

# Workplace Safety Guide

Bayside Group



[www.baysidegrp.com.au](http://www.baysidegrp.com.au)

# Introduction

The Bayside Group (Bayside) is a national recruiter, providing permanent, contract and temporary recruitment services through the following specialist brands:

- » Austra Health, Nursing
- » Bayside Personnel, Engineering
- » Baytech, Industrial
- » Bridge Consulting, Business Services
- » CozWine, Wine Industry
- » Techstaff, Scientific

We are committed to your continued wellbeing and safety in the workplace, and ask that you take the time to read this book prior to starting work. If you ever have any questions or concerns regarding your safety in the workplace, please contact your recruitment consultant immediately.

For further information, visit **[www.baysidegrp.com.au](http://www.baysidegrp.com.au)**

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# Occupational Health & Safety Policy Statement

Bayside is committed to your continued well being and to ensuring that you are safe from injury and risks to health while at work.

## Our Responsibilities:

- » Obtain accurate information from your Host Employer regarding not only the type of work, but the knowledge, skills and experience required to perform the work safely.
- » To brief you about the job, and provide basic OH&S information that would apply in the type of work or industry to which the job relates.
- » Conduct an initial work site assessment and periodic assessments thereafter to ensure that our clients provide and maintain a working environment that is safe.
- » To ensure your Host Employer carries out suitable inductions and job training and that an appropriate level of supervision is provided to you.
- » Maintaining documentary evidence and records relating to all issues of employment and occupational health and safety.

## Your Responsibilities:

You are required to observe and comply with all health and safety standards, and rules of the site. You must also:

- » Follow all safety signage, warnings, or instructions given by any Host Employer representative while on the premises.
- » Follow all health and safety policies and procedures of your Host Employer.
- » Report any known or observed hazards to your Supervisor or Manager.
- » Promote a safe working culture within the workplace at all times.

The effectiveness of this system depends greatly on your commitment and support; to this end each employee and on-hired worker is expected to be fully committed to the implementation of this policy.

**No other business practice is more important to us than ensuring safe working conditions.**

# Frequently Asked Questions

## What do I do if I think my workplace is unsafe?

You are not expected to work in an unsafe environment. If you think your workplace is unsafe, discuss the issue with your Supervisor. If the issue is not resolved to your satisfaction, contact your Recruitment Consultant. See page 8 for further information.

## What do I do if I am asked to change work sites?

Contact your Recruitment Consultant immediately. See page 7 for further information.

## Who provides Personal Protective Equipment (PPE)?

When briefing you on a job, your Recruitment Consultant will let you know what PPE is required and who is responsible for providing it. You will generally be expected to provide steel cap boots if they are required. For further information or if you are unsure, contact your Recruitment Consultant.

## What do I do if I am injured in the workplace?

Immediately report your injury to your Supervisor, and seek first aid if necessary. Contact your Recruitment Consultant as soon as possible to discuss injury management. They will assist you through the process. See page 9 for further information.

## Your First Day on the Job

When you work in a new location for the first time, it is important that you:

- » Are inducted into the workplace and are properly instructed and trained on the equipment you will be using and emergency procedures.
- » Familiarise yourself with the safety rules, requirements and procedures in your work area.
- » Don't use equipment or do anything you consider to be hazardous, without maximum and reasonable protection.
- » Observe safety signs – they are there for your protection.

We do not expect you to work in unsafe conditions.

If you are asked to work in unsafe conditions, advise your Supervisor. If the situation is not resolved, contact your Recruitment Consultant immediately.



## The Correct Attitude

We expect you to be alert and apply common sense when at work. Most accidents can be avoided.

Make sure you are aware of the situation, conditions and people on the job and if you see something wrong, fix it or report it.

Remember, you have a duty to act in a manner that doesn't endanger your health or that of others in your workplace.

**Your attitude to safety will make the difference.**

## Changes to your Workplace or Job

Your Host Employer has an obligation to notify us of any proposed changes to the nature of your job or workplace.

However, we also need you to let us know if anything changes so that we can conduct a review and discuss the changes with you. An OH&S site evaluation may also be necessary.

**If you are asked to carry out a different job or to work in a different workplace by your Supervisor, discuss this with your Recruitment Consultant.**

## Emergency Procedures

Your site or workplace should have an emergency plan which addresses:

- » Fire
- » Bomb threats
- » Gas and chemical leaks
- » Structural collapse

This plan should include:

- » Emergency evacuation procedure including designated exits and safe assembly point
- » Warning device for evacuation
- » Nominated employees responsible for managing emergencies
- » Contact information for emergency rescue services

**Make sure you know the emergency plans and procedures in your workplace.**



## First Aid

In case of an injury in your workplace, you should report the injury, no matter how minor, to your Supervisor.

If you require medical treatment seek attention from the First Aid Officer at your workplace. If further medical treatment is required, your Supervisor or First Aid Officer will arrange this.

**All incidents must be reported immediately to your Supervisor and Recruitment Consultant.**

## Reporting Hazards or Hazardous Situations

Please report all hazards or hazardous situations to your Host Employer Supervisor. If matters are not resolved, please contact your Recruitment Consultant immediately for further advice.



# What to do if you are injured at work

As your employer, it is our legal obligation to register any injuries you sustain in the workplace. If you are injured at work:

1. Immediately report your injury to your Supervisor, and seek first aid if necessary.
2. Contact your Recruitment Consultant as soon as possible to discuss injury management.
3. An Injury, Incident and Near Miss Report must be filled out with your Recruitment Consultant as soon as possible.

Your Recruitment Consultant will assist you with all elements of WorkCover, so please direct all questions to them. This is important because all documentation must be completed correctly before any WorkCover payments can be made.

**For after hours emergencies, please call 1300 22 98 32.**

## Rehabilitation and Return to Work

Normal practice and our expectation is that rehabilitation and your subsequent return to work will commence as soon as possible.

Suitable duties which do not jeopardise your wellbeing will be provided where possible as part of this process. An appointment to see a doctor may be arranged for you, so please follow the workplace injury guidelines for your state.

All employees have a duty and responsibility to take reasonable care for their own health and safety, and that of others in the workplace.

## Good Housekeeping

You are expected to follow these simple guidelines to avoid unnecessary accidents:

- » Keep all floors free of spills, especially oil.
- » Return tools and equipment to their designated storage places as often as possible, and certainly after each shift.
- » Keep materials stacked properly in their correct location.
- » Keep cords and wires neatly rolled up and well away from walkways.
- » Make sure power tool leads, blades, etc. are well protected.
- » Store chemicals in appropriate and clearly marked containers.

**It is your responsibility to help keep your work area tidy.**

## Harassment and Bullying

Everyone has the right to work in an environment, free from harassment. Please note:

- » You must conduct yourself appropriately and respect fellow employees at all times.
- » You have a duty to report to management all cases of harassment either witnessed or directed to you personally.

Harassment takes on many forms and includes sexual harassment and bullying. Harassment is any behaviour or conduct that is not wanted and has the potential to offend, humiliate or intimidate another person or people. Examples of harassment include:

- » Public display of pornographic material, either mildly erotic or explicit
- » Continued use of jokes containing sexual innuendos
- » Unwanted and uninvited sexual advances
- » Obscene gestures
- » Unwelcome physical contact
- » Inappropriate use of power to force or influence a person(s) decision
- » Intimidation
- » Victimising a person because of race or religion

**A worker who is found to have been responsible for harassment may face instant termination.**

## Alcohol and Drugs

The consumption or possession of illicit substances and alcohol in the workplace is prohibited. Similarly, illicit substances and alcohol must not be consumed before or during work.

An intoxicated employee represents a danger to themselves and their co-workers, and as such may result in instant dismissal. If, in the opinion of the Supervisor, you are intoxicated at work, you will be asked to leave the site.

## Office Safety

Please adhere to the rules and guidelines in each workplace and carefully read instructions when using office equipment. If you are unsure of how to do something, ask!

Each workplace has its own physical challenges. Some actions that appear harmless may have implications if not undertaken correctly. Basic office ergonomic guidelines are as follows:

- » Make sure the top of your computer screen is level with or slightly lower than your eyes.
- » Keep your screen at arms length from your seated position.
- » Adjust your chair so your feet are flat on the floor, your thighs are horizontal and your lower legs are vertical.
- » Fit the backrest of your chair to the curve of your lower back, making sure you are comfortable.
- » Place your keyboard directly in line with your seating position and the screen, making sure you don't have to stretch to reach it.
- » When using your mouse, let the desk support the weight of your arm, keep your wrist flat and rest your fingers on the mouse between actions.

Regularly shift to a neutral position making sure your arms and shoulders are relaxed and your back and neck are straight.

**STAY SAFE**

**OPEN YOUR  
EYES TO BE  
SAFETY WISE**

**STAY SAFE**

**THIS WORKPLACE  
IS DRUG AND  
ALCOHOL FREE**

**BE TIDY**

**CLEAN UP  
SPILLS**

**BE TIDY**

**PLEASE  
KEEP YOUR  
WORKSTATION TIDY**

## Slips, Trips and Falls

- » On wet surfaces, shorten your stride to keep your centre of balance and wear footwear with appropriate slip resistant soles.
- » In the case of other hazards like loose mats, changing surfaces, etc. be observant and take care.

### Avoiding Trips:

- » Clean up clutter and cover electrical leads.
- » Make sure your view is unobstructed and you have adequate lighting (carry a torch if necessary).
- » Be careful on ladders, steps and stairs - don't use makeshift ladders and platforms.

## Manual Handling and Lifting

Lifting, pushing, pulling, stacking and packing are all examples of manual handling. Incorrect methods used in handling materials cause the greatest number of workplace injuries.

Before lifting any object ask yourself:

- » Must the object be moved?
- » Must the object be lifted?
- » Can the object be moved mechanically?
- » Can the object be reduced?
- » Can anyone assist me?
- » Is the object too heavy to lift?

The following basic rules should be observed when lifting:

- » Make sure each load is within your lifting capacity
- » Clear the path of travel of obstructions
- » Place feet shoulder width apart in a good balanced position
- » Bend knees as you grasp the weight
- » Keep back as upright as possible
- » Lift gradually by straightening the legs
- » Never twist while lifting or carrying

## Personal Protective Equipment

- » Arrive for work wearing the appropriate clothing and footwear. Do not wear loose or torn clothing.
- » Do not commence work unless wearing the correct personal protective equipment.
- » If you accept a role requiring personal protective equipment or safety gear, you are expected to comply.

If you have any questions regarding PPE, please contact your Recruitment Consultant.

## Eye Protection

You must wear your safety goggles or glasses when required and:

- » Always look downwards when taking them off
- » Keep your safety goggles and glasses clean
- » Know where the emergency eyewash area is located

If you do get something stuck in your eye, seek first aid treatment straight away - do not try to remove the object.

## Hearing Protection

Hearing loss caused by noise can't be cured, so you must protect your ears. Basic types of personal hearing protection include:

- » Ear plugs: inserted into your ear to seal your ear canal
- » Earmuffs: clam cushions over your ears.

**If there are signs in your workplace requiring you to wear hearing protection, you must wear it!**



## Skin Care and Sun Protection

If you are working outdoors:

- » Head protection (hats) should shade the head, face, neck and ears, and hats should have a broad rim.
- » Sunglasses should fit closely to the face and meet Australian standards. Wrap around glasses provide the best protection from UV rays.
- » A broad-spectrum water-resistant sunscreen with a 30+ SPF should be applied generously 20 minutes before exposure to the sun. Re-apply sunscreen as required.
- » It is important to keep hydrated, so remember to drink water regularly.

## Hand Protection

Wearing protective gloves when required is essential to protect your hands from injury.

The first step in preventing hand injuries is to know the hazards involved in your job and how to avoid them. Common hazards include:

### Pinch Points:

Avoid placing your hand in danger zones, which are found between a moving and stationary object, or between two continuously moving objects.

### Hot Spots:

It is essential to wear protective gloves to shield your hands from hot machinery, which can cause serious burns.

## Jewellery and Loose Clothing

Jewellery and shirt sleeves can easily get caught in moving machinery. Always remove all jewellery, scarfs and other loose clothing prior to commencing.

## Working at Heights

Falls from heights are the most common cause of fatalities on building and construction sites. Please be aware of the following:

- » Perimeter edges of buildings and structures
- » Penetrations and voids
- » Lift wells and stair wells
- » Roofs
- » Formwork decks
- » Incomplete scaffolding
- » Unsecured ladders
- » Trenches
- » Excavations
- » Drilled or bored piling holes

Fall protection should be provided for all persons exposed to a fall of 2.0 metres or greater. However, a risk assessment may suggest that fall protection is needed at a lower height.

### For your own safety when working at heights, remember:

- » You are not expected to work anywhere you are at risk of falling
- » You have the right to remove yourself from hazardous work situations
- » Report any fall hazards you see on site
- » When using a ladder, always use both hands to ascend/descend, face the ladder when working and don't over-reach or use the top three rungs.



## Confined Spaces

Vats, tanks, pits, pipes, ducts, flue, ovens, chimneys, silos, sewers, shafts, trenches, tunnels or similar enclosed or partial enclosed structures are generally defined as confined spaces if entry or exit is restricted, the atmosphere is hazardous or there is a risk of engulfment

Your Host Employer should undertake a documented risk assessment which takes into account the following:

- » Physical nature of the confined space
- » Level of oxygen and the presence of any contaminant in the atmosphere
- » The safe method of work to be adopted in the confined space.
- » Any work to be performed outside the confined space that may be associated with a hazard.
- » Means of entry to and exit from the confined space.
- » The type of emergency procedures required.

**Don't enter confined spaces unless you are trained and accredited to do so.**

## Machinery Safety

Please adhere to the following when operating fixed machines:

- » Don't operate unless you are trained and authorised to do so
- » Always wear the correct PPE
- » Do not wear loose or flapping clothes or jewellery
- » Keep the work area clean
- » Only operate a machine if it is safe to do so
- » Follow all safety instructions or SOP's for the machinery

**Don't remove a safeguard or operate machinery with guards removed.**

## Hand Held Power Tools

Using the wrong tools for the job, or using the right tool in the wrong way can result in serious injuries. Inspect your tools before using them, don't use any tools that appear unsafe and never apply unnecessary pressure.

Electrically powered tools and equipment must be earthed at all times when in use (excluding double insulated tools). Angle grinders used as a cutting tool must also be fitted with "D" handle (or similar approved), dead man's switch and safety guards. All electrical equipment and leads on sites must be inspected and tagged by a qualified electrician.

Operating switches or levers requiring constant pressure for operation must not be tampered with to make the tool operate without constant hand or finger pressure. Grinding wheel speeds need to conform to the manufacturer's recommended speed.

### Do's...

- » Switch off power and remove the plug before making adjustments, blade or tool changes
- » Keep guards in place
- » Ensure cutting edges are sharp
- » Wear eye protection and appropriate PPE

### Don'ts...

- » Use saws or other power tools unless fitted with correctly adjusted guards, cut outs or other appropriate safety devices
- » Use cords that are frayed, damaged or with the insulation cut
- » Pull cords over sharp edges
- » Run cords through oil or water
- » Use electrical equipment if your hands are wet or if you are standing on a wet surface



# Vehicles / Forklifts / Mobile Plant

## Basic Vehicle Safety

Information, instruction and training on specific use of vehicles, plant and equipment in the workplace is to be provided by your Host Employer. If you have any doubt about the correct procedures, immediately seek further information from your Supervisor.

You must follow all of the safe operating procedures of your Host Employer and the vehicle / plant manufacturer.

## Don't operate any vehicle, plant or equipment if:

- » You are not licensed, ticketed or competent to operate it
- » You don't know the correct safe operating procedures
- » You are not confident that you can effectively control it

Pre-start checks must be done on a daily basis, or when taking over a vehicle, plant or other equipment from another operator.

## Forklifts

- » Passengers must not be carried on forklift trucks
- » The operator should wear a seat belt if provided
- » A person should never be lifted on the tines of a forklift truck, unless an approved cage is attached
- » When travelling, the forklift tines should be lowered as close to the ground as practicable
- » Forklifts should only be operated in designated areas.

When not in use, the tines must be on the ground, gas bottle turned off, and the key removed and held only by the operator.



## Electrical Safety

- » Only qualified electricians can work on electrical wiring or apparatus
- » Keep electrical apparatus or surrounding floors dry
- » Never turn on a light switch while standing in water
- » Don't pull cords over sharp edges
- » All electrical equipment and leads on site must be inspected and tagged by a qualified electrician
- » Only fire extinguishers of the non-conductive type should be used around electrical fires ie. dry chemical type (red extinguisher with white band) and carbon dioxide type (red extinguisher with black band)

## Chemical Safety / Hazardous Substances

Under Hazardous Substance Regulations, your Host Employer must identify chemical hazards, investigate the risks and control any risk to your health and safety.

Hazardous substances can include:

- » Paints
- » Solvents
- » Glues
- » Particle fibre board
- » Insulation material
- » Cement finishes
- » Disinfectants and cleaning agents

There are different ways a hazardous substance can enter your body:

1. Inhaled – breathed
2. Ingested – swallowed
3. Absorbed – through your skin
4. Injected – needle or sharp object going into your skin

Before using any product that may contain chemicals, ask your Supervisor for all relevant information. This may include requesting a material safety data sheet (MSDS), which provides identification, health hazards, precautions, safe handling and first aid information.

# Online Safety & Equal Opportunity Induction

WorkPro is a simple induction and training solution that reduces the time and effort spent completing general safety and equal opportunity inductions. Once you have registered on WorkPro and completed your induction, the results of your assessment is permanently stored in a central database for reference by a future employer. This means you only need to do the induction module once, even if you change jobs or recruitment agencies/employer.

Hundreds of recruiters are already using WorkPro as their induction solution, and tens of thousands of individuals have already been 'WorkPro inducted'.

To complete your induction, visit **[www.workpro.com.au](http://www.workpro.com.au)**

For ease of reference, once you are registered, note your WorkPro details below:

User Name:

Password:

CIN #.

PIN #.

WorkPro

# Definitions

Hazard:	Anything in the workplace that has the potential to harm people.
SOP:	Standard Operating Procedure; sometimes known as Safe operating procedure
PPE:	Personal Protective Equipment
Recruitment Consultant:	Your Austra Health, Bayside Personnel, Baytech, Bridge Consulting, CozWine or Techstaff representative that has either been nominated as your direct point of contact, or provided you with the information for the work you are currently performing.
Employer:	Austra Health, Bayside Personnel, Baytech, Bridge Consulting, CozWine or Techstaff is your employer.
Host Employer:	Our client, and the Company at which site you are currently working.
Supervisor or Manager:	The Host Employer representative your Recruitment Consultant has told you to report to on-site.
Employee:	Any reference to employees in this publication refers to yourself and/or your co-workers.

