkbox"/>	<input type="checkbox"/>

Comment on any NO:

---

---

---

Comment on any other visible hazard:

---

---

The above hazards have been recognised and reported to BGC Steel

Reported To: \_\_\_\_\_

Signed (Fixer): \_\_\_\_\_ Date: \_\_\_\_\_

## 14.3 Employee/Subcontractor Statement

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



## Employee / Subcontractor Statement

What are you reporting?

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

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Length of time with BGC: \_\_\_\_\_

Occupation: \_\_\_\_\_ Occurrence Date: \_\_\_\_\_

Site/Location: \_\_\_\_\_ Occurrence Time: \_\_\_\_\_ am / pm

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

1. Describe what actually happened or what you saw:

---

---

---

---

---

---

---

---

---

---

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

---

---

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

---

---

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

---

---

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

---

---

---

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

---

---

I have given this form to: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

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



## 14.4 Accident/Incident Investigation Form

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

**FIRST NOTIFICATION & INVESTIGATION FORM**

Report No (Office use only) \_\_\_\_\_

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

Name of Person making report: \_\_\_\_\_ Telephone: \_\_\_\_\_

Division: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DETAILS**

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

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

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

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

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

## 1. Equipment/Environment

Yes No

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

## 2. Work System/Procedures

Yes No

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

### 3. Human/Personal Protective Equipment

Yes No

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

### CONTRIBUTING FACTORS

A ticked circle is a contributing factor

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


### CORRECTIVE FACTORS

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

Action

	By Whom	Planned Completion Date	Completed (sign/date)

Supervisor/Manager Comments:

Signed

Date

Divisional Managers Comments

Signed

Date

Safety/Group Injury Manager Comments

Signed

Date

Injured Worker's Comments

Signed

Date

## 14.5 Site Induction Form for Labour Hire Personnel

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



# **SITE INDUCTION FOR LABOUR HIRE PERSONNEL**

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

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

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

Safety Manager – Tel: 9334 4605

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

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

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



## **Notes on Induction Matters for Labour Hire Personnel**

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

**REMEMBER, IF IN DOUBT, ASK**



## SITE SAFETY INDUCTION CHECK LIST FOR LABOUR HIRE PERSONNEL

Name:.....

Labour Hire Company:.....

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

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

Signed:.....

Labour Hire Employee

Signed:.....

Supervisor

Date:.....

Date:.....



Section  
**15**

Additional Safety Information

15.1 Working at Heights.....	15-2
15.2 Working Alone .....	15-3
15.3 Electricity .....	15-5

## 15.1 Working at Heights

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

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

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

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

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

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

## 15.2 Working Alone

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

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

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

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

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

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

### Communication with isolated workers

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

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

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

## INJURY/INCIDENT PROCEDURE FOR WORKING ALONE



Figure 15.1 Injury/Incident Procedure For Working Alone

## 15.3 Electricity

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

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

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

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

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

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

Table 15.1 Tagging Information

**RED** January February March

**BLUE** July August September

**GREEN** April May June

**YELLOW** October November December