



Induction Handbook







Contents

CONTENTS	2
INTRODUCTION	3
POLICY	4
OPERATIONS	5
RESPONSIBILITIES	6
COMPANY.....	6
PERSONS IN CHARGE.....	7
WORKERS.....	7
HIRAC.....	8
TOOLBOX TALKS.....	8
REPORTING.....	8
FACILITIES.....	8
SITE RULES	9
ALCOHOL AND OTHER DRUGS.....	9
SPEED LIMITS.....	9
PARKING.....	9
NOISE.....	9
HOUSEKEEPING.....	10
HAZARDOUS SUBSTANCES.....	10
SIGNS.....	11
WORK INSTRUCTIONS.....	12
PRESTART CHECKS.....	13
TAGS.....	13
HEAT STRESS.....	14
MANUAL HANDLING.....	15
MOBILE PLANT.....	16
SCAFFOLDING.....	16
PERSONAL PROTECTIVE EQUIPMENT.....	17
PERSONAL HYGIENE.....	17
ELECTRICAL STORMS.....	18
SMOKING.....	18
EMERGENCY PROCEDURES	19
FIRST AID.....	19
FIRE.....	20
SPILLS.....	21
.....	21
EVACUATION.....	22



Introduction

Welcome to NT Scaffolds

We hope your time with us is safe, enjoyable and rewarding.

The information provided in this induction is important and for your benefit – **please read it carefully** and if you have any questions just ask you're Supervisor; they are happy to help.

NT Scaffolds is a leader in the installation of scaffolding in the Northern Territory

We have achieved this status through hard work and knowing that we have to:

- Meet our client's expectations
- Ensure our operations are safe, environmentally viable and financially profitable
- Comply with our operational legal obligations
- Apply high work practice standards
- Continually improve what we do

One of our legal obligations is to **ensure the health and safety of our workers**.

This induction aims to provide you with **important information to help keep you healthy and safe**.

The **work practices and rules** outlined in this induction **are mandatory** requirements when working for NT Scaffolds.

Failing to follow the rules could result in personal injury and illness.

As a condition of your employment you must work safely; follow all reasonable safety instructions and wear personal protective clothing and equipment correctly.

Policy

At NT Scaffolds we believe that the health and safety of our employees, workers or others who may be exposed to our operational activities is fundamental to the success of our business.

With this value in mind we are committed to preventing work incidents, injuries and illnesses, and complying with legislative and others obligations relevant to our operations.

We will demonstrate our commitment by providing the necessary resources, time and leadership to meet or exceed our objectives and to improve our WHS standards on a continuous basis.

OUR GOAL

"A healthy workplace, free of injuries"

OUR OBJECTIVES

SAFE WORKPLACE – we will provide and maintain safe premises with safe means of entry, exit and access.

SAFE PLANT & EQUIPMENT– we will provide and maintain safe plant and equipment.

SAFE SUBSTANCES – we will ensure all substances on site are safely used, handled, stored, transported and/or disposed of.

SAFE SYSTEMS - we will develop and implement a systematic approach to identifying, reporting, assessing and controlling WHS hazards and potential incidents.

SAFE PEOPLE – we will train our people so they have the right knowledge, skills and attitude to perform their work correctly and without harm to themselves or others.

LEGISLATION – we will identify and implement the WHS legislative standards and codes of practice relevant to our business and operations.

CONSULTATION – we will adopt a team approach to improving our WHS standards through open and regular consultation of health and safety matters.

MONITOR AND MEASURE – we will conduct regular workplace assessments to ensure we are complying with the standards, objectives and targets we set ourselves.

EMERGENCY RESPONSE – we will develop and test emergency plans to ensure their effectiveness

REHABILITATION – in the regrettable instance of an employee being injured we will provide effective first aid, rehabilitation and support to ensure a speedy recovery.

SCOPE

This policy applies to all operations and personnel under the control of NT Scaffolds.

OUR RESPONSIBILITIES

The **MANAGING DIRECTOR** has ultimate responsibility for WHS and providing, resourcing, and supporting safe systems work and WHS programs.

MANAGERS are accountable for implementing and enforcing WHS policies, procedures, instructions and standards.

EMPLOYEES, CUSTOMERS AND VISITORS are responsible for complying with WHS policy, procedures, instructions and standards.



Operations

The list below details the different operations at NT Scaffolds you will be assigned tasks to support these operations.

How well you do those tasks has a direct effect on the business and therefore your work is important. Please follow instructions carefully.

- Unloading and Loading of equipment
- Erection, dismantle and alteration of scaffold
- Maintain equipment
- Maintain and clean work area

Site Map





Responsibilities

Every workplace in Australia is covered by work health and safety laws.

These laws set the minimum acceptable work standards in Australia and are aimed at preventing workers being injured or getting sick when performing their work.

Copies of the laws, regulations and codes of practice are available in the office if you want to refer to them.

Ask your Manager.

All persons have specific Work Health and Safety responsibilities under the Law.



Company

NT Scaffolds is responsible for providing (and maintaining):

- Safe entry and exit from the workplace
- A workplace where hazards are identified, minimised and controlled
- Information about the hazards on site and the risks associated with them
- Plant and equipment in safe working order
- Buildings and structures in safe working order
- Training and instructions that enables you to perform your work without harm
- Adequate facilities for the welfare of workers, including wash areas, toilets, drinking water, clean eating areas and first aid facilities
- Effective supervision to ensure rules are being followed
- Emergency Procedures



Persons in Charge

Directors and Managers are responsible for implementing the obligations outlined in the previous section.

They are also responsible for;

- Staying up to date with health and safety matters
- Understanding the company operations and related tasks, and the hazards associated with them
- Providing the necessary resources and systems of work to identify, minimise and control operational and task based hazards
- Ensuring systems are in place to report and address hazards, incidents and emergencies. Including the investigation and follow up actions to prevent reoccurrences
- Making sure the company complies with its work health and safety obligations



Workers

Workers have specific responsibilities as well.

You are responsible for your own health and safety, this means you must:

- Follow safety rules and safety instructions
- Wear PPE when required; and wear it correctly
- Operate and use equipment safely as per operating instructions
- Report hazards, defects, incidents and injuries to your Supervisor
- Cooperate and work with your manager to help make the workplace safer
- Raise health and safety concerns
- Proactively participate in health and safety programs, such as pre start checks, hazard hunts, training, housekeeping,





HIRAC

NT Scaffold has adopted a structured hazard and risk management process. This process is in consultation with all workers to;

- Identify hazards
- Assess the hazards and their risks
- Determine and implement controls in accordance to the hierarchy of control
Eliminate, Substitute, Isolate, Engineer, Administration, PPE
- Implement the controls
- Monitor and review controls



Toolbox Talks

We encourage people to raise health and safety issues with your Manager as soon as they see them.

However we also have regular toolbox talks as a workgroup to raise and discuss health and safety matters or concerns.

Please use these Toolbox Talks to make others aware of issues you know about.



Reporting

- All hazards, incidents and injuries **MUST BE REPORTED** to your Manager
- Serious Incidents must be reported by the Manager and to NT Work Safe (Your manager will do this)
- Failing to do this could result in a fine



Facilities

Facilities are provided on site for your use, please keep them clean and tidy and clean up after you have finished.

You will be shown the facilities during your site tour.



Site Rules

The following safety rules protect you and others from injury or illness. These rules **MUST** be followed at all times.



Alcohol and Other Drugs

- You must turn up for work in a fit and proper condition so that you can do your work safely
- This means you must not be under the influence of drugs or alcohol
- It also means you must not be affected from prescribed medication. eg drowsy or tired

If you can't concentrate on your work you put yourself and others at risk of injury and this is not acceptable behavior.

Failure to present fit for duty could lead to your dismissal



Speed Limits

The speed limit on site is 5kms per hour. Vehicles must adhere to road rules and speed limit on public roads and on customer's sites. The speed limit is the maximum speed and should be reduced based on conditions such as rain, increased pedestrian activity etc.



Parking

Parking of personal vehicles is not permitted on site unless authorised. Cars may be parked on surrounding road ensuring not driveway or corner is obstructed.



Noise

Hearing protection is required when the plant is on operation, using power tools and when sign posted. Hearing protection must also be worn on customer sites if requested. Vehicle radios must not be played at a level that impedes audibility of warning device or sirens. Listening to music via head phones is prohibited during work hours.



Housekeeping

It is mandatory to keep the workplace clean and free of contaminants.

- All persons are required to maintain the highest housekeeping standards
- All equipment must be stored when not in use, never left in pathways
- Materials must be stored neatly
- Rubbish and waste must be picked up and put in the waste bins as soon as practicable.
- Work areas on site and in the workshop must be kept tidied



Hazardous Substances

There are a number of hazardous substances workers can be exposed to as part of normal operations.

Many of these substances can harmful to your health.

If using hazardous substances *you must read the safety data sheets* provided before you use the chemicals and *correctly wear the Personal Protective Equipment (PPE) provided.*

Failure to read these information sheets or wear the PPE can result in serious health effects.

- **NEVER** put chemicals in drink bottles or food containers
- Chemicals must always be correctly labeled and used as intended



Any chemical bought into the workplace must be accompanied with a Safety Data Sheet (SDS). The SDS must be read before using the chemical and appropriate PPE must be worn when handling chemicals.

Workers might be exposed to substances whilst on site, identify these where possible prior to entering site

Report all unknown substance you come across



Signs

Safety signs play an important role in preventing workplace injuries by drawing your attention to things that could affect your health and safety.

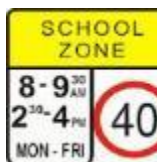
Safety Signs are Safety Instructions



MUST NOT DO- This type of sign shows what is **prohibited in that area**.



MUST DO- This type of sign shows what **must be done** in that area or when using certain equipment.



RESTRICTED TO – signs that place a numerical limit on a certain task such as speed limit.



HAZARD SIGNS – provide advice or warning of **non-life threatening** conditions.



DANGER SIGNS – provide advice or warning of **life threatening** conditions.



EMERGENCY INFORMATION – these signs indicate where emergency equipment is located.



FIRE- these signs indicate where **fire equipment is located** and the fire escape routes.



Work instructions

Additional to this induction you will be trained in the safe work instructions for specific jobs

The safe work instructions have been developed to allow you to perform jobs without injury to yourself or others.

Safe Work Method Statements (SWMS)

Please follow these instructions at all times.



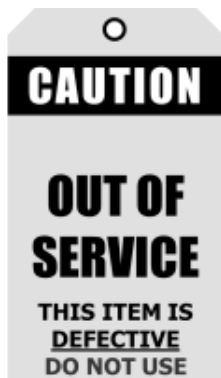
Prestart Checks

Before using any plant or equipment you must visually check it to make sure it is safe to use.

If you see any problems you must report them. If the problems are serious enough to risk your or others health and safety, put an out of service tag on the equipment and notify your manager.

DO NOT use defective equipment.

Tags



CAUTION OUT OF SERVICE tags are used to show people that a piece of equipment is faulty and not to be used. Spare tags can be provided by the Manager.

Only the person who fixes the equipment can remove it.



DANGER TAGS are used when someone is working on a piece of equipment. **DO NOT START** the equipment because someone could be hurt or killed.

Only the person who put the tag on the equipment is allowed to remove it.



Heat Stress

In this region we experience high humidity and high temperatures between October and February.

During these months extreme care should be applied to make sure you don't suffer from heat stress.



Hydration

You can dehydrate during the night when you sleep.

Start drinking water when you wake up in the morning. This will ensure you are well hydrated before you start work.

Drink about 1L of water / hour when doing physical work.

Avoid drinking coffee or caffeine drinks – they dehydrate you.

Check the color of your urine when going to the toilet.

If it's dark, – drink more water.



Protection

- Wear a wide brimmed hat when working in the sun
- Wear long loose clothing to avoid sunburn
- Take regular rest breaks in a shaded, well-ventilated area
- If you feel sick or unwell – report it immediately to your Supervisor



Sun Protection

- Wear 30+ sun screen if you don't have long clothing
- Wear tinted safety glasses or sun glasses to protect your eyes when work outdoors





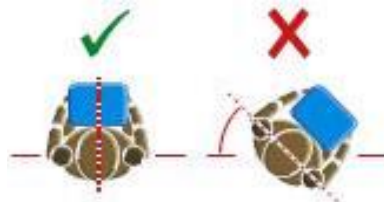
Manual Handling

Work at NT Scaffolds is intensive by nature and requires high levels of physical fitness. **This does not mean you have to carry heavy loads.**

- Where possible use mechanical aids such as trolleys or forklift to move heavy items
- Or use two or more people to lift heavy or awkward items
- Where loads have to be carried by a single person, the load must be broken down into smaller items
- Adopt the correct lifting technique below



- Never lift and twist move your feet



- Use the weight chart below as guidance





Mobile plant

Mobile plant is very dangerous and can cause severe injuries if not operated carefully and correctly.

Site Safety Rules:

- **DO NOT** operate mobile plant unless you are licensed and authorised
- **Forklift drivers** require a High risk license
- **DO** complete prestart check
- **DO operate the equipment safely**
- Speed limit is 5 km/h within NT Scaffolds yard and facility and at delivery sites and as sign posted on roadways
- **DO NOT** jump on or off a moving vehicle
- **DO NOT** allow passengers to travel on plant or load
- **DO NOT** start a vehicle unless seated in the driver's seat
- **REPORT ALL ACCIDENTS AND INJURIES TO YOUR SUPERVISOR IMMEDIATELY**
- **TURN OFF** the key when you have finished driving
- **REMOVE**



Scaffolding

Scaffolding work means erecting, altering or dismantling a structure that is or has been erected to support a platform and from which a person or object could fall more than 4 m from the platform or the structure.

Workers **MUST** have a current High Risk License for scaffolding to carry out any scaffolding work.

Failure to comply with this requirement can result in fines



Personal Protective Equipment

Personal Protective Equipment is provided for your protection.

You must wear this equipment and wear it correctly where the signs or safe work instructions indicate.

This is particularly important when:

- Using hazardous substances
- Cleaning plant/ equipment/ facility
- Carrying heavy/ sharp/ rough items

If the protective equipment you need is missing or damaged see your Manager for new equipment.

Closed steel cap boots or shoes must be worn when working. Thongs and open shoes are not allowed.

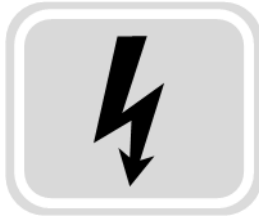
Mandatory PPE requirements for NT Scaffold workers is Hi Vis clothing, steel caps boots and hard hat when on site



Personal Hygiene

It is very important that you maintain high levels of personal hygiene for you and the consideration of others

For your safety wash your hands properly before handling food.



Electrical Storms

The Northern Territory is one of the most lightning prone areas on earth. A single storm over Darwin recorded 1634 strikes in a few hours.

Lightning claim more lives than shark attacks! Those who survive are often left blind and / or paralyzed.

If an electrical storm is approaching:

- Take shelter in the facility or vehicle
- **DO NOT TOUCH THE WALLS OR ANY METAL** in the facility

If you get caught out in a storm

- The safest position to be in is the **CROUCH POSITION** with your **FEET TOGETHER**. Do not let any other part of your body touch the ground
- If there are any rubber mats nearby, you should stand on them
- Do not take shelter under trees
- Do not stand next to any metal objects which are shorter than you



Smoking

NT Scaffolds has a responsibility to provide a safe and healthy work place for ALL workers.

Smoking is regarded as a health hazard and therefore smoking is not permitted in any building, work vehicle or where indicated by signs.



Emergency Procedures

First Aid

In an emergency **call triple zero (000)** and ask for an ambulance

D **DANGER**
Ensure the area is safe for your self, others and the patient



R **RESPONSE**
Check for response—ask name—squeeze shoulders
No response

Response
Make comfortable
Monitor response



S **SEND for help**
Call triple zero (000) for an ambulance
or ask another person to make the call



A **AIRWAY**
Open mouth—if foreign material present
Place in recovery position
Clear airway with fingers



B **BREATHING**
Check for breathing—look, listen, feel
Not normal breathing
Start CPR

Normal breathing
Place in recovery position
Monitor breathing



C **CPR**
Start CPR—30 chest compressions : 2 breaths
Continue CPR until help arrives
or patient recovers



D **DEFIBRILLATION**
Apply defibrillator if available
and follow voice prompts

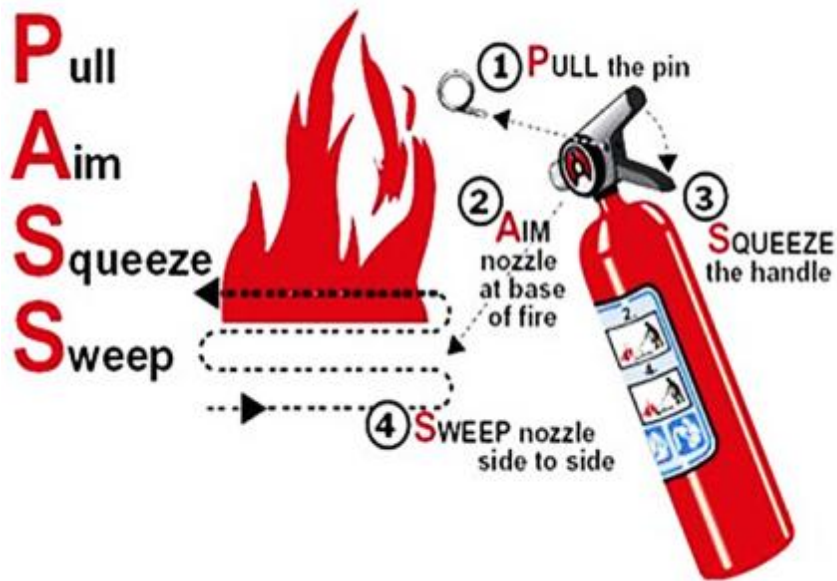




Fire



To operate an extinguisher: *(Check your extinguisher's label for detailed instructions.)*





Spills

IDENTIFY



KNOW what the product is before you approach- check the MSDS if unsure

CONTROL



STOP the leak - if safe to do so

CONTAIN



PREVENT the product from spreading or entering drains

ABSORB



APPLY the contents of the spill kit to absorb the product

CLEAN UP



BAG & BIN the absorbent ready for disposal

Report all spills to your Manager



Evacuation

If we have to evacuate the site:

- Stop what you are doing
- Make sure everyone is told
- Go to the evacuation assembly point at the front gate
- Conduct head count
- Do not take unnecessary risks which may put yourself or others in danger
- Once the roll call has been completed, evacuate the premises via the front gate
- Emergency contact numbers are posted outside the office