

**EMPLOYEES  
and  
CONTRACTORS**

*Safety  
Induction  
Booklet*

*‘Nobody Gets Hurt’*

*April 2009*





I understand and acknowledge receipt of the OPC Employee Safety Booklet.

I also acknowledge that this booklet is a summary of the Safe Work processes of OPC and that full details of the processes contained in this booklet are contained in the OPC Plan.

NAME: .....

LOCATION: .....

DATE: .....

SIGNATURE: .....

SUPERVISORS SIGNATURE: .....

*Note: - This receipt is to be filled in by the person to whom the Safety Guide is issued and returned to their Supervisor.*



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# INTRODUCTION

## WELCOME TO OPC

This handbook contains important information to assist you to work efficiently while at the same time eliminate occurrences that can cause personal injury and damage to plant, property, the environment and our equipment.

We believe that with diligence and care we can control those risks so that they have minimal impact on our people, our property, our clients, the public and the environment.

This Booklet is intended to provide guidance to you so that you may assist us in providing a safe, successful and cooperative work place.

We seek your co-operation and your commitment in assisting us to meet our objectives.



## OPC PHILOSOPHY

By managing our risks, we believe that we will maximise our efficiency and therefore our profitability. This will improve our competitiveness enabling us to survive in our constantly changing environment.

Our philosophy is that all business management matters are of equal importance. We are not successful if we

- Injure our people
- Damage our property
- Cause harm to the environment
- Cause harm to our clients
- Cause harm to the public
- Do not reach productivity targets
- Fail to achieve our financial targets
- Have industrial relations problems.

To achieve success, we must utilise all of the resources that are available to us.



Our most important resource is the people we employ – whether you are a casual, a part timer, a full timer or a contractor, regardless of position or level in the company, you have an important role to play.

# **POLICIES**

## **HEALTH, SAFETY & ENVIRONMENT POLICY**

OPC Pty Ltd is fully committed to ensuring that we maintain an incident free workplace. Our key Health, Safety & Environment objectives are to have Zero Recordable Injuries and Zero Environmental Incidents.

At OPC we firmly believe that all incidents are preventable and to ensure that we achieve this goal we will:

- Communicate this Policy to all of our employees and subcontractors.
- Comply with all relevant Legislative, Regulatory and Code requirements.
- Implement the OPC Health, Safety & Environmental Management System at all facilities and on all contracts.
- Provide training to our employees to ensure that they are both qualified and competent to complete any assigned tasks safely.
- Foster a culture where Health, Safety and Environment are core values and will not be compromised for other business objectives.
- Continuously improve our business practices and work processes.
- Assess all aspects of our operations so that identified hazards are controlled to a level that is as low as reasonably practicable.
- Empower all of our employees to enable them to stop any job that they deem to be unsafe or adversely impacting the environment.

**Phil Dent**  
**Director**

# OPC APPROACH TO SAFE WORK

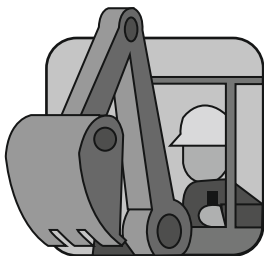
Research has shown that most incidents and losses occur in three major areas. These areas are;

- Equipment Failure
- Procedural Failure and
- Human Error

## EQUIPMENT AND PROCEDURES

Equipment failures are now well controlled by good design, maintenance practices and using the latest technology.

Procedural failures are also limited in nature and tend to occur because of inappropriate application or lack of maintenance. Remember, procedures are developed and used by people, so many procedural failures could also be considered to have a human influence.



# HUMAN ERROR

Human Error is the major cause of losses associated with our work.

We all think differently and are influenced by all manner of actions and activities within our environment. We do not operate in a fixed environment with no deviations like machinery does.

We anticipate outcomes, make rational decisions and plan and carry out a multitude of tasks. By applying ourselves we have the ability to recognise risks and deal with them.

We have the ability to change our work methods and the way we carry out a task.

Unfortunately, we also develop habits that negate the very things that we are good at. These habits influence our behaviour, and this can lead to problems in the way we work. Unfortunately, we often do not realise that we have these habits or behaviours until it is too late.



To minimise the impact of these habits and behaviours, we must all accept our responsibility for the application of Safe Work Processes.

OPC have put in place the processes, it is up to each and every one of us to use them effectively.

## **COMMITMENT TO SAFE WORK**

To achieve effective management of our work, all personnel must be prepared to commit to working in a safe and cooperative manner. At OPC, we ask all employees and Contractors to work according to a set of standards that are in our common interest. These standards cover most areas of our operations.

### **I AM RESPONSIBLE FOR MY SAFE WORK PERFORMANCE**

**I accept the responsibility of performing all of my duties in a manner that will ensure my own Health and Safety and that of others in my work area. In particular I commit to the following;**

#### **Conduct;**

- I will not indulge in practical jokes, fighting, wrestling throwing of materials or general horseplay or any other activity that could potentially harm myself or others
- I will not run on site.
- I will comply with site and transport operation procedures
- I will take part in site meetings and work planning activities such as JHA's etc.
- I will consciously apply the 'Stepback 5 x 5' principles to daily work
- I will assist others to improve their safe work performance
- I will accept others input into improving my safe work performance
- I will resolve any safety issues according to the issue resolution procedure
- I will take part in emergency response exercises and provide feedback on improvements

## **Mobile Equipment;**

- I will not operate any mobile equipment unless I am licensed to do so
- I will not permit myself to be hoisted on any equipment unless it is in an approved and appropriately registered and fitted personnel cage.

## **Firearms;**

- I will not bring a firearm onto site

## **Personal Protective Equipment and Clothing;**

- I will wear all protective equipment required.
- I will upgrade my protective equipment appropriate to the work being carried out.
- I will ensure that my clothing is in a good condition, is buttoned up and is such that it can not get caught in rotating equipment.
- I will check my protective equipment before I use it
- I will take the necessary precautions to protect myself from the effects of climactic conditions, in particular exposure to the sun and heat

## **Vehicle Operation;**

- I will not drive a vehicle unless I have the necessary licenses and endorsements
- I will carry out a safety check of my vehicle and trailers at the start of the days work
- I will not carry any passenger unless authorised to do so.
- I will obey all road laws applicable to the state I am operating in
- I will report all defects of my vehicle to maintenance staff
- When on a site, I will conform to speed limits and other requirements

## **Injuries and/or incidents;**

- I will report all injuries and incidents.
- In the unlikely event that I am injured, I will accept and comply with the OPC rehabilitation policy and processes which I recognise as essential to my effective rehabilitation

## **Housekeeping;**

- I will keep my work areas including my vehicle clean and tidy.
- I will clean up my work area prior to commencing another task.
- I will place all waste materials in the appropriate container.
- I will keep access to fire equipment clear.
- I will keep access to egress and ingress routes clear.
- I will not store material in designated accesses.
- I will clean up and report spills
- I will store tools in their proper place when not in use.

## **Drugs and Alcohol;**

- I will not consume drugs or alcohol while on duty.
- I will not present for work while under the influence of drugs or alcohol

## **Loading and Unloading;**

- I will check dogs and chains to ensure that they are in good working condition
- I will not use any damaged load restraining equipment
- I will return all damaged load restraint equipment for repair
- I will ensure that my loads are correctly restrained
- Where clients load or unload my vehicle, I will stay well clear and only approach the vehicle when it is safe to do so.
- I will comply with all client requirements on site regarding conditions of entry and conduct
- If I believe that a client is affecting my safety I will inform the client

## **BEHAVIOUR**

Although we wish to have a work place where every one is committed to excellent work practices, we recognise that this will not always be practicable. In order to protect people, property and equipment from the acts of others, we have introduced key performance behaviours, which if not complied with, may have a very detrimental impact. Any person not complying with the following will be subject to disciplinary action

## **DRUGS AND ALCOHOL**

No alcohol or drugs are to be brought to or consumed on site unless under they are of a therapeutic nature administered under the direction of a medical practitioner

No person is to present for work under the influence of alcohol or drugs

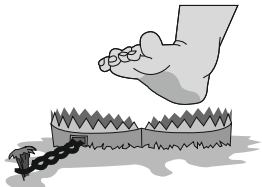
Testing for drugs and alcohol will take place on a random basis or in the event of serious incidents

## **HORSEPLAY/FIGHTING**

No person is to put at risk themselves or others through practical jokes, horseplay or fighting.

## **PERSONAL BEHAVIOUR**

No person is to willfully or recklessly interfere with any device, plant or equipment that is supplied in the interest of safety. This includes vehicles.



No person is to engage in any behaviour that puts themselves or others at risk.

# HAZARD RECOGNITION & RISK ASSESSMENT

A key component of the effective management of safety is the recognition of hazards and the management of the risk presented.



All personnel should accept the responsibility of including hazard recognition and risk management processes in their every day work. Hazards are to be found in every aspect of life. It is important that we recognise what the hazards associated with our work are, and the potential danger they present to personnel, equipment, and the environment.

To do this, we define the potential damage that may be caused by the hazard, and the probability of it becoming uncontrolled. Our actions should be based on this assessment.

This is called the level of risk. If the level of risk is high, (Danger is high and probability high) then we must do something. Conversely if the level of risk is low (danger is low and the probability low) we may need to do nothing.

If the level of risk is high, then we need to identify how the hazard can become uncontrolled and address the how.

It is the responsibility of all personnel to apply this process to every work activity. Full details are contained in the OPC HS&E Management Plan.

# **JOB HAZARD ANALYSIS**

All personnel should accept the responsibility of taking part in Job Hazard Analysis. The people involved in carrying out the work conduct the Job Hazard Analysis. It is a simple process that is designed to assist all team members in identifying hazards and implementing controls for those hazards. The risk assessment process described above assists in this.

As a minimum, a Job Hazard Analysis must be undertaken for all activities where risks are identified as a level medium and above. A Job Hazard Analysis is a detailed review of a task to determine the best method of carrying out the work.

## ***The purpose of a Job Hazard Analysis is to;***

- identify better methods of working
- identify hazards
- identify ways of controlling or eliminating the hazards
- give participants in the process a greater understanding of what is to be done and how it is to be done
- result in a greater sense of ownership of the work

## ***Basic Steps of a Job Hazard Analysis are:***

- Determine the need for a Job Hazard Analysis
  - ☞ The risk assessment process will assist in this
  - ☞ Utilise the groups past experience in doing similar work
- Break the task into consecutive single steps
  - ☞ Each step addresses a logical action in the work process
  - ☞ A good Job Hazard Analysis will include about 8 steps
  - ☞ If more steps are required, consider carrying out a second analysis on major steps in the analysis
- Identify and note the hazards associated with each step
  - ☞ Identify the consequence of the hazard before moving to the next point

- Identify the level of risk associated with the hazard
- Determine means of controlling or removing the identified hazards

***Not all hazards will require removing, often awareness will be sufficient to control the hazard.***

***These guidelines are to be applied for Job Hazard Analysis;***

- Personnel involved in the work should carry out the analysis
- The analysis should be conducted as near as possible to the commencement of the task
- The completed analysis sheet should be kept on the job and referred to at the commencement of each step or whenever circumstances require it
- The analysis should be updated if conditions change, other hazards are identified or the workscope changes
- The analysis should be reviewed at the end of the job to determine future improvements that may be implemented into similar tasks
- The analysis is to be filed for reference only
- A new analysis is required for each task
- Existing analysis should only be used for validation of a new analysis
- If repeated analysis is being done on a task, the development of a job instruction or procedure should be considered



## STEPBACK

The SB5x5 process allows for individual job planning which at the same time assists in the identification of hazards and allows for risk control.

Before Commencing a Task	When a Task is Finished
<p>Stop and Think Look around the work area and surroundings.</p> <p>Think about what else is happening in the area</p> <p>Identify the hazards associated with your work</p> <p>Ask yourself how we can control them.</p> <p>Satisfy yourself that it is controlled before you start work.</p>	<p>Observe the work area Take action to control hazards you may have created during your work.</p> <p>Reflect on how safe you felt doing the job.</p> <p>Reflect on how the job went and your mental processes while planning and carrying out the work.</p> <p>Were others around you working safely?</p> <p>Can any improvements be made next time you do the job?</p>

We tend to think that SB5x5 will slow the job down but the opposite is often the case. Jobs will be done quicker, with higher quality and without injuries as people have thought through the job requirements.

It is a OPC expectation that you apply this before you commence any task.

## INSPECTIONS AND ASSESSMENTS

Inspections and Assessments identify areas that have the potential to cause damage to personnel, property, or the environment.

It is expected that inspections are regularly carried out on equipment and work areas and that all team members participate both in the development of and the conduct of those inspections.

Assessments will be conducted at prescribed times on the HS&E Systems to determine their effectiveness. These assessments will be conducted by specialist personnel but may involve any employee.



The assessments are internal and are aimed at improving and maintaining our Systems. We ask that you are honest and open during these assessments as they are aimed at improving the conditions under which you work. Full details of the Inspection/Assessment system are contained in the OPC HS&E Manual.

## VEHICLE OPERATION

Operation of vehicles both on and off the job is a high risk activity. Incidents involving vehicles can cause major trauma. These incidents are usually caused by the actions of the operator. In many cases even incidents involving mechanical failure can be traced back to the actions or inactions of the operator.

We ask that you inspect your vehicle on a regular basis, keep the vehicle clean, including windows, mirrors and lights, and use the protective equipment such as seat belts whenever you use the vehicle (serious injuries have occurred, even at low speeds).

We also expect that you respect other road users and recognise their rights. Your vehicle is advertising for our company and your behaviour may well influence the public perception of our company. This perception has a marked influence on our success in maintaining our current, and gaining new clients.



We also ask that you report all defects in vehicles, trailers and equipment and make sure that they are corrected. Should defects involve critical equipment such as brakes, tyres, lights, seatbelts etc. the vehicle is to be removed from service until the defect is corrected.

State regulations regarding the roadworthiness of vehicles and trailers represent our minimum requirements and must be complied with.

Statutory driving hours, weight limits and transport regulations are implemented in the interests of yours and the public's safety. At no time are you permitted to operate outside of legislative requirements.

## **HAZARDOUS SUBSTANCES / DANGEROUS GOODS**

There are in excess of 60,000 hazardous substances and dangerous goods currently on the market in Australia. These substances can cause harm to personnel.

Only licensed operators are to operate vehicles carrying dangerous goods. All vehicle operations involving dangerous goods must be conducted within State Regulations. This involves having the appropriate signage on vehicles and carrying the required documentation as required in the regulations.

In order to minimise the risk of these products, you must take precautions before using them. MSDS are available, contact the office – (D.George).

To protect yourself, refer to the MSDS and take action to control the substance in the manner described on the MSDS.

## **INCIDENT REPORTING**

Although Incidents are undesirable, when they occur, we must do all we can to learn from them. Your help in this is important. You can help by;

Reporting all incidents including near misses to your supervisor

Taking part in reviews of incidents

Taking actions to prevent them from occurring again

Sharing what has happened with others so that they may also learn.

## **INJURY INCIDENTS**

All injuries, no matter how minor should be reported to the responsible supervisor. Any injury has the potential to worsen over time, through infection in the case of cuts, grazes, etc., or by aggravation of joint and soft tissue injuries.

Immediate first aid treatment will reduce the risk of these escalating events occurring. Serious incidents will involve the testing of those involved for the presence of illicit drugs and alcohol.

## **REHABILITATION**

In the event of a more serious injury OPC has a rehabilitation process in place. Your willing participation in this process is important as research has shown that if a person can be given meaningful work, the period in which a full and active life can be restored is much shorter. OPC has available alternate duties to enable this to occur. Duties will be determined in conjunction with the treating medical practitioner.

OPC will not require any person to carry out work which will prolong the recovery period.

Full details of Incident Management are contained in our HS&E Plan.

## **SPECIFIC REQUIREMENTS FOR SUB-CONTRACTORS**

It is OPC policy to only, employ Sub Contractors that will commit to the same standards of safety and quality that OPC applies to its operations.

All responsibilities, rules and procedures contained in this book and the OPC Safety and Health Management Manual are the minimum standards to be applied by Sub Contractors.

### **KEY REQUIREMENTS**

- Sub Contractors will comply with all regulations concerning the transport of goods.
- Sub Contractors must report any breaches of these regulations within 24 hours to their OPC contact. The report shall give full details of the breach including any potential legal action
- Sub Contractors must report any loss of or damage to loads immediately to their OPC contact. The report shall give full details of the loss including potential legal action.
- Sub Contractors are to maintain their vehicles and equipment in a clean and roadworthy condition.

## **SERIOUS BREACHES**

The following breaches may result in action by OPC against the Sub Contractor up to and including termination of contract.

- Any offence involving the illicit use of drugs or alcohol while conducting OPC business
- Use of unlicensed transport or equipment operators
- Carrying of fire arms onto OPC logistics or client properties
- Deliberate non-compliance with OPC or client procedures
- Failure to report breaches of regulations or loss of or damage to loads to the OPC logistics contact.
- Continued and multiple breaches of regulations and laws, e.g. speeding, overloading, logbook offences etc.

OPC may at their option, inspect vehicles and records to ensure that the subcontractor is complying with the above.

# EMERGENCY RESPONSE

Emergencies are defined as an unexpected or unplanned event that has caused damage to people, plant or the environment. Our emergency response plan enables us to fully respond to any emergency, regardless of its severity. The priorities in any emergency are;

- The safety of people
- The protection of the environment
- The protection of property



## EMERGENCY CONTACT NUMBERS

If an emergency occurs, you should contact any of the following numbers which are available 24 hours per day.

### FIRST CONTACT NUMBERS

#### OPC

#### MELBOURNE

Phil Dent (03) 8369 4000  
0418 359 526

#### SOUTH WHARF SUPPLY BASE

David George 0437 527 526

#### BARRY BEACH SUPPLY BASE

Joe Allan (03) 5688 1543  
0431 020 881

#### PERTH

Ron Curry (08) 9454 5099





