



Contractor Licence No 20059C
ABN 16 003 011 309
PO Box 6104
West Gosford NSW 2250

OCCUPATIONAL

HEALTH

&

SAFETY

MANUAL

TABLE OF CONTENTS

1. EMPLOYEE SAFETY RESPONSIBILITY	3
2. WHAT IS AN ACCIDENT?	3
3. ACCIDENT AND INCIDENT REPORTING	3
4. OCCUPATIONAL REHABILITATION.....	4
5. PERSONAL PROTECTIVE CLOTHING.....	4
6. MANUAL HANDLING	5
7. OFFICE SAFETY.....	5
8. SAFE WORK PRACTICES.....	6
a. Compressed Air	6
b. Confined Spaces	6
c. Hot Work.....	6
d. Danger Tags, Out of Service Tags.....	6
e. Electrical Safety.....	7
f. Housekeeping.....	7
g. Personal Hygiene.....	7
h. Machinery Guarding	7
i. Vehicles	8
j. Industrial Gases	8
9. EMERGENCY PROCEDURES	9
10. KNOW YOUR FIRE EQUIPMENT	10
11. FIRST AID	10
12. UNACCEPTABLE BEHAVIOUR	11
13. OH&S POLICY DOCUMENT	12

INTRODUCTION

The intended outcome of any OH&S policy is to achieve high standards of health and safety with the objective of preventing work related injuries and illnesses.

These high standards will be achieved through both the Company and the Employees being committed and involved in the health and safety programmes and actively taking steps to control hazards.

This Safety Handbook is a short introduction to the safety practices which must be followed to protect yourself and others at work.

Instruction will be provided by your Supervisor to assist you in all general safety matters.

Further instruction regarding specific operations will be given from time to time as necessary

Safety is EVERYONE'S RESPONSIBILITY.

This responsibility rests equally on all who work here, and we seek your active co-operation and support.

You may be assured of our concern and participation in sustaining and improving this important aspect of our Company's operations.

1. EMPLOYEE SAFETY RESPONSIBILITY

- To work with care and consideration for your health and safety and the health and safety of others.
- To comply with all safe working practices and procedures adopted by the company.
- To report to your Supervisor any potential workplace hazards or any mishaps, incidents or injuries that may occur during the course of work,

Why take foolish risks and involve those who belong to you? Someone, somewhere must do something to stop accidents. Why not you?

First learn to spot the hazard. A hazard is anything that is dangerous. A hazard can cause accidents and injuries. A hazard must be removed immediately if possible, or reported to your Supervisor on the spot - so that he can take the necessary action to remove it or control it. A hazard must be seen and recognised.

Remember if you fail to spot hazards in your work area, someone may be injured. That someone may be you.

2. WHAT IS AN ACCIDENT?

An accident is an unexpected or unintentional event in which injury or damage occurs.

Accidents can be avoided if safe working practices and procedures are observed.

WHAT CAUSES ACCIDENTS? WHY MUST WE LEARN TO STOP THEM?

The answer to both questions can be just one word - PEOPLE!

Every day people suffer serious injury or even death, at work, at home, on the roads. At work, at home, or anywhere else, you can learn to work safely - to stay safe. It makes sense to learn how to prevent accidents. It makes good sense to protect yourself and those around you from needless suffering.

REMEMBER - PEOPLE cause accidents.

What injuries can do to you:

- a) You may lose your wage earning ability and your family will suffer.
- b) You may suffer permanent disability
- c) You suffer pain and hardship

3. ACCIDENT & INCIDENT REPORTING

All accidents, incidents and “near hits”, must be reported to your Supervisor even if they do not result in injury or damage. In the event of injury, first aid or medical treatment must be obtained.

Failure to report and obtain treatment could lead to complications of the injury and possible delay in the acceptance of a compensation claim.

Do not relax your attention as you become familiar with your job. The new staff member is not always the one who gets hurt. Always leave your job in a safe condition. A job is not complete unless it has been made safe for the next staff member to work on it.

Your Supervisor is interested in your safety and health. Protect yourself and your workmates by reporting to your Supervisor any working conditions, practices or machines which appear unsafe. In this way you protect yourself and others.

It is YOUR responsibility to submit claims for WorkCover to your insurer within 7 days of receipt of the claim. Re Workers Compensation: check with your Supervisor on procedures to be followed.

4. OCCUPATIONAL REHABILITATION

WorkCover legislation now places a great deal of emphasis on Occupational Rehabilitation.

Occupational Rehabilitation is a programme designed specifically for a person who has suffered a work related injury or illness to enable that person to return to normal life as soon as possible.

In the event of an injury occurring it is your responsibility to co-operate in a rehabilitation programme when this is recommended as part of the recovery process. The programme may include alternative or modified duties when indicated. Your co-operation may also be required to assist in a rehabilitation programme developed for a fellow employee who is recovering from an injury.

5. PERSONAL PROTECTIVE CLOTHING

Some jobs have a certain element of risk associated with them - e.g. working in dust, working in areas of excessive noise or in areas where objects may fail.

Where this is the case, personal protective clothing or equipment will be provided by the company. Please make sure it is worn when required.

If in doubt about the type of protective equipment to be worn, consult your Supervisor.

It is your responsibility to keep your personal protective clothing and equipment clean and well maintained.

For your added protection, when working with or near moving machinery, loose clothing, neck ties, bulky rings and dangling jewellery should not be worn, and long hair should be tied back.

Wear clothes that are suitable for the job and keep them as clean as possible. Do not wear badly torn clothes; they do not give protection.

6. MANUAL HANDLING

The physical handling of materials often involves activities requiring the use of personal force in order to lift, push, pull, carry or restrain an object.

Almost any part of the body can be affected unless this activity is carried out correctly. Many serious, painful and long lasting injuries are caused by incorrect lifting. The proper way to lift is to use your strong leg muscles, not your back muscles. Bend your knees and keep your back upright. Try the lift first; if it is too heavy get someone to help you. Do not lift anything beyond your capacity. Back and muscle strain injuries can be avoided by following these guidelines:

Correct Lifting Techniques

- a) Plan the lift by estimating the load and knowing exactly where it is to be placed.
- b) Ensure that access to the area is clear.
- c) Avoid lifting excessively heavy loads (get help).
- d) Use mechanical lifting equipment where possible.
- e) Hold the load as close as possible to your body.
- f) Avoid bending your back to pick up a load, **BEND YOUR KNEES INSTEAD.**
- g) Avoid twisting while lifting or carrying.
- h) Take care to reduce the likelihood of slips and falls and jarring of the spine.
- i) Overall physical fitness, warm-up activities, and a gradual build up to a higher work level helps you to avoid strain injuries.

7. OFFICE SAFETY

It is just as important to observe good safety and housekeeping practices in offices as it is in factories. Remember accidents can happen anywhere.

Some general guidelines:

- Keep walkways and passageways clear.
- Don't open more than one filing cabinet drawer at a time.
- Don't have power cables stretched across aisles.
- Don't overload power points.
- Use steps to reach high places, not a chair or stool.
- Watch for worn carpet or slippery surfaces, especially on steps and stairs.
- Think about how you are sitting and adjust your chair if necessary.
- Don't forget to stretch and move about from time to time,
- Wear appropriate clothing, you might need a sweater in an air conditioned office, very high heels are not good for running up and down stairs all day.
- Don't throw cigarette ends into garbage bins.
- Take care travelling to and from work, whether you drive your own car or go by public transport.

8. SAFE WORK PRACTICES

a) Compressed Air

Compressed air must be treated with caution. It must not be used to dust off clothing and should never be directed at any part of the body.

SERIOUS INJURY OR DEATH COULD RESULT

Make sure that all joints and connections in air hoses are tight and that safety chains are secured to prevent joints flying off under pressure.

b) Confined Spaces

Safe work procedures must be followed when entering confined spaces.

SERIOUS INJURY OR DEATH MAY RESULT unless appropriate precautions are taken. Never enter a confined space without informing your Supervisor. Follow the specific procedures carefully and use the necessary safety equipment~

c) Hot Work

Hot work is work that can generate flame, heat or sparks. Do not use welding equipment unless you have been trained to use it. Do not use gas cutting, welding or other concentrated heat sources near such places as paint, solvent, and fuel stores, LP Gas storage areas, flammable liquids, vessels that contain flammable or combustible liquids or materials.

Always screen off welding jobs to protect other peoples eyes from “welders flash” do not look directly at a welder's arc or flame.

Always wear the correct protective clothing for welding and other work. Do not throw papers and rags down anywhere; clean these up so that they can be disposed of safely.

For further details consult your Supervisor who will ensure that safe work practices for “hot work” are followed.

d) Danger Tags, Out of Service Tags

These tags are designed to protect employees from injury while carrying out repairs and maintenance on machinery and equipment that may be faulty or dangerous. Tags should be kept in personal tool kits. Danger tags should also be available in a receptacle or convenience place near all important main isolators. Under no circumstances are tags to be removed by unauthorised personnel. Ensure you are fully conversant with the tagging procedure.

e) Electrical Safety

Only a qualified tradesperson shall work on electrical equipment and installations. Prior to working on any electrical equipment, the power is to be isolated, the equipment is to have “Danger” or “Out of Service” tags positioned in a conspicuous place.

Watch for damaged cables or fittings on portable equipment and report such damage to your Supervisor. If you receive a slight electric shock from your equipment there is a defect in it. Hand it in for repairs immediately. Lay extension leads in safe places so they cannot be cut by moving machines.

f) Housekeeping

Poor housekeeping in your work area can be a source of injury to yourself and others. Trips, slips and falls can result from poor housekeeping. Housekeeping means order as well as cleanliness.

All tools and equipment not in use should be safely stored, and all rubbish and waste material removed to the correct disposal sites. Remember, cleaning up afterwards is part of doing the job the right way.

Keep crib tables clean and tidy. Put all rubbish and food scraps in the bins provided.

Always use the sanitary facilities provided. Carelessness is not only unpleasant but attracts flies and spreads infection. To avoid the spread of infection, do not come to work if you are ill. Notify your Supervisor and see a doctor as soon as possible.

g) Personal Hygiene

Personal cleanliness is important in helping to prevent work related illness and the spread of infection.

Washing your hands before and after eating, smoking and going to the toilet will reduce the risk of any contact with a chemical substance through skin absorption and ingestion.

Do not use petrol kerosene or other solvents to clean your hands. They dissolve the protective grease from the skin and their use can cause painful and disabling skin troubles.

h) Machinery Guarding

Machinery accidents are the most common cause of serious personal injury, therefore the strictest control measures are required to minimise the risk. Special note should be made of the following points:

- i) No item of plant machinery should be operated unless the guards are correctly in place, in good condition, secured and operating correctly.
- ii) Guards should only be removed by authorised personnel after machinery has been stopped. Guards must be refitted before machinery restarts.
- iii) All employees must follow safe working procedures involving plant and machinery. Details of these procedures will be made available through your Supervisor. You should be totally familiar with them.

i) Vehicles

- Vehicles must not be driven by unlicensed or uncertified personnel.
- Drive carefully at all times including going to and from work.
- Always check your brakes and other controls at the beginning of a shift and when you take over from another driver, to ensure that everything is in good order.
- Tyres and lights should be examined for defects. If the vehicle is defective report to your Supervisor and drive only on your supervisor's instructions.
- When reversing take extra care when your vision is restricted. On some jobs a spotter is necessary to help you. Make sure that the spotter knows the standard signals and gives them to you clearly.
- Obey work place speed signs. DO NOT SPEED.
- At no time must an additional person be allowed to ride on, or in a vehicle unless a seat or work platform has been specifically provided for that purpose.
- Switch off all engines whilst refuelling. Smoking and naked lights are prohibited at all fuelling points.
- Lower blades, forks, buckets and other similar equipment to the ground, so that they cannot fall, whenever you are parked or stationary.
- When positioning your truck for loading or dumping follow directions for positioning your truck correctly.
- Always park a vehicle or equipment clear of all traffic ways, across any slope, and set your brakes on, and the gear lever in low or reverse. It is good practice to chock the wheels if you can.
- Driving of company vehicles whilst under the influence of alcohol or drugs is strictly prohibited and will result in dismissal,

j) Industrial Gases

Cylinders of compressed gas are used in many work situations.

If you are required to use industrial gases for any purposes it is essential that you know about the gases to be used and the correct procedure for their use. Some general guidelines:

- Always check the gas name label and colour codes before use
- Check that connection hoses and couplings are suitable and in good condition
- Make sure work with gases is carried out in a well ventilated area
- Always keep cylinders upright. This is the only position in which they can discharge gas safely
- Secure upright cylinders in racks or with chains
- Always wear correct personal protective clothing provided for your use

- When transporting cylinders ensure they are firmly secured and transported in an upright position
- Treat oxygen with care. Do not ever use as a substitute for compressed air
- Never drop or bump cylinders, they may explode

9. EMERGENCY PROCEDURES

Emergency plans are set in place to ensure that potentially damaging and life threatening events are handled with maximum efficiency in order to protect people's lives. It is important that all employees are aware of their individual responsibilities in the event of an emergency.

General Rules

- a. Keep calm, think clearly and act quickly
- b. The protection of life must be the first consideration. Property is secondary.
- c. Call for assistance if you cannot handle the emergency yourself. Memorise emergency telephone numbers.
- d. Notify your Supervisor as soon as possible.
- e. Make sure you know the location of the fire fighting equipment and how to use it.
- f. Do not make statements to anyone other than Company Management. If an accident has occurred your knowledge of the circumstances will be sought at a subsequent investigation.

In Case of Fire

- Send for the Fire Brigade giving exact location and type of fire (oil, electrical, etc.)
- Warn all workers in the area.
- Try to put out the fire or prevent it from spreading. **DO NOT USE WATER ON AN ELECTRICAL FIRE.**
- In case of electrical fire, oil, petrol or plant fire use chemical type CO₂ type extinguisher.

In Case of Accident or Equipment Failure

- Think of your workmates. Warn others to prevent further trouble.
- Tell your Supervisor as soon as possible what has happened,

In Case of Serious Injury

- Keep calm so that you can help
- Send for your First-Aid Officer and your Supervisor.
- Try to stop any serious bleeding.
- Apply artificial respiration if necessary (CPR).
- Do not move an injured worker unless the worker is in danger of further injury as movement may aggravate the injury.

10. KNOW YOUR FIRE EQUIPMENT

Fire fighting equipment is provided for your protection - do not tamper with it. Never return a used extinguisher to its position, hand it to your Supervisor for re-charging.

Extinguisher Type	Type of Fire				
	(E) Live electrical equipment	(A) paper, wood, textiles	(B) cooking oil, kero, paints, fats, etc, etc	(B) Motor oil	(B) Vehicles
Dry Chemical AB(E)	Yes	Yes	Yes	Yes	Yes
Dry Chemical B(E)	Yes	NO	Yes	Yes	Yes
CO₂ Carbon dioxide	Yes	NO	Yes	Yes	Yes
Water	NO	Yes	NO	NO	Yes
Foam	NO	Yes	Yes	Yes	Yes

ELECTRICAL FIRES - Switch off power and disconnect battery

IN ALL CASES - CALL THE FIRE BRIGADE

11. FIRST AID

Qualified first aid personnel are available at company locations for the initial treatment of workplace injuries. It is important that you learn who the First Aid Attendants are and the location of the First Aid Box.

Guidelines on emergency heart-lung resuscitation (C.P.R.)

EMERGENCY HEART—LUNG RESUSCITATION for unconscious patient

- AIRWAYS:** Check for free airway, remove foreign material, Place neck and jaw in correct positions. Check breathing, Feel breath, watch for chest movement.
- BREATHING:** If not breathing, use mouth to mouth or mouth to nose ventilation.
Give 5 full inflations.
If ventilation not effective, use jaw lift method to open airway.
12 inflations per minute until spontaneous breathing returns.
- CIRCULATION:** Check carotid pulse.
If absent continue ventilation and use external heart compression.
Place patient flat on back on firm surface.
Depress middle of lower half of breastbone 4-5 cm.
80 times per minute.
Keep fingers off chest.
One operator: 2 inflations, 15 compressions (4 cycles per minute)
Two operators: 1 inflation, 5 compressions (12 cycles per minute)
- CHECK PROGRESS:** If effective:
Carotid pulse felt with each compression.
Skin will become pinker.
- GET HELP:** Dial 000 and ask for ambulance service.

12. UNACCEPTABLE BEHAVIOUR

The following behaviour is unacceptable and in the interests of the Company and fellow employees, and it will not be tolerated.

- a) Horseplay and practical jokes.
- b) Fighting or instigating a fight.
- c) Assaulting, threatening or interfering with other employees or persons.
- d) Abuse, damage or destruction of property.
- e) Interfering with or removing without permission, the property of the Company or any other person.
- 1) Interfering with, bypassing or rendering inoperative controls designed to provide protection.
- g) Failing to adhere to safe operating procedures.
- h) Employees under the influence of alcohol and drugs will not be permitted on any work site, nor may alcohol be brought to or consumed at the workplace. Employees affected by alcohol or drugs must not drive a company vehicle.

13. OCCUPATIONAL HEALTH & SAFETY POLICY

Coastal Air Conditioning is firmly committed to the concept of Occupational Health and Safety, believing it to be mutually beneficial to its employees, customers and the public alike.

A safe work place will ensure an effective base for improving efficiency and long-term growth.

It is our Policy to

- Provide and maintain a safe work environment, including work conditions, practices and procedures for all employees
- Develop a safety awareness throughout the Company
- Do its utmost to minimise hazards within the workplace in order to prevent accidents from occurring.
- Set responsible standards of safety for all persons to follow at all times.

In return we require our employees to:

- Maintain a safe and tidy work area.
- Ensure that they know exactly how to do their tasks safely before they start work.
- Report any hazards and give ideas on how to improve safety to their supervisor or safety co-ordinator.

By Authority of the Directors



David Babbage



Garry Castle