



in great hands

INFRONT STAFFING

EMPLOYEE INDUCTION MANUAL



This Employee Induction Manual consists of:

- INTRODUCTION & DUTY OF CARE (page 2)
- WHS CONSULTATION (page 3)
- SAFE PRACTICES (page 4)
- WORKPLACE BULLYINIG (page 5)
- ELECTRICAL EQUIPMENT (page 6)
- ASSESSMENT QUESTIONS (page 7)
- OUR VALUES (page 8)

- FORKLIFT SAFETY
- TWO METRE RULE FACT SHEET
- MANUAL HANDLING TIPS
- RISK MANAGEMENT FACT SHEET
- ICARE FACT SHEET
- SWMS
 - WAREHOUSING GENERAL SAFETY
 - FORKLIFT SAFETY
 - CONSTRUCTION GENERAL SAFETY
- FAIR WORK STATEMENT 2019

INTRODUCTION

Welcome to Infront Staffing. We are a recruitment company that has a strong commitment to Safety and Health in the workplace and minimising damage to the environment.

This induction covers the broad mandatory core elements for safety, health and the environment. The specific items relating to your work area will be discussed at your workplace induction by your host supervisor or manager.

We have developed a range of policies to reflect our commitments and have adapted some or all of these policies covering the following:

- ◆ Safety, Health & Environment
- ◆ Injury Management
- ◆ Alcohol & Drugs in the workplace
- ◆ Issue Resolution

These subjects will be further explained at your workplace induction.

DUTY OF CARE

Under the Work Health & Safety Act, 2011 Infront Staffing, host employers and its employees have an obligation to fulfil their Duty of Care.

The PCBU (person conducting a business or undertaking) shall:

- a. **Ensure as far as is reasonably possible that workers are safe from injury and risk while at work.**
- b. **Provide a safe working environment, facilities, systems and environment (e.g. access to toilets and drinking water)**
- c. **Provide workers with WHS information and training.**

Each Worker (this is you – or in other words, employees) shall:

- a. **To take reasonable care to protect the health and safety of yourself and others who may be affected by your actions at work, e.g. keeping your work area safe and tidy.**
- b. **Telling other workers about hazards you have noticed, such as tools or equipment which are faulty or need repair.**
- c. **To co-operate with Infront Staffing and host employer to avoid adversely affecting the safety or health of yourself or any other person through any act or omission at work and to report hazards: and**
- d. **Not to interfere with or damage any equipment provided by the employer.**

WHS CONSULTATION

Infront has developed a WHS forum accessible by our website where we all share ideas about safety. This is accessible by going to www.infrontstaffing.com and going to WHS forum. Please review this page and let us know if you would like to add anything or have any questions.

FIRST AID

At your workplace induction you will be informed of who the first aider(s) are, where the first aid kits are located, or what to do if you require first aid attention.

INCIDENT REPORTING / HAZARD IDENTIFICATION.

Infront Staffing Services has an incident reporting and recording system that covers all incidents, hazards and near misses in the workplace.

Any incident, hazard or near miss that you observe must be reported immediately to your supervisor, manager or safety representative and Infront Staffing. There is also a downloadable incident report available on our website.

WORKERS COMPENSATION

All employees have certain rights under the NSW Workers Compensation Act. If you are unfortunate enough to have an injury whilst at work there is a worker's compensation claim procedure that must be followed and your supervisor or manager will help you with this.

Your manager or supervisor as well as Infront Staffing must be notified within 24 hours after an injury. An incident report must be done at the time of injury, if not possible the report will be completed by the host manager or supervisor. Your return to work coordinator is Roger Johnson – 02 8252 7565

INJURY MANAGEMENT

Infront Staffing is committed to providing appropriate treatment to an injured employee so that pain and suffering is minimised and through consultation with the treating doctor, initiate a return to work goal which will ultimately lead to the resumption of pre-injury duties.

MANUAL HANDLING

There are steps to follow when moving or attempting to move an object. We have provided you with manual handling techniques relevant to the particular tasks you will be involved with; you have also successfully demonstrated your lifting technique at this induction. Please ensure that you are always using the correct lifting technique. If you require training in this area please don't hesitate to contact Infront Staffing and a trained professional will be more than happy to assist.

EMERGENCY RESPONSE

Infront Staffing and our clients have emergency response and evacuation procedures, which will be explained to you at your workplace induction.

You should ensure that you know what to do in the event of an emergency.

ALCOHOL AND DRUG POLICY

Any employee that is under the influence of alcohol or drugs will be instantly dismissed. Random drug and alcohol checks will be carried out at any time of your employment with Infront Staffing.

SAFE PRACTICES

By following these instructions and applying a commonsense approach to all work situations, accidents in the workplace can be reduced for the benefit of everyone.

The following general requirements **are essential** for work safety:

- Be alert at all times. Carelessness and inattention to the job in hand cause many accidents;
- Good housekeeping is closely aligned to safety. Don't leave things lying around for others to trip over. Clean up spills at once. Dispose of rubbish properly;
- Report any hazardous condition or situation to your supervisor immediately;
- Do not attempt to operate machinery or apparatus unless you are trained or have a licence to operate. If you are required to operate machinery please ensure that you are trained and signed off on its operation before operation.
- Do not use tools or machinery which are defective;
- Pay strict attention to all warning signs;
- All injuries, however trivial, must be reported;
- Dangerous situations are to be reported immediately.
- If you are not comfortable performing a duty or task do not do it and report to your supervisor.

These are some of the **minimum requirements** for any person employed by Infront Staffing Services. Some more specific **minimum requirements** are as follows:

Personal Safety Equipment

Personal protective equipment (PPE) is designed to be used or worn by you to prevent injury. In many respects it is your workplace armour. Infront will supply you with PPE if you do not have it!

Safety Footwear must be worn at all times where it is nominated as required.

Safety Helmets must be worn at all times on client's sites where it is nominated as a requirement.

High Visibility Vests must be worn at all times

Eye Protection must be worn on client's sites when an eye hazard exists or where it is nominated as a requirement.

Hearing Protection must be worn at all times when a noise hazard exists.

Gloves must be worn when a hazard (physical or biological) exists.

WORKPLACE BULLYING

Workplace bullying is defined as repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety.

Repeated behaviour refers to the persistent nature of the behaviour and can involve a range of behaviour over time.

Unreasonable behaviour means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

Examples of behaviour, whether intentional or unintentional:

- Abusive, insulting or offensive language or comment
- Unjustified criticism or complaints
- Deliberately excluding someone from workplace activities
- Withholding information that is vital for effective work performance
- Setting unreasonable timelines or constantly changing deadlines
- Setting tasks that are unreasonably below or beyond a person's skill level
- Denying access to information, supervision, consultation or resources to the detriment of the worker
- Spreading misinformation or malicious rumours
- Changing work arrangements such as rosters and leave to deliberately inconvenience a particular worker or workers

A single incident of unreasonable behaviour is not considered to be workplace bullying however it may have the potential to escalate and should not be ignored.

If workplace bullying behaviour involves violence, for example physical assault or the threat of physical assault, it should be reported to the police.

WORKPLACE BULLYING IS NOT TOLERATED IN ANY FORM, PLEASE INFORM INFRONT IMMEDIATELY IF YOU ARE SUBJECTED TO IT. IF YOU SUBJECT ANYONE TO WORKPLACE BULLYING OR HARASSMENT IT WILL RESULT IN INSTANT DISMISSAL.

WHAT IS NOT CONSIDERED TO BE WORKPLACE BULLYING

Persons conducting a business or undertaking may take reasonable management actions to direct and control the way work is carried out. It is reasonable for managers and supervisors to allocate work and give feedback on a worker's performance. These actions are not considered to be workplace bullying if they are carried out lawfully and in a reasonable manner, taking the particular circumstances into account.

Examples of reasonable management action include but are not limited to:

- Setting reasonable performance goals, standards and deadlines
- Rostering and allocating working hours where the requirements are reasonable
- Transferring a worker for operational reasons
- Deciding not to select a worker for promotion where a reasonable process is followed
- Informing a worker about unsatisfactory work performance in an honest, fair and constructive way
- Informing a worker about inappropriate behaviour in an objective and confidential way
- Implementing organisational changes or restructuring
- Taking disciplinary action, including suspension or terminating employment

ELECTRICAL EQUIPMENT

Electricity cannot be seen, yet it can burn and kill. **Do not take chances with electricity.** Follow the advice given below:

- Regard all electrical wires as dangerous. Do not permit any object that you are handling to come in contact with electrical lines.
- Report defective wiring or electrical equipment immediately to your supervisor.
- Do not attempt to repair defective wiring or electrical equipment or tools.
- Before using an electrical extension cord, check it for bad insulation and broken or cracked fittings and make sure it has been safety tested and tagged.
- Electrical leads should be placed where they do not become a tripping hazard or damp - wet leads can kill.
- Electrical outlets are to be switched off before plugs are inserted.

LADDERS

Always use the right type of ladder. If in doubt ask your supervisor. Before using a ladder:

- If you are working above 2 metres, you **must** have scaffolding or wear the harnesses that are provided.
- Inspect the ladder for damage. Report any defects to your supervisor.
- Make sure the ladder is long enough for the job.
- Make sure the ladder will not slip when in place. Either tie the top or have someone hold it at the bottom while you are tying it off.
- Place the ladder at the correct angle (4 to 1 ratio) from the vertical. The bottom of the ladder should be at a distance equal to a quarter of the distance to the top support of the ladder and be chocked
- If working from a ladder using both hands, a safety harness must be worn.

Working at Heights

An anchored safety harness and lanyard **must** be used when working in an elevated position of more than 2 metres where it is not practical to provide a scaffold

Employees are prohibited from walking on cement/asbestos roofs without the use of crawl boards, harness, lanyard and breathing apparatuses.

**EXAMPLE ONLY –
ATTACHED IN
REGISTRATION PAPERS
TO BE COMPLETED**



ASSESSMENT QUESTIONS

Name: _____ Date: _____

		TRUE	FALSE
1.	Infront Staffing has a set of Core Values?		
2.	Infront Staffing do not have an Alcohol & Drugs Policy		
3.	I have a personal responsibility for safety at work.		
4.	Duty of care only applies to management.		
5.	I can report to work under the influence of drugs or alcohol.		
6.	I only need to report an incident if someone is hurt.		
7.	I must at all times use the correct <i>manual handling</i> technique.		
8.	Injury report forms must be submitted within 24 hours.		
9.	The company has an injury management procedure to assist in injured workers		
10.	I can only use equipment that I have been trained and inducted on or hold a licence to do so.		
11.	I have received the rules and regulations <i>Employee's Handbook</i> . I have also reviewed and understand the Safe Work Method Statements (SWMS). A copy is available to me if I request it.		
12.	The minimum safety equipment I need to wear is safety boots.		
13.	The minimum distance required between yourself and any operating mechanical handling equipment is 2 metres.		
14.	I have viewed and understood the manual-handling information provided and I will at all times use this technique whilst working for Infront.		
15.	I should not perform any tasks that I am uncomfortable in performing.		
	FORKLIFT DRIVERS ONLY	YES	NO
1.	Should you always complete a pre and post operational checklist?		
2.	Should you look over both shoulders before reversing?		
3.	Whilst driving the forklift, should tines be at their lowest possible safe height without risk of contacting non level ground or structures?		
4.	Is it important to know the weight of the load you are lifting and the lifting capacity of the forklift?		
5.	If you notice a fault or defect should you operate this piece of machinery?		
6.	Are you required to use a seatbelt if one is fitted and make sure that all parts of your body are within the forklift when traveling?		
7.	Should you sound the horn and stop at all pedestrian walkways?		

NAME: _____ SIGNATURE: _____ DATE: _____

OFFICE USE ONLY, PLEASE DO NOT WRITE INTO THIS SPACE

The candidate has successfully demonstrated understanding of WHS regulations, manual-handling technique and forklift use

NAME: _____ SIGNATURE: _____ DATE: _____



in great hands

OUR VALUES

..... the essential principles which drive our conduct for the benefit of our stakeholders

INTEGRITY

Act with honesty and integrity at all times.
Be open, forthright and professional in dealings with people.

KNOWING THE CUSTOMER

Listen carefully to what customers are saying and why they are saying it.
Anticipate customer's needs and build partnerships with them.
Make it easy for customers to do business with Infront Staffing.

ADDING VALUE

Contribute to the profitable growth of the company. This is why we are all employed.

RISK TAKING

Encourage ideas and change. Be innovative and an informed risk taker in pursuing growth.
Think laterally and be prepared to use technology to create new products and services.

PEOPLE

Develop people; train, trust, delegate responsibility.
Foster both individual achievement and teamwork.
Encourage diversity, share ideas and, above all, reward outstanding performance.

OWNERSHIP

Set challenging goals and accept full responsibility for the result.

RESPONSIBILITY

Obey the law. Make sure workplaces are safe. Take care of health, safety and the environment,
get home safe

TAKE FORKING SAFETY SERIOUSLY



- 1. Keep 'em separated**
Forklifts and people don't mix. Watch out for each other, and stay in the areas designated for you.



- 2. Don't lose your load**
Make sure your load is stable. If you need to, use a suitable lifting attachment.



- 3. Belt up**
Like in a car, wearing a seat belt can save your life in a tip-over or collision.

These are just some tips. Find out more at safework.nsw.gov.au or **13 10 50**



SafeWork NSW

'TWO METRE' RULE IN FORCE



To minimise the potential for personal injury, no one shall enter a two metre radius around any operating mechanical handling equipment without first getting the attention of the machine operator and waiting for the machinery to come to a complete stop. Then wait for the operator to give permission to approach safely.

TOP TIPS FOR MANUAL HANDLING

1 CONDUCT A
MANUAL
HANDLING
RISK ASSESSMENT



2 ENSURE
EMPLOYEES
HAVE THE
CORRECT
MANUAL
HANDLING
TRAINING



USE MECHANICAL AIDS
WHEREVER POSSIBLE

4 PLAN THE
ROUTE
BEFORE
YOU START



5



WORK FROM A
STABLE BASE

HUG
THE LOAD



7 BEND
YOUR
KNEES

8

AVOID
TWISTING
OR LEANING

9 KEEP
YOUR
HEAD
UP↑



KNOW
YOUR
LIMITS



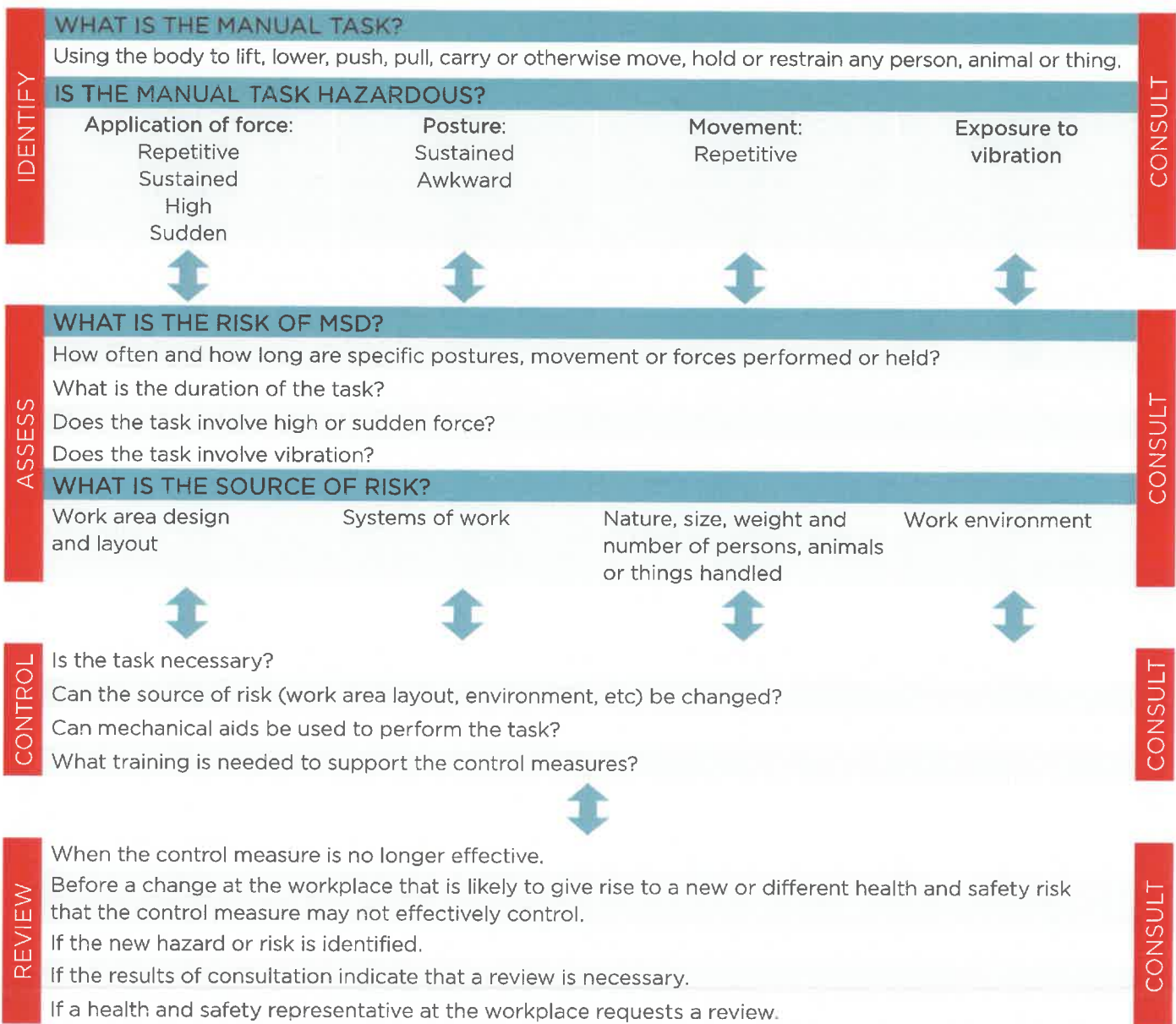
11
PUSH A LOAD
RATHER THAN PULL IT



FACT SHEET

SAFework NSW

THE RISK MANAGEMENT PROCESS FOR MANUAL TASKS



This information has been sourced from the Hazardous Manual Tasks Code of Practice. For more information please visit www.safework.nsw.gov.au

At work, you can recover better

Evidence shows you recover from an injury better at work than at home. Being off work impacts on your health and wellbeing, your financial situation and your relationships with family and friends. If a workmate is off injured, stay in touch and support their return to work.

If you get injured at work, follow these steps to get the support you need and recover faster

1

tell your employer

Your employer must notify the insurer within 48 hours. If your injury is serious, your employer must notify SafeWorkNSW immediately on 13 10 50.

2

see your doctor

Get a certificate of capacity from your doctor and give it to your employer to send to the insurer. You can claim medical expenses and will get weekly payments if you need time off work. If you need more than seven days off work, you must participate in an injury management plan.

3

recover at work

If you are fit enough, stay at work or plan how to return to suitable work as early as possible to recover faster.

Your employer's workers compensation insurer is **icare**.

Workers compensation claims are handled by: Roger Johnson

Your return to work coordinator is: Roger Johnson

Who is icare?

icare (Insurance and Care NSW) delivers the insurance and care schemes for the NSW community. Our purpose is to protect, insure and care for the people, businesses and assets that make NSW great. **icare workers insurance** protects over 3.3 million workers in NSW.

SafeWork NSW is the workplace health and safety regulator. The State Insurance Regulatory Authority (SIRA) regulates workers compensation insurance in NSW. For more information go to safework.nsw.gov.au or sira.nsw.gov.au or call 13 10 50.



This poster summarises the requirements of the Workplace Injury Management and Workers Compensation Act 1998 with regard to notifying injuries and making claims, and is the form of notice approved under section 231 of the Workplace Injury Management and Workers Compensation Act 1998 and clause 39 of the Workers Compensation Regulation 2016. Every employer must keep this constantly posted up in some conspicuous place at work.

icareTM



in great hands

PLEASE REVIEW

Please find following

Safe Work Method Statement
(SWMS) for Warehouse, Forklift
Operations and Construction.

You are welcome to a copy from
reception.

ACTIVITY: WAREHOUSING - GENERAL SAFETY		SWMS No.:	
SAFE WORK METHOD STATEMENT (SWMS) - Part 1			
Company Name: Infront Staffing & Training Pty Ltd	Address: Se 18, Level 1, 104 Bathurst Street, Sydney, NSW 2000		ABN: 37 114 768 464
Company Contact: Roger Johnson			Phone No.: 02 8252 7565
Assignment Details			
Host Employer:			
Job Address:			
Job Description:	insert Photo		
Relevant workers must be consulted in the development, approval and communication of this SWMS:		SWMS Approved by Employer/PCBU/Director/Owner.	
Name: (include names of workers who were consulted in relation to the development of this SWMS)	Signature:	Job Title:	Date:
Name of Principal Contractor:		Signature:	
		Date:	
Name of person responsible for ensuring compliance with SWMS:		Signature:	
		Date:	
Date SWMS provided to Principal Contractor:		Signature:	
		Date:	
Name of Principal Contractor:		Signature:	
		Date:	
Date SWMS provided to Principal Contractor:		Signature:	
		Date:	
Name of person responsible for ensuring compliance with SWMS:		Signature:	
		Date:	

SWMS Scope

This SWMS covers the general safety in the warehousing environment.

This SWMS does not cover plant operation, working at height, noise control, hazardous manual handling and hazardous chemicals in sufficient detail.

Dedicated SWMS should be developed for these tasks, and for any risks not covered in this SWMS.

Personal Protective Equipment (PPE)

Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.

AS 1319-1994 Safety signs for the occupational environment reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at <http://www.saiglobal.com>

Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Hand Protection	Protective Clothing	Rings, watches, jewellery that may become entangled in machines must not be worn. Long and loose hair must be tied back.

Hazards - What can cause harm?

Job Step: Planning

- Hazards include:
- Falls from a height
 - Falls on the same level
 - Objects on ground or slippery surface
 - Hazardous Chemical - single contact
 - Hazardous Manual Tasks - awkward, twisting, bending positions
 - Hazardous Manual Tasks - lifting, carrying, or putting down objects
 - Hazardous Manual Tasks - prolonged sitting
 - Hazardous Manual Tasks - pushing, pulling, throwing objects
 - Hazardous Manual Tasks - repetitious movements
 - Pedestrians
 - Plant - operating.

Risks - What can happen?

- Risks include:
- Falling from height causing serious injury or death
 - Falling over on same level causing bruises, sprains, strains, fractures, trip, slip, fall
 - Single exposure to hazardous chemical/s causing illness or death
 - Muscular stress
 - Musculoskeletal Disorder
 - Person/s entering exclusion zone - injured by mobile plant, equipment, chemicals etc
 - Entrapment - by machinery or equipment
 - Exposure to mechanical vibration
 - Fall off plant causing injury /death

Control Measures to Reduce Risk

Consultation in relation to hazards and risks. Ensure:

- Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task
 - If represented by an elected Health and Safety Representative (HSR), they must be included in any consultation
 - Any other persons on site who are affected by the same matter are consulted and co-operative arrangements are made
 - Document consultation and action items.
- Liaise with Principal Contractor to establish that the following on-site systems and procedures are in place:
- Health and Safety rules
 - Induction for all workers - site specific
 - Supervisory arrangements
 - Communication
 - Injury reporting
 - Hazard reporting
 - Personal Protective Equipment
 - Exclusion Zones

DOCUMENT NO: 10419

VERSION NO: 3

ACTIVITY: Warehousing - General Safety

AUTHORISED BY:

REVIEW NO:

DATE:

	<ul style="list-style-type: none"> - Being run over/ struck by mobile plant causing serious injury/ death - Collision with objects / plant. 	<ul style="list-style-type: none"> - Risk Assessments - Traffic Management - SWMS and JSA's. <p>Assess the exposure of workers to noise, including the frequency of exposure to noise levels that exceed the legislated Exposure Standard while working within the warehouse / dock and determine required controls such as Audiometric Testing and PPE. Refer to Noise Control SWMS for detailed information regarding the prevention of hearing loss and legislative requirements.</p> <p>All operators/workers to be trained and competent to operate warehouse plant and hold current appropriate licences. Training to include:</p> <ul style="list-style-type: none"> - Warehouse safety procedures - Correct use of PPE - Traffic Management plan - Warehouse communication systems - Manual Handling techniques - Warehouse housekeeping requirements - Forklift, Pallet Jack operation as required - Emergency response procedure. <p>If chemicals are being handled / stored in the warehouse / dock. Ensure:</p> <ul style="list-style-type: none"> - Safety Data Sheets on-site and available to all relevant workers - Chemical register / manifest is kept - Emergency spill response and equipment available - Workers trained in handling techniques for chemicals, first aid and emergency response - Chemicals are checked for compatibility with each other and other materials - Chemical containers are correct for the type of chemicals, labels attached and easy to read, not damaged or leaking - Bunding and adequate ventilation available as required for storage area.
<p>RB: 3H Person responsible to implement control measures: RA:1L</p>		
<p>Job Step: Preparation</p>		
<p>Hazards include:</p> <ul style="list-style-type: none"> - Falls from a height - Falls on the same level - Objects on ground or slippery surface - Hazardous Chemical - single contact - Hazardous Manual Tasks - awkward, twisting, bending positions 	<p>Risks include:</p> <ul style="list-style-type: none"> - Falling from height causing serious injury or death - Falling over on same level causing bruises, sprains, strains, fractures, trip, slip, fall - Single exposure to hazardous 	<p>Ensure correct mobile platforms / steps are available for manually reaching goods on high shelves as required by legislation and Australian Standards.</p> <p>Ensure:</p> <ul style="list-style-type: none"> - All areas in the warehouse are clear and tidy - The dock is clean tidy and in good repair (loading area free of clutter, waste and pallets) - Racks are stacked safely and not overloaded - Safe Working Load (SWL) must be displayed on shelving / racks
<p>DOCUMENT NO: 10419</p>	<p>VERSION NO: 3</p>	<p>ACTIVITY: Warehousing – General Safety</p>
<p>AUTHORISED BY:</p>		<p>REVIEW NO: DATE:</p>

<ul style="list-style-type: none"> - Hazardous Manual Tasks - lifting, carrying, or putting down objects - Hazardous Manual Tasks - prolonged sitting - Hazardous Manual Tasks - pushing, pulling, throwing objects - Hazardous Manual Tasks - repetitive movements - Pedestrians - Plant – operating. 	<p>chemical/s causing illness or death</p> <ul style="list-style-type: none"> - Muscular stress - Musculoskeletal Disorder - Person/s entering exclusion zone – injured by mobile plant, equipment, chemicals etc - Entrapment - by machinery or equipment - Exposure to mechanical vibration - Fall off plant causing injury /death - Being run over/ struck by mobile plant causing serious injury/ death - Collision with objects / plant. 	<ul style="list-style-type: none"> - Shelves and racks are in good condition – check regularly - Forklift, pallet jacks, ladders, railings, mobile platform are well maintained and ready for use - Warning / safety signs are in place and not blocked from view - Walkways are correctly painted / guarded for easy identification of exclusion zones - Mezzanine levels are secured by appropriate railings and stairways that meet legislative requirements to prevent falls from one level to another. <p>Vehicle Movement Plans (VMP) must be developed and in place. Include:</p> <ul style="list-style-type: none"> - Identified areas of vehicle/plant/pedestrian congestion - Systems to control vehicle movements for safety - Reversing of plant and vehicles is kept to a minimum – plan vehicle travel paths - Plant and truck spotters allocated who have authority to control plant and vehicle movements. <p>Ensure VMP is kept up to date with regular reviews.</p> <p>Ensure VMP's are communicated regularly to all site personnel, visitors and contractors. Include in site inductions and toolbox talks.</p>
<p>Job Step: Pre- start inspection</p> <p>Hazards include:</p> <ul style="list-style-type: none"> - Falls from a height - Falls on the same level - Objects on ground or slippery surface - Hazardous Chemical - single contact - Hazardous Manual Tasks - awkward, twisting, bending positions - Hazardous Manual Tasks - lifting, carrying, or putting down objects - Hazardous Manual Tasks - prolonged sitting - Hazardous Manual Tasks - pushing, pulling, throwing objects - Hazardous Manual Tasks - repetitive movements - Pedestrians - Plant – operating. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Falling from height causing serious injury or death - Falling over on same level causing bruises, sprains, strains, fractures, trip, slip, fall - Single exposure to hazardous chemical/s causing illness or death - Muscular stress - Musculoskeletal Disorder - Person/s entering exclusion zone – injured by mobile plant, equipment, chemicals etc - Entrapment - by machinery or equipment - Exposure to mechanical vibration - Fall off plant causing injury /death - Being run over/ struck by mobile plant causing serious injury/ death 	<p>Hearing protection, ensure:</p> <ul style="list-style-type: none"> - It is worn by all persons throughout the period of exposure to noise - It is suitable for the type of working environment and the work tasks - It is comfortable and correctly fitting for the worker - It is regularly inspected and maintained to ensure it remains in good, clean condition. <p>ENSURE:</p> <ul style="list-style-type: none"> - The level of plant movements to avoid congestion particularly with multiple plant movements, reversing plant and the presence of personnel - Control high traffic areas including: <ul style="list-style-type: none"> o Site entry or exit points o Delivery or turning areas - Barriers and exclusion zones between plant and personnel are appropriately used and safe working distances are observed - Spotters have effective communication systems and the necessary authority to act when necessary - Plant alarms are operational and appropriate for site conditions - Plant operates in a forward direction wherever possible and persons on foot to maintain attention in the direction of plant travel - Competency of persons working with and in proximity to plant.
		<p>RB: 2M Person responsible to implement control measures:</p>
		<p>RA: 1L</p>
<p>DOCUMENT NO: 10419</p>	<p>VERSION NO: 3</p>	<p>ACTIVITY: Warehousing – General Safety</p>
	<p>AUTHORISED BY:</p>	<p>REVIEW NO:</p>
		<p>DATE:</p>

	<ul style="list-style-type: none"> - Collision with objects / plant. 	<p>Pre-start checks to be completed on mobile plant and equipment prior each use. Follow manufacturer's recommendations and appropriate SWMS.</p> <p>RB: 2M Person responsible to implement control measures:</p> <p>RA: 1L</p>
<p>Job Step: Operation</p>		
<p>Hazards include:</p> <ul style="list-style-type: none"> - Falls from a height - Falls on the same level - Objects on ground or slippery surface - Hazardous Chemical - single contact - Hazardous Manual Tasks - awkward, twisting, bending positions - Hazardous Manual Tasks - lifting, carrying, or putting down objects - Hazardous Manual Tasks - prolonged sitting - Hazardous Manual Tasks - pushing, pulling, throwing objects - Hazardous Manual Tasks - repetitive movements - Pedestrians - Plant – operating. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Falling from height causing serious injury or death - Falling over on same level causing bruises, sprains, strains, fractures, trip, slip, fall - Single exposure to hazardous chemical/s causing illness or death - Muscular stress - Musculoskeletal Disorder - Person/s entering exclusion zone – injured by mobile plant, equipment, chemicals etc - Entrapment - by machinery or equipment - Exposure to mechanical vibration - Fall off plant causing injury /death - Being run over/ struck by mobile plant causing serious injury/ death - Collision with objects / plant. 	<p>Manual Handling:</p> <ul style="list-style-type: none"> - Avoid long periods of repetitive movements - Avoid awkward and sustained positions - Avoid prolonged sitting - Use mechanical lifting aids when possible, use appropriate lifting technique - Use two or more people for lifting & moving heavy / awkward equipment - Regular breaks. <p>Safety equipment is to be used at all times for the lifting of heavy items (forklifts, pallet jack or hydraulic dollies etc).</p> <p>Ensure Safe Lifting technique when handling goods.(Infront Induction)</p> <p>ENSURE:</p> <ul style="list-style-type: none"> - Floors are free of slip and trip hazards - Designated Hazardous Zones are clearly identified with correct signage - Safe lifting techniques are used - There are no obstacles blocking the designated route - Entry and exit points are clear. <p>When working with or around forklifts:</p> <ul style="list-style-type: none"> - Operate the forklift in accordance with the designer's and manufacturer's instructions, including; <ul style="list-style-type: none"> o operating on uneven surfaces and inclines o the effect of different tyre types on stability o forklift capacity at different lift height and positions - Implement traffic control measures - Be conscious of people working around you - Stay alert and be aware of your surroundings - Follow all safety instructions - Ensure the load does not obstruct the line of sight of workers - Operator must wear the seatbelt while in operation - Always ensure any other personnel are at least 2 meters away when operating. <p>Never:</p> <ul style="list-style-type: none"> - Use a forklift for any other purpose than it was designed for - Operate a Diesel powered Forklift in an area that is not well ventilated; they should only be used
<p>DOCUMENT NO: 10419</p>	<p>VERSION NO: 3</p> <p>ACTIVITY: Warehousing – General Safety</p>	<p>AUTHORISED BY:</p> <p>REVIEW NO:</p> <p>DATE:</p>

<p>outdoors. Toxic fumes are produced by the Diesel engine.</p> <ul style="list-style-type: none"> - Lift a person on the forks/lines - Carry a passenger on the forklift - Stand or walk under a crane, forklift etc - Stand on a shelf or rack or on boxes or a chair. <p>Dock area:</p> <ul style="list-style-type: none"> - Drive forklifts slowly on docks and dock plates - Secure dock plates and check to see if the plate can safely support the load - Keep clear of dock edges and never back up forklifts to the dock's edge - Provide visual warnings near dock edges - Prohibit "dock jumping" by workers - Make sure that dock ladders and stairs meet safety specifications - Ensure area is restricted from unauthorised persons/ general public. <p>If "pick and packing" goods by hand from shelves/racking:</p> <ul style="list-style-type: none"> - Check condition and weight of loads before moving goods - Ensure chemical containers are in good condition no leaks damage etc - Check boxes, packages are appropriately wrapped (plastic, cardboard etc) - Heavy goods must be labelled with warning regarding weight – do not lift if mechanical aid required. <p>DO NOT:</p> <ul style="list-style-type: none"> - Lift items from shelves/racks that are too heavy for manual lifting – use mechanical lifting aids - Reach above shoulder height or below hip height for large / awkward / heavy goods - Stand on the top of ladders or step ladders to reach goods on high shelves/racks. - Do not lift anything that you deem to be unsafe or to heavy <p>Follow SWMS for use of Pallet Jack when moving goods from one area to another that have been "hand picked" for orders.</p> <p>Material storage:</p> <ul style="list-style-type: none"> - Stack loads evenly and straight - Place heavier loads on lower or middle shelves - Remove one object at a time from shelves - Keep aisles and passageways clear and in good repair. <p>Housekeeping:</p> <ul style="list-style-type: none"> - Remove objects or materials in aisles or on the floor, which could become tripping hazards - Check materials are not stacked or stored loosely or insecurely - they might fall on someone - Check for protruding nails, fasteners, and other sharp objects that can puncture or cut - Do not leave large items left where people can bump against them - Remove rubbish that could cause some to trip or slip. 	
---	--

DOCUMENT NO: 10419	VERSION NO: 3	ACTIVITY: Warehousing – General Safety	AUTHORISED BY:	REVIEW NO:	DATE:
--------------------	---------------	--	----------------	------------	-------

		<ul style="list-style-type: none"> - Remember - Flammable rubbish can cause a fire hazard - Clean up water, oil, or other liquid spills on the floor that could cause slips and falls - Report loose flooring or other tripping hazards. <p>Pallets:</p> <ul style="list-style-type: none"> - Do not drop or walk on empty pallets - Stack empty pallets flat, not on their end - Don't let pallets jut out into aisles - Stack pallets to a height where they do not block vision - Watch out for splinters or nails - Remove and replace old, damaged pallets. <p>Ladders:</p> <ul style="list-style-type: none"> - Avoid using ladders whenever possible – platform ladders (mobile platforms) are safer alternative - Set a ladder on a firm level surface - Face the ladder and hold the side rails as you climb up or down - Stand centred on the ladder, don't stretch or lean to the side - Maintain three points of contact at all times - Use only approved ladders that meet Australian Standards - Follow "Safe use of ladders" SWMS. <p>Never:</p> <ul style="list-style-type: none"> - Use a ladder to lift heavy/ large / awkward objects on / off shelving or racks. - Use a metal ladder around live electricity - Allow more than one person on a ladder - Stand on the top 2 steps on a ladder. <p>RB: 3H Person responsible to implement control measures: RA: 2M</p>
Job Step: Re-fuelling forklifts		
<p>Hazards include:</p> <ul style="list-style-type: none"> - Explosion - Fire - Hazardous Chemical – single exposure (Diesel, Petrol, lubricants) - LPG. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Burns caused by fire - Electric Shock - Explosion causing injury or death - Single exposure to hazardous chemical causing illness or death. 	<p>Read the current (issue date within 5 years) Safety Data Sheets (SDS) for all fuel products before use. Follow manufacturer's manual for more details for re-fuelling.</p> <p>Additional PPE if any risk of splashing - Chemical splash goggles, chemical resistant gloves/gauntlets, boots, and apron.</p> <p>Note:</p> <ul style="list-style-type: none"> - Avoid breathing vapours or contact with fuel - If clothing is splashed with fuel, change it immediately - Ensure re-fuelling is undertaken in well-ventilated area, clear of ignition sources.

		<p>Re-fuelling:</p> <ul style="list-style-type: none"> - Shut off engine - Allow to cool before re-fuelling if possible - Remove cap slowly - Use a fuel hose, pouring spout or funnel - Fill tank and wipe away excess - Ensure there is no over spill - Ensure cap has been secured and any vapour residue has been wiped away - Check for leaks. <p>Never:</p> <ul style="list-style-type: none"> - Siphon or swallow fuel as this can be fatal - Refuel while the motor is running - Never jam the re-fuelling latch on the nozzle open - Smoke while re-fuelling or near fuel containers - Use mobile phone during re-fuelling - Use food or drink containers to store fuel. <p>Fuel Containers: WARNING</p> <ul style="list-style-type: none"> - Fuel containers must not be used for storage of other products - Containers, even those that have been emptied, can contain explosive vapours - Ensure containers are suitable for contents and labelled - Do not use plastic containers unless designed for storing fuel. <p>Container disposal (if applicable):</p> <ul style="list-style-type: none"> - Drain container thoroughly - After draining, vent in a safe place away from sparks and fire. Residues may cause an explosion hazard - Do not, puncture, cut, or weld uncleaned drums - Send to drum recycler, or back to supplier - Do not pollute the soil, water or environment with the waste container. <p>Fuel Spills:</p> <ul style="list-style-type: none"> - Evacuate all unnecessary personnel - If possible contain the spill - Place inert, non combustible, absorbent material onto spillage - Use clean non-sparking tools to collect the material and place into a suitable labelled container - Dispose of as per SDS instructions and local waste facility or following EPA directives - For large spills – contact Emergency Services immediately (000).
--	--	--

<p>infront in great hands</p>		<p>Note: Ignition sources include pilot lights, stoves, heaters, cigarettes/lighters, grinding, welding, powerpoints, lighting, light switches, radio transmitters, mobile phones, battery powered forklifts etc. Note: Do not eat, drink or smoke after handling fuel until hands are carefully washed. Shower and wash immediately after work. Wash clothes in separate wash from other clothes. ENSURE:</p> <ul style="list-style-type: none"> - Prohibit smoking and open flames in and around charging stations - Provide adequate ventilation to disperse fumes from gassing batteries - Ensure that fire extinguishers are available and fully charged - Provide proper personal protective equipment such as rubber gloves and eye and face protection - Properly position forklifts and apply brakes before attempting to change or charge batteries; - follow required procedures when refuelling gas or propane fuelled forklifts - Provide conveyors, overhead hoists or equivalent materials handling equipment for servicing batteries - Provide an eye washing and safety shower facility for employees exposed to battery acids.
<p>Job Step: Maintenance</p> <p>Hazards include:</p> <ul style="list-style-type: none"> - Falls on the same level - Objects on ground or slippery surface - Hazardous Chemical - single contact - Hazardous Manual Tasks - awkward, twisting, bending positions - Hazardous Manual Tasks - lifting, carrying, or putting down objects - Pedestrians - Plant – operating. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Falling over on same level causing bruises, sprains, strains, fractures, trip, slip, fall - Single exposure to hazardous chemical/s causing illness or death - Muscular stress - Person/s entering exclusion zone – injured by mobile plant, equipment, chemicals etc - Entrapment - by machinery or equipment - Fall off plant causing injury /death - Being run over/ struck by mobile plant causing serious injury/ death. 	<p>RB: 3H Person responsible to implement control measures: RA: 2M</p> <p>Ensure all servicing, maintenance and repairs are performed by suitably qualified & competent persons. Forklifts: Parts on LPG powered forklifts must be repaired and/or replaced using a licensed gas fitter. Refer to the manufacturer's operational manual for the recommended maintenance schedule. Keep records of all maintenance, including servicing, testing, commissioning and alterations. Repair any damaged or unsafe parts immediately. Check tool boxes for missing items. Fire Extinguishers must be regularly serviced, tested & tagged. Battery Charging: During the charging process and especially during the battery "gassing phase", significant levels of hydrogen gas are produced. This can become an inhalation and explosion hazard. Battery washing: As a matter of normal operation, lead acid batteries develop acid residue on and around the battery. This residue can create a current flow possibly causing battery and/or forklift damage. Additionally there are other hazards that can be created such as short-circuiting through corroded cable etc. Washing batteries can be hazardous to workers and the environment. Follow SMWS for maintenance requirements of ladders, Pallet Jacks and other mechanical lifting aids. Regularly check shelving and racking for damage, signs of wear, stability. Ensure racking is correctly installed and well secured to avoid potential for tipping over or falling down.</p> <p>RB: 2H Person responsible to implement control measures: RA: 1L</p>

Emergency Procedures / Emergency Response

Emergency Response: Call 000 immediately then administer first aid where possible.

Develop and implement an emergency response plan for the site. Include:

- Assembly points
- Communication
- Consultation methods
- Responsible persons
- Emergency contacts - names and phone numbers
- First aid equipment
- Fire Extinguishers – accessible & serviced.

Ensure all workers on-site are trained and familiar with emergency and evacuation procedures.

Person/s responsible to implement and follow emergency procedures and control measures:

Review

To ensure controls are implemented and monitored effectively:

- **Toolbox /pre-work** meetings will be undertaken
- Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information
- Control measures will be monitored throughout works:
 - **Spot checks**
 - **Consultation**
 - **Scheduled audits**
- Corrective actions will be recorded and rectified in a timely manner SWMS will be reviewed and updated accordingly (in consultation with relevant persons).

Ensure all controls are reviewed as per the following:

- If controls fail to reduce risk adequately
- When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective
- New hazards identified
- After an incident involving work activities relevant to this SWMS
- During consultation with relevant persons indicate review is needed

Person/s responsible to implement and follow monitoring and review procedures and control measures:

SAFE WORK METHOD STATEMENT - Part 2

Formal Training, Licences required for workers undertaking this task:	Duties of workers undertaking this task:	Details of Supervisory Arrangements for workers undertaking this task:
<p>Example:</p> <ul style="list-style-type: none"> - Licence to Perform High Risk Work (operating certain plant, equipment) - TAFE or other recognised training organisation - Construction Induction Card (or equivalent) <p>Details of: regulatory permits/licenses Engineering Details/Certificates/WorkCover Approvals:</p>	<p>Example:</p> <p>(Name): Operator (Name): Clean-up crew (Name): Supervisor Etc.</p>	<p>Example:</p> <ul style="list-style-type: none"> - Suitably qualified supervisors for job - Direct on-site supervision - Remote site – communication systems/ schedule - Audits - Spot Checks, etc. - Reporting systems
<p>Relevant Legislation, Codes of Practice: Note: Retain only the legislation references applicable to your state of operation for this SWMS.</p> <ul style="list-style-type: none"> • Commonwealth, NSW, QLD, ACT <ul style="list-style-type: none"> o Work Health and Safety Act 2011 o Work Health and Safety Regulations 2011 • Northern Territory <ul style="list-style-type: none"> o Work Health and Safety (National Uniform Legislation) Act 2011 o Work Health and Safety (National Uniform Legislation) Regulations • SA, Tasmania <ul style="list-style-type: none"> o Work Health and Safety Act 2012 o Work Health and Safety Regulations 2012 • Codes of Practice: Safe Work Australia (2011): <ul style="list-style-type: none"> o <i>Managing the Risk of Falls at Workplaces</i> o <i>Managing the Risk of Plant in the Workplace</i> o <i>Managing Noise and Preventing Hearing Loss in the Workplace</i> o <i>How to Manage Work Health and Safety Risks</i> o <i>Hazardous Manual Tasks</i> o <i>Managing Risks of Hazardous Chemicals</i> o <i>Managing Electrical Risks in the Workplace</i> o <i>WHS Consultation, Cooperation & Coordination</i> <p>PPE to comply with relevant Australian Standards</p> <p>Plant/Tools/Equipment: (List plant and equipment to be used on the job.)</p> <p>Example: Forklift ... (Make & Model)</p>	<ul style="list-style-type: none"> • Victoria <ul style="list-style-type: none"> o Occupational Health & Safety Act 2004 o Occupational Health & Safety Regulations 2007 o Codes of Practice: <ul style="list-style-type: none"> o Western Australia <ul style="list-style-type: none"> o Occupational Safety & Health Act 1984 o Occupational Safety & Health Regulations 1996 o Codes of Practice: <ul style="list-style-type: none"> o Australian Standards: <ul style="list-style-type: none"> o AS/NZS 1269: 2005 Occupational noise management o AS/NZS 4501:2008 (set) Occupational Protective Clothing o AS4024.1: 1996 Safeguarding of machinery - General principles o AS 4024.1: 2006 Safety of machinery o AS 1892.5: 2000 Portable Ladders – selection, safe use and care o AS 1319: 1994 Safety Signs for Occupational Environment o AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment o AS 2359:1995 (Set) Powered industrial trucks o AS 2359.2-2013 Powered Industrial Trucks – Operations o AS 2359.12-1996 Powered Industrial Trucks - Hazardous Areas o AS 4084-2012 Steel Storage Racking 	
<p>Reference Documents</p> <p>WorkCover NSW (2009): Guide: Traffic Management in Warehousing BLR Occupational Safety and Health Administration, US Department of Labor: Warehousing safety guide Safe Work Australia: Guide: Traffic management warehousing Safety/Culture (2013); SWMS: Forklift – Petrol/Diesel</p>		

SAFE WORK METHOD STATEMENT - Part 3

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and Personal Protective Equipment described.

Overall Risk Rating after Controls	1 Low		2 Moderate		3 High		4 Acute	
	Employee/Worker Name	Job Role / Position	Signature	Date	Date	Time	Employer/PCBU/ Supervisor	
Review No.	1	2	3	4	5	6	7	8
Name								
Initial								
Date								

HIERARCHY OF CONTROLS



RISK ASSESSMENT MATRIX

HB 436:2004 Risk Management Guidelines, Tables 6.3 – 6.8 reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at <http://www.saiglobal.com>
 References: Safe Work Australia (2011) - Code of Practice: How to Manage Work Health and Safety Risks, AS/NZS 31000 -2009 Risk Management Principles and Guidelines.

Step 1: Determine Likelihood		What is the possibility that the effect will occur?	
Criteria	Description		
Almost certain	Expected in most circumstances.	Effect is a common result	
Likely	Will probably occur in most circumstances	Effect is known to have occurred at this site or it has happened	
Possible	Might occur at some time	Effect could occur at the site or I've heard of it happening	
Unlikely	Could occur at some time	Effect is not likely to occur at the site or I have not heard of it happening	
Rare	May occur only in exceptional circumstances	Effect is practically impossible	



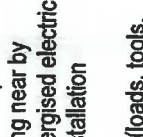
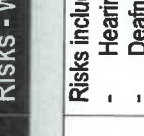


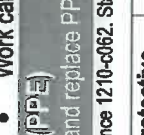
Step 2: Determine Consequence		What will be the expected effect?	
Level of Effect:	Example of each level:		
Insignificant/Acceptable	No effect – or so minor that effect is acceptable		
Minor	First Aid treatment only, no lost time injury		
Moderate	Medical treatment; serious injuries, temporary partial disability; lost time injury < 7 days		
Major	Hospital admittance; extensive injuries; lost time injury > 7 days; Permanent Total Disability injury; death		
Catastrophic	Multiple Permanent Total Disability injuries; multiple deaths		

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely	2 Moderate	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Moderate	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Moderate	3 High	4 Acute
Rare	1 Low	1 Low	2 Moderate	3 High	3 High

Step 4 Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)		Action
Score		
4 A: Acute		DO NOT PROCEED. Requires immediate attention. Introduce further high level controls to lower the risk level. Re-assess before proceeding.
3 H: High		Review before commencing work. Introduce new controls and/or maintain high level controls to lower the risk level. Monitor frequently to ensure control measures are working.
2 M: Moderate		Maintain control measures. Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
1 L: Low		Record and monitor. Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.

ACTIVITY: Construction – Plant - Machinery - Working Around		SWMS No.:
SAFE WORK METHOD STATEMENT (SWMS) - Part 1		
Company Name: Infront Staffing & Training Pty Ltd	Address: L1, Se18, 104 Bathurst Street, Sydney, NSW 2000	ABN: 37 114 768 464
Company Contact: Roger Johnson	Position:	Phone No.: 02 8252 7565
Project Details		
Host Employer:	Insert Photo	
Job Address:		
Job Description:		
Relevant workers must be consulted in the development, approval and communication of this SWMS:		
Name:	Signature:	Date:
SWMS Approved by Employer/PCBU/Director/Owner.		
	Signature:	Date:
Name of Principal Contractor:		
Principal Contractor Company Name:		
Date SWMS provided to Principal Contractor:		
Principal Contractor Signature:		Date:

Name of person responsible for ensuring compliance with SWMS:	Signature:
Date:	

High Risk Construction Work						
<p>SWMS Scope</p> <p>This SWMS covers persons (other than construction relevant workers) conducting work in close proximity to heavy machinery at construction sites.</p> <p>This SWMS does not cover Working near Overhead Power Lines or Working Around Electricity. Dedicated SWMS should be obtained and developed for these tasks, and for any risks not covered in this SWMS.</p>						
<p>Personal Protective Equipment (PPE)</p> <p>Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.</p> <p>AS 1319-1994 Safety signs for the occupational environment reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at http://www.saiglobal.com</p>						
Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Protective Clothing	Sun Protection
						
<p>Hazards - What can cause harm?</p> <p>Job Step: Planning</p> <p>Hazards include:</p> <ul style="list-style-type: none"> - Noise - long term exposure - Plant – operating near by - Electricity - Energised electrical equipment / installation - Pedestrians - Falling objects (loads, tools, unstable building structures). 						
<p>Risks - What can happen?</p> <p>Risks include:</p> <ul style="list-style-type: none"> - Hearing Loss - Deafness - Failure to hear warning signals from plant/vehicles/ people causing injury or death - Electric Shock/ Electrocutation - Explosion / Fire - Workers being run over/ struck by 						
<p>Control Measures to Reduce Risk</p> <p>Consultation in relation to hazards and risks. Ensure:</p> <ul style="list-style-type: none"> - Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task - If represented by an elected Health and Safety Representative (HSR), they must be included in any consultation - Any other persons on site who are affected by the same matter are consulted and co-operative arrangements are made - Document consultation and action items. <p>Liaise with Principal Contractor to establish that the following on-site systems and procedures are in place:</p>						
<p>Dangerous Goods / Hazardous Chemicals</p> <p>Noise pollution is a risk when work is conducted in close proximity to public areas - check with local council regarding noise restrictions in urban areas.</p>						

DOCUMENT NO: 10307	VERSION NO: 5	ACTIVITY: Construction – Plant - Machinery - Working Around
	AUTHORISED BY:	REVIEW NO:
		DATE: 13-8-2015

<ul style="list-style-type: none"> - mobile plant causing serious injury/ death - Plant collision with objects / other plant causing injury to workers - Person/s entering exclusion zone – distracting operators/ workers - Person/s entering exclusion zone – injured by mobile plant - Crushed by falling items. 	<ul style="list-style-type: none"> - Health and Safety rules - Induction for all workers – site specific - Supervisory arrangements - Communication - Injury reporting - Hazard reporting - Personal Protective Equipment - Exclusion Zones - Risk Assessments - SWMS and JSA's. <p>Liaise with Principal Contractor:</p> <ul style="list-style-type: none"> - Check for overhead power lines, and underground assets, establish exclusion zones as required with the site supervisor - Ensure safe systems of work for all work involving plant being carried out in the vicinity. <p>Ensure all persons entering construction site have a valid Construction Induction Card (or equivalent). Ensure Principal Contractor has communicated presence of non-construction personnel to operators as required.</p> <p>Assess the exposure of non-construction workers to noise, including the frequency of exposure to noise levels that exceed the legislated Exposure Standard while working on-site and determine required controls such as Audiometric Testing and PPE. Develop site and task specific SWMS & Risk Assessments.</p>	<p>RB: 3H Person responsible to implement control measures:</p> <p style="text-align: right;">RA: 2M</p>
<p>Job Step: Preparation</p>		
<p>Hazards include:</p> <ul style="list-style-type: none"> - Noise - long term exposure - Plant – operating near by - Electricity - Energised electrical equipment / installation - Pedestrians - Falling objects (loads, tools, unstable building structures). 	<p>Risks include:</p> <ul style="list-style-type: none"> - Hearing Loss - Deafness - Failure to hear warning signals from plant/vehicles/ people causing injury or death - Electric Shock/ Electrocutation - Explosion / Fire - Workers being run over/ struck by mobile plant causing serious injury/ 	<p>Working outdoors. Ensure:</p> <ul style="list-style-type: none"> - Suitable protective clothing - Sun brim on hard hat - Safety glasses - UV Rated - Use 30+ sunscreen on exposed skin areas - Adequate drinking water and access to shade during breaks - Be aware of snakes if work area has long grass or dense vegetation - Adequate breaks - Check weather conditions – do not work in extreme weather. <p>Workers should make contact with Site Supervisor before commencing work.</p>

<p>death</p> <ul style="list-style-type: none"> - Plant collision with objects / other plant causing injury to workers - Person/s entering exclusion zone – distracting operators/ workers - Person/s entering exclusion zone – injured by mobile plant - Crushed by falling items. 	<p>All persons on site should attend toolbox talk (safety briefing) to receive update on no go zones for pedestrians, any hazards present on that day, communication methods and emergency procedures. Follow traffic management plan requirements upon arrival. Ensure all PPE required for site is worn and in good working order, especially High Visibility clothing. Inspect intended work area. Ensure:</p> <ul style="list-style-type: none"> - Sufficient lighting and visibility - No electrical hazards - Within clear sight of near-by plant operators - No hazardous work (such as work hot, asbestos demolition, confined spaces etc) in close proximity - No work being undertaken overhead (from scaffolds where items may fall into work area, access points or pathways) - Safe access and egress. <p>Ensure communication systems are in place and are adequate to provide safe working environment and warnings regarding any changes to hazards in close proximity.</p> <p>Control measures must be considered when moving plant on construction sites, such as:</p> <ul style="list-style-type: none"> - Isolate vehicles and plant from people - Use fencing, barriers, barricades, temporary warning signs - Plan the direction that plant moves (forward movement as much as possible) - Implement safe working distances - Use clear communication systems - Minimise the amount of plant working at one time - Use demarcation zones - Use reversing alarms, sensors or cameras - Use flashing lights - Use spotters or observers - Speed limits when required 	<p>RB: 4A Person responsible to Implement control measures:</p> <p>RA: 3H</p>
Job Step: Noise		
<p>Hazards include:</p> <ul style="list-style-type: none"> - Noise - long term exposure - Plant – operating near by. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Hearing Loss - Deafness - Failure to hear warning signals from plant/vehicles/ people 	<p>Refer to Noise Control SWMS for detailed information regarding the prevention of hearing loss and legislative requirements. The noise level generated by the mobile plant in operation will need to be assessed and determined prior to commencement of the job (use the manufacturer's manual to gather information, in conjunction with noise testing equipment).</p>
<p>DOCUMENT NO: 10307</p>	<p>VERSION NO: 5</p>	<p>ACTIVITY: Construction – Plant - Machinery - Working Around AUTHORISED BY:</p>
		<p>REVIEW NO: DATE:13-8-2015</p>
<p>© SafetyCulture All Rights Reserved</p>		

	<p>causing injury or death.</p>	<p>Employer /A person conducting a business or undertaking (PCBU) has specific obligations under the WHS Regulations to manage the risks of hearing loss associated with noise at the workplace, including:</p> <ul style="list-style-type: none"> - Ensuring that the noise a worker is exposed to at the workplace does not exceed the exposure standard for noise (85dB averaged) - Providing audiometric testing to a worker who is frequently required to use PPE to protect the worker from hearing loss associated with noise that exceeds the exposure standard - Whether the noise exposure standard of 85 dB(A) averaged over eight hours is exceeded depends on the level of noise involved and how long workers are exposed to it. <p>If a formal Noise Assessment is required, a competent person in accordance with the relevant Australian Standard should do it.</p> <p>Audiometric Testing: If Audiometric testing is required it must:</p> <ul style="list-style-type: none"> - Be provided within three months of the worker commencing work - Be started before people are exposed to hazardous noise (such as new workers or those changing jobs) - Provide a baseline as a reference for future audiometric test results - Have follow-up tests carried out at least every two years. - Be carried out with consultation with your workers and their health and safety representatives - Be carried out by competent persons in accordance with the procedures in the relevant Australian Standard - Workers should be given the results of audiometric testing accompanied by a written explanation of the meaning and implications. <p>Workers must be able to hear warning signals on movable plant above any other noise (ambient noise) at the workplace.</p> <p>For reversing alarms on mobile plant, the noise level of the alarm needs to be at least as high as the noise from the engine under high idle.</p> <p>Examples of how to isolate the source of noise from workers include:</p> <ul style="list-style-type: none"> - Building enclosures or sound proof covers around noise sources - Using barriers or screens to block the direct path of sound - Locating noise sources further away from workers - Using remote controls to operate noisy plant from a distance. <p>Administrative control measures that can be used to reduce the amount / length of time of workers are exposed to noise include:</p> <ul style="list-style-type: none"> - Organise schedules so that noisy work is done when a minimum number of workers are present
--	---------------------------------	--

<ul style="list-style-type: none"> - Notify workers and others in advance of noisy work so they can limit their exposure - Keep workers out of noisy areas if their work does not require them to be there - Sign-post noisy areas and restrict access - Provide quiet areas for rest breaks for workers - Limit the time workers spend in noisy areas by moving them. <p>If using PPE is required, ensure:</p> <ul style="list-style-type: none"> - It is worn by all persons throughout the period of exposure to noise - Signs are used to indicate "Hearing PPE must be worn" areas - It is suitable for the type of working environment and the work tasks - It is comfortable and correctly fitting for the worker - It is regularly inspected and maintained to ensure it remains in good, clean condition - Disposable ear-plugs are only worn once. <p>When choosing hearing protection consider:</p> <ul style="list-style-type: none"> - Overprotecting by cutting out too much sound can cause difficulties hearing verbal instructions and other sounds needed to work safely - Ear-plugs are difficult to use hygienically for work that requires them to be inserted with dirty hands - Ear-muffs can be uncomfortable to wear in hot environments - Wearing PPE can make it difficult for the worker to enter a confined space or to wear a helmet. 	
<p>RB: 4A Person responsible to implement control measures: RA: 3H</p>	
<p>Job Step: Working near Plant / Equipment</p> <p>Hazards include:</p> <ul style="list-style-type: none"> - Noise - long term exposure - Plant – operating near by - Electricity - Energised electrical equipment / installation - Pedestrians - Falling objects (loads, tools, unstable building structures) <p>Risks include:</p> <ul style="list-style-type: none"> - Hearing Loss - Deafness - Failure to hear warning signals from plant/vehicles/ people causing injury or death - Electric Shock/ Electrocutation - Explosion / Fire - Workers being run over/ struck by mobile plant causing serious injury/ death - Plant collision with objects / other plant causing injury to workers 	
<p>DOCUMENT NO: 10307 VERSION NO: 5</p>	<p>ACTIVITY: Construction – Plant - Machinery - Working Around AUTHORIZED BY: REVIEW NO: DATE:13-8-2015</p> <p>© SafetyCulture All Rights Reserved</p>

	<ul style="list-style-type: none"> - Person/s entering exclusion zone – distracting operators/ workers - Person/s entering exclusion zone – injured by mobile plant - Crushed by falling items 	<ul style="list-style-type: none"> - Follow traffic management plan requirements. <p>Note: Some traffic management plans may say that pedestrians have right-of-way. Never assume this. Make visual and verbal contact with plant operator as required.</p> <p>Operators of industrial lift trucks must ensure that the truck is not used to carry a passenger unless:</p> <ul style="list-style-type: none"> - The truck is designed to carry a seated passenger - The passenger seat is fitted with suitable seat restraints, and is located within the zone of protection. <p>Plant operators must ensure that no person other than the operator rides on the plant unless the person is provided with a level of protection that is equivalent to that provided to the operator.</p> <p>Industrial robots: People must not work in the immediate vicinity of an industrial robot (or other remotely or automatically energised plant) if it could start without warning and cause any hazard or risk.</p> <p>Suitable control measures must be in place for working near industrial robots, automatically or remotely energised plant.</p> <p>If remote or automatic energising of plant could be dangerous, the person in control must ensure that access to the area in the immediate vicinity of the plant is controlled at all times by:</p> <ul style="list-style-type: none"> - Isolating the area - Providing interlocked guards, or - Providing presence-sensing devices, or - Providing permit to work systems. <p>Lasers: Laser equipment on plant must be protected to ensure no workers are exposed to direct radiation, radiation produced by reflection or diffusion or secondary radiation.</p> <p>Scaffolds: The person with management or control of a scaffold at a workplace must ensure that unauthorised access to the scaffold is prevented while the scaffold is incomplete or unattended.</p>
	RB: 4A	Person responsible to implement control measures: RA: 3H

Emergency Procedures / Emergency Response

<p>Emergency Response: Call 000 immediately. Using a Mobile Phone emergency service: Call 112.</p> <p>Do not attempt to rescue a person who is trapped or has been crushed by a vehicle or plant unless Emergency Services personnel have provided direction and it is safe to do so. Call 000 immediately if a person is entrapped, has been crushed or has been hit by plant or vehicle.</p> <p>Develop site-specific rescue procedures/SWMS. Ensure all workers on-site are trained and familiar with emergency and evacuation procedures.</p> <p>Person/s responsible to implement and follow emergency procedures and control measures:</p>	<p>Develop and implement an emergency response plan for the site. Include:</p> <ul style="list-style-type: none"> - Assembly points - Communication Consultation methods - Responsible persons - Emergency contacts - names and phone numbers - First aid equipment - Fire Extinguishers – accessible & serviced.
Review	
<p>To ensure controls are implemented and monitored effectively:</p> <ul style="list-style-type: none"> • Toolbox /pre-work meetings will be undertaken • Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information • Control measures will be monitored throughout works: <ul style="list-style-type: none"> ○ Spot checks ○ Consultation ○ Scheduled audits • Corrective actions will be recorded and rectified in a timely manner SWMS will be reviewed and updated accordingly (in consultation with relevant persons) <p>Person/s responsible to implement and follow monitoring and review procedures and control measures:</p>	<p>Ensure all controls are reviewed as per the following:</p> <ul style="list-style-type: none"> • If controls fail to reduce risk adequately • When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective • New hazards identified • After an incident involving work activities relevant to this SWMS • During consultation with relevant persons indicate review is needed

SAFE WORK METHOD STATEMENT - Part 2		
Formal Training, Licences required for workers undertaking this task:	Duties of workers undertaking this task:	Details of Supervisory Arrangements for workers undertaking this task:
<p>Example:</p> <ul style="list-style-type: none"> - Licence to Perform High Risk Work (operating certain plant, equipment) - TAFE or other recognised training organisation - Construction Induction Card (or equivalent) 	<p>Example:</p> <p>(Name): Operator (Name): Clean-up crew (Name): Supervisor Etc.</p>	<p>Example:</p> <ul style="list-style-type: none"> - Suitably qualified supervisors for job - Direct on-site supervision - Remote site – communication systems/ schedule - Audits - Spot Checks, etc. - Reporting systems

<p>Details of: regulatory permits/licenses Engineering Details/Certificates/WorkCover Approvals:</p> <p>Example:</p> <ul style="list-style-type: none"> - Local council permits - Building Approvals - EPA approvals/permits - Certain plant to be registered with State Authority <p>PPE to comply with relevant Australian Standards</p> <p>Plant/Tools/Equipment: (List plant and equipment to be used on the job.)</p> <p>Example: Stop/Go signs (Make & Model)</p>	<p>Relevant Legislation, Codes of Practice:</p> <p>Note: Retain only the legislation references applicable to your state of operation for this SWMS.</p> <ul style="list-style-type: none"> • Commonwealth, NSW, QLD, ACT <ul style="list-style-type: none"> ○ Work Health and Safety Act 2011 ○ Work Health and Safety Regulations 2011 • Northern Territory <ul style="list-style-type: none"> ○ Work Health and Safety (National Uniform Legislation) Act 2011 ○ Work Health and Safety (National Uniform Legislation) Regulations • SA, Tasmania <ul style="list-style-type: none"> ○ Work Health and Safety Act 2012 ○ Work Health and Safety Regulations 2012 • Codes of Practice: Safe Work Australia (2011): <ul style="list-style-type: none"> ○ Construction Work ○ First Aid in the Workplace ○ Managing the Risk of Plant in the Workplace ○ Managing Noise and Preventing Hearing Loss in the Workplace ○ How to Manage Work Health and Safety Risks ○ Hazardous Manual Tasks ○ Managing Electrical Risks in the Workplace ○ WHS Consultation, Cooperation & Coordination • Victoria <ul style="list-style-type: none"> ○ Occupational Health & Safety Act 2004 ○ Occupational Health & Safety Regulations 2007 • Codes of Practice: <ul style="list-style-type: none"> ○ Western Australia <ul style="list-style-type: none"> ○ Occupational Safety & Health Act 1984 ○ Occupational Safety & Health Regulations 1996 ○ Codes of Practice: <ul style="list-style-type: none"> ○ Australian Standards: <ul style="list-style-type: none"> ○ AS/NZS1269: 2005 Occupational noise management ○ AS 2436:2010: Guide to Noise and Vibration Control on Construction, Demolition and Maintenance Sites ○ AS/NZS 4501:2008 (set) Occupational Protective Clothing ○ AS/NZS 4602.1:2011 High visibility safety garments - Garments for high risk applications ○ ISO 7731:2003 Ergonomics – Danger signals for public and work areas – Auditory danger signals ○ AS 1319:1994 Safety Signs for Occupational Environment ○ AS 1742:2010 (set) Manual of uniform traffic control devices
<p>Reference Documents</p> <ul style="list-style-type: none"> Safe Work Australia (2011): Code of Practice: Managing Noise and preventing hearing loss at work Safe Work Australia (2011): Code of Practice: Construction Work Safe Work Australia (2011): Code of Practice: Managing the Risk of Plant in the Workplace 	<ul style="list-style-type: none"> Safe Work Australia (2011) – Code of Practice: How to Manage Work Health and Safety Risks Safe Work Australia (2011) – Code of Practice: WHS Consultation, Cooperation & Coordination WorkCover NSW – Safety Alert: Moving Plant on Construction Site

SAFE WORK METHOD STATEMENT - Part 3

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and Personal Protective Equipment described.

Overall Risk Rating after Controls	1 Low		2 Moderate		3 High		4 Acute	
	Employee/Worker Name	Job Role / Position	Signature	Date	Time	Employer/PCBU Supervisor		
Review No.	1	2	3	4	5	6	7	8
Name								
Initial								
Date								

HIERARCHY OF CONTROLS



RISK ASSESSMENT MATRIX

HB 436:2004 Risk Management Guidelines Tables 6.3 – 6.8 reproduced with permission from SAI Global under licence 1210-062. Standards may be purchased at <http://www.saiglobal.com>
 References: Safe Work Australia (2011) - Code of Practice: How to Manage Work Health and Safety Risks, AS/NZS 31000 -2009 Risk Management Principles and Guidelines.



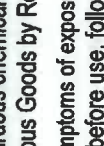





Step 1: Determine Likelihood		What is the possibility that the effect will occur?	
Likelihood	Description	Frequency	Description
Almost certain	Expected in most circumstances.	4	Effect is a common result
Likely	Will probably occur in most circumstances	3	Effect is known to have occurred at this site or it has happened
Possible	Might occur at some time	2	Effect could occur at the site or I've heard of it happening
Unlikely	Could occur at some time	1	Effect is not likely to occur at the site or I have not heard of it happening
Rare	May occur only in exceptional circumstances	0	Effect is practically impossible

Step 2: Determine Consequence		What will be the expected effect?	
Level of Effect:	Example of each level:	Level of Effect:	Example of each level:
Insignificant/Acceptable	No effect – or so minor that effect is acceptable	Minor	First Aid treatment only; no lost time injury
Moderate	Medical treatment; serious injuries, temporary partial disability; lost time injury < 7 days	Major	Hospital admittance; extensive injuries; lost time injury > 7 days; Permanent Total Disability injury; death
Catastrophic	Multiple Permanent Total Disability injuries; multiple deaths		

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely	2 Moderate	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Moderate	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Moderate	3 High	4 Acute
Rare	1 Low	1 Low	2 Moderate	3 High	3 High

Step 4: Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)	
Score	Action
4 A: Acute	DO NOT PROCEED. Requires immediate attention. Introduce further high-level controls to lower the risk level. Re-assess before proceeding.
3 H: High	Review before commencing work. Introduce new controls and/or maintain high-level controls to lower the risk level. Monitor frequently to ensure control measures are working.
2 M: Moderate	Maintain control measures. Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
1 L: Low	Record and monitor. Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.

ACTIVITY: Forklift		SWMS No.:	
SAFE WORK METHOD STATEMENT (SWMS) - Part 1			
Company Name: Infront Staffing & Training Pty Ltd	Address: Se 18, Level 1, 104 Bathurst Street, Sydney, NSW 2000		ABN: 37 114 768 464
Company Contact:	Position:		Phone No.: 02 8252 7565
Project Details			
Host Employer:			
Job Address:			
Job Description:			
Insert Photo			
Relevant workers must be consulted in the development, approval and communication of this SWMS:			
Name: (include names of workers who were consulted in relation to the development of this SWMS)	Signature:	Job Title:	Date:
		SWMS Approved by Employer/PCBU/Director/Owner:	
		Signature:	
		Date:	
Name of Principal Contractor:		Principal Contractor Company Name:	
Date SWMS provided to Principal Contractor:		Principal Contractor Signature:	
		Date:	

Name of person responsible for ensuring compliance with SWMS:	Signature:		Date:				
High Risk Construction Work							
<p>SWMS Scope</p> <p>This SWMS covers the general operation of an LPG powered Forklift. This SWMS does not cover operating forklifts near Overhead Power Lines. Dedicated SWMS should be developed for these tasks, and for any risks not covered in this SWMS. Check with the relevant local State regulator for driver (operator) training and licensing requirements.</p>	<p>This SWMS involved the following "High Risk Construction Work" (Working on, in or near): Moving Plant.</p>						
Personal Protective Equipment (PPE)							
<p>Ensure all PPE meets relevant Australian Standards, inspect, and replace PPE as needed. AS 1319-1994 Safety signs for the occupational environment reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at http://www.saiglobal.com</p>							
Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Hand Protection	Protective Clothing	Sun Protection
							
Hazardous Chemicals / Dangerous Goods / Environmental Risks							
<p>Liquefied Petroleum Gas (LPG) is not classified as a hazardous chemical according to the Australian Safety and Compensation Council (ASCC) and is classified as a hazardous chemical according to Australian Code for the Transport of Dangerous Goods by Road or Rail (ADG Code). LPG is extremely flammable and is an Asphyxiant gas. Symptoms of exposure are directly related to displacement of oxygen from air. Read the Safety Data Sheets (SDS) for all LPG products before use, follow the SDS recommendations and relevant SWMS. Environmental risks may include contamination of waterways or land and poisoning of animals (including fish) due to inappropriate disposal of hazardous chemicals, including Battery fluids and LPG.</p>							
Hazards - What can cause harm?				Risks - What can happen?			
Job Step: Planning				Control Measures to Reduce Risk			
<p>Main hazards include:</p> <ul style="list-style-type: none"> - Mobile plant – forklift - Work in vicinity of mobile plant 		<p>Main hazards include:</p> <ul style="list-style-type: none"> - Being struck or run over by moving vehicles 		<p>Consultation in relation to hazards and risks. Ensure:</p> <ul style="list-style-type: none"> - Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task 			

<ul style="list-style-type: none"> - / vehicles - Electricity - Static electricity - Noise - Hazardous chemical (Battery acid, LPG) - Hazardous Manual Tasks - prolonged sitting - Electric shock (Battery) - Explosion / Fire (LPG). 	<ul style="list-style-type: none"> - (collisions) - Being crushed by plant rollover - Electric shock - Hearing Loss - Exposure to hazardous chemical causing illness or death - Burns caused by fire - Serious injury or death caused by explosion - Chemical burns - Inhalation of LG gas causing serious illness or death - Muscular stress/ Musculoskeletal Disorder. 	<ul style="list-style-type: none"> - if represented by an elected Health and Safety Representative (HSR), they must be included in any consultation - Any other persons on site who are affected by the same matter are consulted and co-operative arrangements are made - Document consultation and action items. <p>Liaise with Principal Contractor to establish the following on-site systems and procedures are in place:</p> <ul style="list-style-type: none"> - Health and Safety rules - Induction for all workers – site specific - Supervisory arrangements - Communication - Injury reporting - Hazard reporting - Personal Protective Equipment - Site plans – showing no go zones for pedestrians - Traffic Management plans - Exclusion Zones - Risk Assessments - SWMS and JSA's. <p>Ensure all operators working on a construction site have a valid Construction Induction Card (or equivalent). Ensure all operators using public roads have the appropriate Driver's Licence. Assess the exposure of operators to noise, including the frequency of exposure to noise levels that exceed the legislated Exposure Standard while operating the forklift and determine required controls such as Audiometric Testing and PPE.</p> <p>Operator's Training & Licence must be current. Check for requirements in the State of operation.</p>
<p>Job Step: Preparation</p>		<p>RB: 3H RA: 2M</p> <p>Person responsible to implement control measures:</p>

<p>Main hazards include:</p> <ul style="list-style-type: none"> - Mobile plant – forklift - Work in vicinity of mobile plant / vehicles - Electricity - Static electricity - Noise - Hazardous chemical (Battery acid, LPG) - Hazardous Manual Tasks - prolonged sitting - Electric shock (Battery) - Explosion / Fire (LPG). 	<p>Main hazards include:</p> <ul style="list-style-type: none"> - Being struck or run over by moving vehicles (collisions) - Being crushed by plant rollover - Electric shock - Hearing Loss - Exposure to hazardous chemical causing illness or death - Burns caused by fire - Serious injury or death caused by explosion - Chemical burns - Inhalation of LG gas causing serious illness or death - Muscular stress/ - Musculoskeletal Disorder. 	<p>Workers should make contact with Site Supervisor before commencing work. All persons on site should attend toolbox talk (safety briefing) to receive update on no go zones for pedestrians, any hazards present on that day, communication methods and emergency procedures. The principles of traffic and pedestrian flow should be included in all induction processes including a site map. It should especially reinforce the "road rules". Pedestrian/bystander access should be eliminated from all loading/receiving areas. Ensure Principal Contractor has communicated presence of pedestrians to operators as required. Inspect intended work area. Ensure:</p> <ul style="list-style-type: none"> - Sufficient lighting and visibility - No electrical hazards - Within clear sight of near-by plant operators - No hazardous work (such as hot works, asbestos demolition, confined spaces etc) in close proximity - No work being undertaken overhead (from scaffolds where items may fall into work area, access points or pathways) - Safe access and egress - Fencing, barriers, barricades, temporary warning signs are in place if required - Appropriate paths are to be determined for the movement of loads and equipment/vehicles. <p>Note: Forklifts, by their design, limit the operator's vision. This must be taken into account when traffic movements are considered.</p> <p>Pedestrians must be kept at a safe distance from working forklifts.</p> <p>Review: Logbook. Manufacturer's operational guide/owner's manual.</p>
<p>Job Step: Noise</p>		<p>RB: 3H Person responsible to implement control measures: RA: 2M</p>
<p>Hazards include:</p> <ul style="list-style-type: none"> - Mobile plant - Noise. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Being hit by moving vehicle due to lack of ability to hear warning signals causing injury or death - Hearing Loss. 	<p>A person conducting a business or undertaking (PCBU) has specific obligations under the WHS Regulations to manage the risks of hearing loss associated with noise at the workplace, including:</p> <ul style="list-style-type: none"> - Ensuring that the noise a worker is exposed to at the workplace does not exceed the exposure standard for noise (85dB averaged) - Providing audiometric testing to a worker who is frequently required to use PPE to protect the worker from hearing loss associated with noise that exceeds the exposure standard. <p>Whether the exposure standard of 85 dB(A) averaged over eight hours is exceeded depends on the level of noise involved and how long workers are exposed to it.</p> <p>Assess the exposure of driver to noise, including the frequency of exposure to noise levels that exceed the legislated</p>

		<p>Exposure Standard while operating the Fork Lift and determine required controls such as Audiometric Testing and PPE. Refer to Noise Control SWMS for detailed information regarding the prevention of hearing loss and legislative requirements.</p> <p>If a formal Noise Assessment is required, a competent person in accordance with the relevant Australian Standard should do it.</p> <p>Workers must be able to hear warning signals on forklifts above any other noise (ambient noise) at the workplace. For reversing alarm, the noise level of the alarm needs to be at least as high as the noise from the engine under high idle.</p> <p>Administrative control measures that can be used to reduce the amount / length of time operators are exposed to noise include:</p> <ul style="list-style-type: none"> - Organise the tasks so work is done efficiently & reduces the amount of driving time - Switch off the engine during work delays or waiting times - Provide quiet areas for rest breaks. <p>PPE, ensure:</p> <ul style="list-style-type: none"> - It is worn by operators throughout the period of exposure to noise - It is correct type - It is comfortable and correctly fitting for the worker - It is regularly inspected and maintained to ensure it remains in good, clean condition - Signs are used to indicate, "Hearing PPE must be worn." <p>When choosing hearing protection consider:</p> <ul style="list-style-type: none"> - Overprotecting by cutting out too much sound can cause difficulties hearing verbal instructions and other sounds needed to work safely - Earmuffs can be uncomfortable to wear in hot environments. <p>Audiometric Testing</p> <p>If Audiometric testing is required it must:</p> <ul style="list-style-type: none"> - Be provided within three months of the worker commencing work - Be started before people are exposed to hazardous noise (such as new workers or those changing jobs) - Provide a baseline as a reference for future audiometric test results - Have follow-up tests carried out at least every two years - Be carried out with consultation with your workers and their health and safety representatives - Be carried out by competent persons in accordance with the procedures in the relevant Australian Standard. <p>Workers should be given the results of audiometric testing accompanied by a written explanation of the meaning and implications.</p>
--	--	---

RB: 3H	Person responsible to implement control measures:	RA: 2M
<p>Job Step: Pre – Operational Inspection</p>		
<p>Main hazards include:</p> <ul style="list-style-type: none"> - Mobile plant – forklift - Work in vicinity of mobile plant / vehicles - Electricity - Static electricity - Noise - Hazardous chemical (Battery acid, LPG) - Hazardous Manual Tasks - prolonged sitting - Electric shock (Battery) - Explosion / Fire (LPG). 	<p>Main hazards include:</p> <ul style="list-style-type: none"> - Being struck or run over by moving vehicles (collisions) - Being crushed by plant rollover - Electric shock - Hearing Loss - Exposure to hazardous chemical causing illness or death - Burns caused by fire - Serious injury or death caused by explosion - Chemical burns - Inhalation of LG gas causing serious illness or death - Muscular stress/ Musculoskeletal Disorder. 	<p>Ensure: Capacity chart is legible, applies to forklift, is amended for attachments and displays the load limits for that forklift.</p> <p>Pre-start Check:</p> <ul style="list-style-type: none"> - Roll – over protection - Falling object protection - Seat – in good condition - Seat belt - Lights & mirrors - Steering - Controls - Battery - Horn & Warning signs (decals) - Brakes - Mast - Reversing alarms - Chains - Tynes - Hoses - Counterweight - Tyres - Oil and hydraulic fluid levels - Report any defects. <p>LPG Check:</p> <ul style="list-style-type: none"> - LPG Compliance Plate is present & readable - LPG cylinder correctly installed - Gas fuel level is adequate - No gas leaks. <p>Check attachments where applicable:</p> <ul style="list-style-type: none"> - Extended forks for damage and load rating. - Person lift cage. - Drum Lifter / Clamp.

		Forks – spacing positions.	
		RB: 2M	RA: 1L
Person responsible to implement control measures:			
Job Step: Operation of Fork Lift	Main hazards include: <ul style="list-style-type: none"> - Mobile plant – forklift - Work in vicinity of mobile plant / vehicles - Electricity - Static electricity - Noise - Hazardous chemical (Battery acid, LPG) - Hazardous Manual Tasks - prolonged sitting - Electric shock (Battery) - Explosion / Fire (LPG). 	Main hazards include: <ul style="list-style-type: none"> - Being struck or run over by moving vehicles (collisions) - Being crushed by plant rollover - Electric shock - Hearing Loss - Exposure to hazardous chemical causing illness or death - Burns caused by fire - Serious injury or death caused by explosion - Chemical burns - Inhalation of LG gas causing serious illness or death - Muscular stress/ Musculoskeletal Disorder. 	<p>Operators must ensure that no person other than the operator rides on the plant unless the person is provided with a level of protection that is equivalent to that provided to the operator.</p> <p>Do not allow anyone to stand or pass under elevated forks or attachments, whether loaded or empty.</p> <p>Operators:</p> <ul style="list-style-type: none"> - Plan the direction that plant moves (forward movement as much as possible) - Implement safe working distances - Use clear communication systems - Use reversing alarms, sensors or cameras - Use flashing lights - Use Spotters or observers - Use speed limits when required. <p>Mounting and dismounting:</p> <ul style="list-style-type: none"> - Do not hold steering wheel or levers - Use steps and handrail for support. <p>When seated:</p> <ul style="list-style-type: none"> - Adjust seat as required – put your seat belt on - Adjust mirror(s) - Ensure there are no loose objects around feet. <p>Note: Seatbelt is to be worn at all times. If a forklift overturns, the safest place for the operator is in the cabin with a seatbelt on.</p> <p>Ensure:</p> <ul style="list-style-type: none"> - Material is shifted using appropriate equipment such as drum lifters - Weight of load is compatible with the safe working limit for the forklift and attachments - Loads are placed so that they are stable. <p>While operating:</p> <ul style="list-style-type: none"> - Tilt mast slightly backwards - Travel with load close to the ground - Operate smoothly - Travel slowly when turning - Don't turn on inclines

	<ul style="list-style-type: none"> - Ensure there is enough room for the tail to swing around - Keep clear of upright mast and carriage lift chains - Ensure loads are correctly placed & safe - If pallets are damaged, remove them. <p>Do Not:</p> <ul style="list-style-type: none"> - Bump pallets to move them - Push piles of material out of the way - Move heavy objects by using makeshift connections and attachments - Drive over hazards / objects - Jump off the forklift - Leave the forklift running without an operator - Use work cages to transport people - Exceed the load limit - Drive with a raised load. Lower the load before moving or turning. - Lift a load that extends above the backrest unless the load is secured. - Sling loads from tines, use a jib. <p>If a warning light comes on STOP the forklift truck IMMEDIATELY and seek assistance to rectify.</p> <p>Driving on roads - Forklift must be:</p> <ul style="list-style-type: none"> - Operated in accordance with statutory regulations at all times - All speed limits, obligatory and recommended, must be observed. <p>Important note: Due to a forklift's high centre of gravity it is likely that overturning (lateral tip-over) will occur if the forklift corners at high speed, even without a load, a side tip-over can occur when the forklift is empty.</p> <p>When the mast is raised the centre of gravity becomes higher and the likelihood of side tip-over increases. Limiting speed can reduce this likelihood.</p> <p>On completion</p> <ul style="list-style-type: none"> - Ensure that forklift is shut down in accordance with the manufacturer's instructions. - Park in suitable location away from danger areas (at least 3m from power lines or railway lines, pits etc.) - Park on level ground - Lower forks/attachments to ground. - Apply motion locks (where fitted) and brakes. - Use chocks - Turn the LPG cylinder valve off when the forklift before dismounting - Remove key & store in a secure location - Stow any used equipment correctly. (Example – pallets, ropes, person lift cages etc.) 	
--	---	--

RB: 3H	Person responsible to implement control measures:	RA: 2M
<p>Job Step: Refuelling LPG Cylinder(s)</p> <p>Main hazards include:</p> <ul style="list-style-type: none"> - Mobile plant – forklift - Work in vicinity of mobile plant / vehicles - Electricity - Static electricity - Hazardous chemical (LPG) - Explosion / Fire (LPG). 	<p>Main hazards include:</p> <ul style="list-style-type: none"> - Being struck or run over by moving vehicles (collisions) - Being crushed by plant rollover - Electric shock - Exposure to hazardous chemical causing illness or death - Burns caused by fire - Serious injury or death caused by explosion - Inhalation of LG gas causing serious illness or death. 	<p>Forklift operators and others are exposed to a risk of sustaining serious freeze burns if LPG cylinders are attached to a forklift incorrectly.</p> <p>When the cylinder is attached to a forklift the Designated Relief Valve should be located at the top of the cylinder.</p> <p>Empty tanks must be replaced / refuelled by the operator by the end of the shift.</p> <p>Use correct Manual Handling techniques when replacing LPG cylinders.</p> <p>Ensure: NO naked flames or ignition sources are in the vicinity.</p> <p>Check tank gauge before replacing/refuelling tank.</p> <p>When replacing “in use” gas tank:</p> <ul style="list-style-type: none"> - Turn valve clockwise until valve is completely closed - Run the engine until it stops - Turn the key switch off - Disconnect the quick disconnect fitting - Release the LPG tank latch and remove the tank - Replace tank - Connect the quick disconnect fitting - Open fuel valve (counter clockwise) - Check for leaks (frost or strong odour). <p>LPG needs to be stored and handled in accordance with relevant Australian Standard.</p>
<p>Job Step: Maintenance</p> <p>Main hazards include:</p> <ul style="list-style-type: none"> - Mobile plant – forklift - Work in vicinity of mobile plant / vehicles - Electricity - Static electricity - Hazardous chemical (Battery acid, LPG) - Electric shock (Battery) 	<p>Main hazards include:</p> <ul style="list-style-type: none"> - Being struck or run over by moving vehicles (collisions) - Being crushed by plant rollover - Electric shock - Exposure to hazardous chemical causing illness or 	<p>Only qualified and competent persons should carry out maintenance of forklifts, including the fitting, repair & removal pneumatic tyres.</p> <p>Parts on LPG powered forklifts must be repaired and/or replaced using a licensed gas fitter.</p> <p>Refer to the manufacturer’s operational manual for the recommended maintenance schedule.</p> <p>Keep records of all maintenance, including servicing, testing, commissioning and alterations.</p> <p>Repair any damaged or unsafe parts immediately.</p> <p>Check toolboxes for missing items.</p>

<ul style="list-style-type: none"> - Explosion / Fire (LPG). 	<ul style="list-style-type: none"> - death - Burns caused by fire - Serious injury or death caused by explosion - Chemical burns - Inhalation of LG gas causing serious illness or death. 	<p>Fire Extinguishers must be regularly serviced, tested & tagged.</p>
<p>RB: 3H</p>	<p>Person responsible to implement control measures:</p>	
	<p>RA: 2M</p>	

Emergency Procedures / Emergency Response

Call 000 immediately if a person is entrapped, has been crushed, hit or run over by a forklift.

Do not attempt to rescue a person who is trapped or has been crushed by a forklift unless Emergency Services personnel have provided direction and it is safe to do so.

Develop and implement an emergency response plan for the site. Include:

- Assembly points
- Communication
- Consultation methods

- Responsible persons
- Emergency contacts - names and phone numbers
- First aid equipment
- Fire Extinguishers – accessible & serviced.

Develop site-specific rescue procedures/SWMS.

Ensure all workers on-site are trained and familiar with emergency and evacuation procedures.

Person/s responsible to implement and follow emergency procedures and control measures:

Review

To ensure controls are implemented and monitored effectively:

- **Toolbox /pre-work** meetings will be undertaken
- Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information
- Control measures will be monitored throughout works:
 - **Spot checks**
 - **Consultation**
 - **Scheduled audits**
- Corrective actions will be recorded and rectified in a timely manner SWMS will be reviewed and updated accordingly (in consultation with relevant persons)

Ensure all controls are reviewed as per the following:

- If controls fail to reduce risk adequately
- When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective
- New hazards identified
- After an incident involving work activities relevant to this SWMS
- During consultation with relevant persons indicate review is needed
- **A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation.**

Person/s responsible to implement and follow monitoring and review procedures and control measures:

SAFE WORK METHOD STATEMENT - Part 2			
Formal Training, Licences required for workers undertaking this task:	Duties of workers undertaking this task:	Details of Supervisory Arrangements for workers undertaking this task:	
Example: <ul style="list-style-type: none"> - Licence to Perform High Risk Work (operating certain plant, equipment) - TAFE or other recognised training organisation - Construction Induction Card (or equivalent) 	Example: (Name): Operator (Name): Clean-up crew (Name): Supervisor Etc.	Example: <ul style="list-style-type: none"> - Suitably qualified supervisors for job - Direct on-site supervision - Remote site – communication systems/ schedule - Audits - Spot Checks, etc. - Reporting systems 	
Details of: regulatory permits/licences Engineering Details/Certificates/WorkCover Approvals: Example: <ul style="list-style-type: none"> - Local council permits - Building Approvals - EPA approvals/permits - Certain plant to be registered with State Authority - PPE to comply with relevant Australian Standards Plant/Tools/Equipment: (List plant and equipment to be used on the job.) Fork Lift – LPG (Make & Model)	Relevant Legislation, Codes of Practice: Note: Retain only the legislation references applicable to your state of operation for this SWMS. <ul style="list-style-type: none"> • Commonwealth, NSW, QLD, ACT <ul style="list-style-type: none"> o Work Health and Safety Act 2011 o Work Health and Safety Regulations 2011 • Northern Territory <ul style="list-style-type: none"> o Work Health and Safety (National Uniform Legislation) Act 2011 o Work Health and Safety (National Uniform Legislation) Regulations • SA, Tasmania <ul style="list-style-type: none"> o Work Health and Safety Act 2012 o Work Health and Safety Regulations 2012 • Codes of Practice: Safe Work Australia (2011): <ul style="list-style-type: none"> o <i>Managing the Risk of Falls at Workplaces</i> o <i>Managing Noise and Preventing Hearing Loss in the Workplace</i> o <i>How to Manage Work Health and Safety Risks</i> o <i>Hazardous Manual Tasks</i> o <i>Managing Risks of Hazardous Chemicals</i> o <i>WHS Consultation, Cooperation & Coordination</i> 	<ul style="list-style-type: none"> • Victoria <ul style="list-style-type: none"> o Occupational Health & Safety Act 2004 o Occupational Health & Safety Regulations 2007 • Codes of Practice: <ul style="list-style-type: none"> o Western Australia <ul style="list-style-type: none"> o Occupational Safety & Health Act 1984 o Occupational Safety & Health Regulations 1996 • Codes of Practice: <ul style="list-style-type: none"> o Australian Standards: <ul style="list-style-type: none"> o AS/NZ 1596 <i>The storage and handling of LP gas</i> o AS2359: 1995 <i>Powered industrial trucks</i> o AS/NZS.1269: 2005 <i>Occupational noise management</i> o AS/NZS 4501:2008 (set) <i>Occupational Protective Clothing</i> o ISO: 9533: 2010 <i>Earth-moving machinery – Machine-mounted audible travel alarms and forward horns – Test methods and performance criteria</i> o ISO 7731:2003 <i>Ergonomics – Danger signals for public and work areas – Auditory danger signals</i> 	
Reference Documents			



Monash University & WorkSafe Australia (2008) : <i>A Guidebook of Industrial Traffic Management & Forklift Safety</i>	Work Health & Safety Queensland: <i>Forklift safety – Reducing The Risk</i>
Western Australia Department of Commerce: <i>Guide to inspecting Forklifts</i>	Work Health & Safety Queensland: <i>Attaching a LPG Cylinder to a Forklift</i>
Work Health & Safety Queensland: <i>Forklift safety for employers: maintenance</i>	WorkCover NSW: <i>A guide to forklift safety</i>

DOCUMENT NO: 10109	VERSION NO: 5	ACTIVITY: Forklift - LPG	AUTHORISED BY:	REVIEW NO:	DATE: 13-8-2015
--------------------	---------------	--------------------------	----------------	------------	-----------------

SAFE WORK METHOD STATEMENT - Part 3

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and Personal Protective Equipment described.

Overall Risk Rating after Controls	1 Low		2 Moderate		3 High		4 Acute	
	Job Role / Position		Signature		Date		Employer/PCBU/ Supervisor	
Employee/Worker Name								
Time								
Signature								
Date								
Review No.	1	2	3	4	5	6	7	8
Name								
Initial								
Date								

HIERARCHY OF CONTROLS



RISK ASSESSMENT MATRIX

HB 436:2004 Risk Management Guidelines Tables 6.3 – 6.8 reproduced with permission from SAI Global under licence 1210-0062. Standards may be purchased at <http://www.saiglobal.com>
 References: Safe Work Australia (2011). Code of Practice: How to Manage Work Health and Safety Risks, AS/NZS 31000 -2009 Risk Management Principles and Guidelines.

Step 1: Determine Likelihood		What is the possibility that the effect will occur?	
Criteria	Description	Criteria	Description
Almost certain	Expected in most circumstances.		Effect is a common result.
Likely	Will probably occur in most circumstances.		Effect is known to have occurred at this site or it has happened.
Possible	Might occur at some time.		Effect could occur at the site or I've heard of it happening.
Unlikely	Could occur at some time.		Effect is not likely to occur at the site or I have not heard of it happening.
Rare	May occur only in exceptional circumstances.		Effect is practically impossible.

Step 2: Determine Consequence		What will be the expected effect?	
Level of Effect.	Example of each level:	Level of Effect.	Example of each level:
Insignificant/Acceptable	No effect – or so minor that effect is acceptable.	Minor	First Aid treatment only; no lost time injury.
Moderate	Medical treatment; serious injuries, temporary partial disability; lost time injury < 7 days.	Major	Hospital admittance; extensive injuries; lost time injury > 7 days; Permanent Total Disability injury; death.
Catastrophic	Multiple Permanent Total Disability injuries; multiple deaths.		

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely	2 Moderate	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Moderate	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Moderate	3 High	4 Acute
Rare	1 Low	1 Low	2 Moderate	3 High	3 High

Step 4 Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)		Action
Score		
4 A: Acute		DO NOT PROCEED. Requires immediate attention. Introduce further high level controls to lower the risk level. Re-assess before proceeding.
3 H: High		Review before commencing work. Introduce new controls and/or maintain high level controls to lower the risk level. Monitor frequently to ensure control measures are working.
2 M: Moderate		Maintain control measures. Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
1 L: Low		Record and monitor. Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.

If you're a new employee, your employer needs to give you a copy of the Fair Work Information Statement before, or as soon as possible after, you start a job. For information tailored to you, register for an online account at www.fairwork.gov.au/register, or call the Fair Work Infoline on 13 13 94.

▲ Minimum rights and entitlements

Workers in Australia are entitled to basic rights and protections at work. If you're in the national workplace relations system, these protections include minimum pay rates and a set of entitlements called the National Employment Standards. You're also likely to be covered by a modern award or enterprise agreement, which may provide you with more entitlements.

You might also sign a contract or agreement with your employer. Contracts can set out additional conditions of employment but can't provide less than your minimum entitlements under the National Employment Standards or an applicable award or enterprise agreement.

▲ Minimum pay rates

Your minimum pay rate will usually be set in an award or an enterprise agreement. If there's no modern award or enterprise agreement covering your work, you're still entitled to at least the national minimum wage which, from 1 July 2019, is:

- \$19.49 per hour for full-time and part-time adult employees
- \$24.36 for casual adult employees.

The national minimum wage is reviewed annually. You can find your minimum pay rates by using our Pay Calculator at www.fairwork.gov.au/PACT.

▲ Modern awards

There are 122 industry or occupation awards that cover most people working in Australia. Awards may contain entitlements like minimum wages (pay), penalty rates, types of employment, flexible working arrangements, hours of work, meal and rest breaks, classifications, allowances, annual leave loading, and redundancy. To find out if you're covered by an award, use Find my award at www.fairwork.gov.au/awards.

▲ Enterprise agreements

Enterprise agreements set employment conditions that can apply to a business and their workers or a group of businesses and their workers. Enterprise agreements are negotiated ('bargained') between the employer, their employees and any employee representatives (such as a union or other bargaining representative).

Bargaining for an agreement has to follow set rules. Once approved by the Fair Work Commission, an enterprise agreement is enforceable and provides the terms and conditions of employment that apply at your workplace.

For information about making, varying, or terminating enterprise agreements visit the Fair Work Commission website at www.fwc.gov.au.

▲ The National Employment Standards (NES)

There are 10 minimum workplace entitlements in the NES that apply to all employees:

1. Maximum weekly hours of 38 if you're a full-time employee, plus reasonable additional hours
2. The right to request flexible working arrangements
3. Parental and adoption leave of 12 months (unpaid) with the right to request an additional 12 months
4. Four weeks paid annual leave each year (pro rata if you're a part-time employee)
5. A total of 10 days paid sick and carer's leave each year, two days paid compassionate leave for each permissible occasion, two days unpaid carer's leave for each permissible occasion, and five days unpaid family and domestic violence leave (in a 12 month period)
6. Community service leave for jury service or activities dealing with certain emergencies or natural disasters. This leave is unpaid except for jury service
7. Long service leave
8. The entitlement for you to be absent on public holidays and for you to be paid for ordinary hours on those days
9. Notice of termination and redundancy pay
10. The right to receive this Fair Work Information Statement if you're a new employee

Casual employees are entitled to some of the entitlements in the NES, but not all. For example, as a casual employee you're entitled to two days of unpaid carer's leave for each permissible occasion. You're also entitled to parental and adoption leave of 12 months (unpaid) – with a right to request an additional 12 months if you've worked on a regular and systematic basis for at least 12 months and have a reasonable expectation of continuing employment. In addition, you're entitled to five days unpaid family and domestic violence leave each 12 month period.

To read more about the NES entitlements that apply to you, go to the National Employment Standards page at www.fairwork.gov.au/NES.

▲ If the business you work for changes owners

If the business you work for changes owners or is sold – and you're employed by the new employer within three months of your employment with the old employer ending – some of your entitlements may carry over to the new employer. You can check what you're entitled to at www.fairwork.gov.au/transfer-of-business.

▲ Workplace flexibility

You have the right to request flexible working arrangements under the NES if:

- you're a parent of, or have responsibility for caring for, a child of school age or younger
- you provide personal care, support and assistance to another person who needs it because of a disability, medical condition, mental illness or frailty and age
- you have a disability
- you are 55 or older
- you're experiencing family violence
- you're providing care or support for an immediate family member, or someone you live with, who is experiencing family violence, or
- you're returning to work after a period of parental or adoption leave and wish to work part-time to care for your child, or the child who you have responsibility caring for.

Your employer can only refuse a request on reasonable business grounds. If they do, they must respond to your request in writing and include details for why they refused your request.

▲ Individual flexibility arrangements

You and your employer can negotiate to change how certain terms in an award or enterprise agreement apply to your situation. An individual flexibility arrangement cannot be a condition of employment – it must be a genuine choice. To find out more see Flexibility in the workplace at www.fairwork.gov.au/flexibility.

▲ Protection from discrimination and other adverse action

You're protected from an employer taking 'adverse action' against you for certain reasons. These protections apply to casual, full-time and part-time employees.

Adverse action can include dismissing you, refusing to employ you, negatively changing your position, or treating you differently for discriminatory reasons. For example, you're protected from adverse action if you make a complaint to an organisation like the Fair Work Ombudsman, or if you take personal leave or request flexible work arrangements, or exercise your right to freedom of association (including becoming or not becoming a member of a union).

You also have the right to be protected from unlawful discrimination because of your race, colour, gender or age; and protection from undue influence or pressure from your employer about entering into an agreement in relation to your employment entitlements.

If you have experienced adverse action, discrimination or undue pressure by your employer you can seek assistance from the Fair Work Ombudsman or the Fair Work Commission. If you have been dismissed, there might be strict timeframes that apply, so make sure you lodge an application with the Fair Work Commission *within 21 days of the date of your dismissal*. See the Fair Work Commission website at www.fwc.gov.au for more information.

▲ Ending employment

Your employment might end for a number of reasons – if you resign, your position is made redundant, or you are dismissed. To find out more see Ending employment at www.fairwork.gov.au/ending-employment.

When your employment ends, you should get any outstanding employment entitlements, including outstanding wages and unused annual and long service leave.

If you think you've been unfairly dismissed, you might be able to lodge an application with the Fair Work Commission *within 21 days of the date of your dismissal*. There are rules about applying, including minimum employment periods, strict timeframes for applying and special rules for small-business. Go to the Fair Work Commission website at www.fwc.gov.au for more information.

▲ Right of entry

A permit holder, often a union official, may enter the workplace in order to:

- talk to employees whose industrial interests the permit holder's organisation is entitled to represent
- look into a suspected breach of workplace laws
- look into a suspected breach of health and safety laws, in which case they must also comply with right of entry requirements of the work health and safety laws.

A permit holder must comply with certain requirements such as notice to the employer and can inspect or copy certain documents. Strict privacy restrictions apply to the permit holder, their organisation and your employer.

▲ The Fair Work Ombudsman

The **Fair Work Ombudsman** is an independent statutory agency that promotes harmonious, productive and cooperative workplace relations and ensures compliance with Australian workplace laws. The Fair Work Ombudsman provides reliable and timely information about Australia's workplace relations system as well as help resolving workplace issues.

For more information about the Fair Work Ombudsman visit www.fairwork.gov.au or call 13 13 94.

▲ The Fair Work Commission

The **Fair Work Commission** is Australia's national workplace relations tribunal responsible for maintaining a safety net of minimum wages and employment conditions, as well as a range of other workplace functions, including agreement-making, workplace bullying and unfair dismissal. For more information about the Fair Work Commission see www.fwc.gov.au or call 1300 799 675.

The Fair Work Information Statement is prepared and published by the Fair Work Ombudsman in accordance with section 124 of the *Fair Work Act 2009*.