OCCUPATIONAL SAFETY & HEALTH INDUCTION BOOKLET

Introduction

This occupational safety and health (OSH) Booklet is provided to PRIME PROJECTS employees and sub contractors as a guide to general workplace safety and health. It is not a complete list of procedures and is not intended to replace instructions given by company management, supervisors or other authorised persons.

As an employee or sub contractor of PRIME PROJECTS you will be expected to cooperate in following instructions given by the Site Supervisor.

You also have an obligation to work in a manner that does not expose yourself or others to the risk of an injury and to report workplace hazards that you may become aware of.

Remember, an ALERT employee is a SAFER employee.

You must always present yourself for work in a fit condition. This means that if you are excessively tired or not alert for any reason (see Drug and Alcohol Policy) you are putting yourself and others at risk and may be removed from the site.

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OSH Policy

General Commitment Statement

This policy recognizes that the safety and health of all employees with PRIME PROJECTS is the responsibility of company management. In fulfilling this responsibility, management is committed to providing and maintaining, so far as is practicable, a working environment that is safe and without risk to health.

This responsibility includes:

- providing and maintaining safe plant and systems of work;
- making and monitoring arrangements for the safe use, handling, storage and transport of plant and substances;
- maintaining the workplace in a safe and healthy condition; and
- providing information, training and supervision for all employees enabling them to work in a safe manner.

The Director is responsible for the implementation and monitoring of this policy. The safety and health duties of management at all levels will be detailed and company procedures for training and back-up support will be followed. In fulfilling the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively, and that safety and health issues are regularly reviewed.

Alcohol and Drugs

Policy

The use, possession, sale or supply or being under the influence of illegal drugs or using or being under the influence of alcohol or any other intoxicating substance while working on site is strictly prohibited. This prohibition includes the misuse of prescribed medication.

If a sub contractor is found to be in breach of this Policy, he or she will be removed from site.

General Duty of Care

This section outlines the "General Duty of Care" provisions contained in Western Australian Occupational Safety and Health Legislation.

Everyone has responsibilities for ensuring safety and health at work. This includes employers, employees, self-employed persons and other, such as people who control workplaces, design and construct buildings or manufacture and supply plant.

Duties

These are expressed in broad terms, for example:

- An employer must, as far as is practicable, provide a work environment in which employees are not exposed to hazards;
- Employees must take reasonable care for their own safety and health, and that of others, at work; and
- Self-employed persons must, as far as practicable, ensure the work does not adversely affect the safety and health of others.

These wide ranging duties are called 'general duties of care'.

Employer's General Duty of Care

The employer's duty is to provide and maintain, so far as is practicable, a working environment where employees are not exposed to hazards.

An employer is a person who engages workers under a contract of employment, apprenticeship or industrial training agreement. These workers are all referred to as employees.

Persons using a contractor to carry out work associated with their trade or business are called the Principal. Contractors, their employees and any sub-contractors all have duty of care responsibilities. Contractors having their own employees must continue to carry out the duties of an employer.

General Duties include:

- Safe Systems of Work;
- Information, Instruction, Training and Supervision;
- Consultation and Cooperation;
- Personal Protection;
- Safe Plant and Substances; and
- Reporting of Fatalities, Injuries and Disease.

Employee's General Duty of Care

An employee's duty is to take reasonable care for their own safety and health at work and to avoid harming the safety and health of other people through any act or omission at work. The employee's duty does not stand alone. It is complimentary to the employers duty. The employee needs to receive the appropriate information, instruction, training and supervision for them to be able to work safely.

General Duties include:

- Following the employer's safety and health instructions;
- Using personal protective clothing and equipment;
- Taking good care of equipment;
- Reporting work related injuries or harm to health; and
- Cooperating with employers so employees can carry out their duties under the Act.

Resolution of Serious OSH Issues

As a sub contractor or employee you have a responsibility to yourself not to knowingly do anything that would place yourself at risk of injury or harm to your health.

You also have a similar duty of care to other people you are working with.

If you believe that to continue doing something or to work in an area is going to expose yourself or any other person to the risk of imminent and serious injury or harm to health, you must stop work immediately. You must then report to your Supervisor.

Conducting & Developing SWMS / JSA

PRIME PROJECTS may ask sub contractors to complete a Job Safety Analysis (SWMS / JSA) relevant to their workplace tasks.

Job Safety Analysis (SWMS / JSA) describe, in outline format, procedures required to carry out a particular job or task safely. It identifies the work/tasks in a logical sequence, the hazards associated with the work tasks, the relevant health and safety risk control measures and the training and qualifications required to carry out the work safely. The SWMS / JSA may also specify other relevant standards and of line management responsibilities where appropriate.

Sub contractor Supervisors will act as SWMS / JSA team leaders in the development of the documents and employees will have the opportunity to discuss and provide meaningful input into the content of each SWMS / JSA. When completed all employees will be required to conduct work in compliance with the relevant procedure.

Job Safety Analysis documents must not be altered or modified without the authorisation of the relevant supervisor or team leader.

Personal Protective Equipment and Clothing

Where it is not practicable to avoid the presence of hazards at a workplace your employer is required to provide employees with personal protective clothing and equipment.

It is your responsibility to ensure the equipment is maintained in operational condition and correctly used in designated areas. Failure to comply with rules regarding the use of personal protective equipment can result in disciplinary action being taken.

If you are not sure as to how or where personal protective equipment is to be worn you must ask your relevant supervisor.

Other specialised safety equipment such as respiratory protection may be required from time to time. This type of equipment should not be used without an employee receiving adequate instruction and training in the correct use of such equipment.



Hazard Reporting

Definition

'Hazard', in relation to a person means anything that may result in:

(a) injury to the person; or

(b) harm to the health of the person

If you discover a situation at a workplace that constitutes a 'hazard' and you are not able to rectify the situation yourself you must report the hazard as soon as practicable to your immediate supervisor.

Your supervisor will make arrangements to eliminate or protect employees from the hazardous situation or thing. This may include removal of the hazard or use of a cordon to isolate certain areas considered as a serious risk.

Vehicles, Plant and Equipment

No person must drive or operate any vehicle, plant, or equipment, unless they have been instructed in its safe and correct operation by a competent person. Such information, instruction and training on precautions to be taken to ensure the safe and correct use of vehicles, plant or equipment, must be provided by your supervisor who will obtain the relevant information from manufacturers, suppliers etc.

You must follow all of the instructions provided by your supervisor to ensure safe use of vehicles, plant or equipment.

If you have any doubt whatsoever about the correct procedures for the safe and correct operation of any vehicle, plant or equipment, immediately seek further information or advice from your supervisor.

Do not use any vehicle, plant or equipment for which you do not know the correct procedures for safe and correct operation.

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

Working at Height

All persons working at height must be protected against falling. Where it is not practicable to provide scaffolding or guard rails due to the nature of the work, approved safety harnesses and attachments must be used in compliance with relevant regulations and WorkSafe Code of Practice Prevention Of Falls.

No person may work at height using a safety harness unless they have been properly instructed and trained in its use.

Where workers or other persons are likely to be exposed to the danger of being struck by falling objects the work area(s) shall be barricaded off and warning signs be displayed at all approaches to the area stating “DANGER – KEEP CLEAR – WORKERS OVERHEAD” or equivalent wording.

Housekeeping

Every employee has a responsibility to ensure that their respective work area is maintained and left in a clean and safe condition at the end of each day.

- Walkways and work areas must be kept clear of obstructions and tidy.
- Always use bins provided for discarding waste materials or garbage.
- Any spillage of any substances, acid solvents, etc., must be cleaned up as soon as practicable. Under no circumstances should chemicals, substances or oils, etc., be tipped into drains or sewers.
- Hazardous substances must only be placed in approved containers and returned to proper storage following use.

Scaffolds / Working Platforms

The following points must be strictly adhered to when working on or around scaffolds and working platforms.

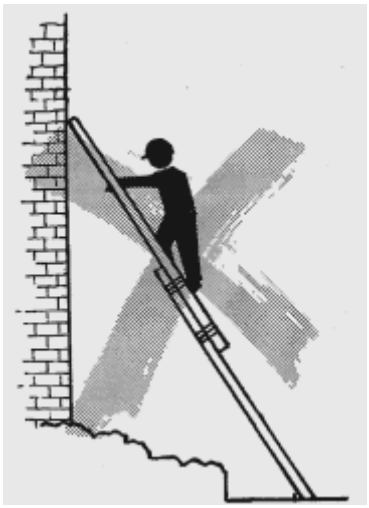
1. Only appropriately certificated persons are to erect, alter or dismantle a scaffold.
2. Secure guardrails and toeboards must be fitted and in position prior to commencing work where a person could fall 2 metres from any scaffold, working platform, landing, formwork, suspended slab and any other edge where a person may fall three metres or more (e.g. roof)
3. Wherever persons, including members of the public could be struck by falling items, all elevated workplaces, scaffolding and working platforms must be securely enclosed with steel wire mesh.
4. Trestle scaffolding must only be used on a firm level base and carefully examined by a competent person prior to use.
5. Low level work platforms, step ladders, trestles, etc., must not be used within 3 metres of any exposed edge, opening or penetration, where a person would be liable to fall more than 2 metres.
6. Report any obvious faults, for example:
    - missing handrail.
    - missing fender board.
    - split or missing planks on platform.
    - missing access ladders.
    - ladders not positioned properly (see ‘Ladders’).
    - ladders not secured.

7. Interference with scaffolds is not permitted. Do not remove or alter a scaffold. Inform the supervisor that you need an alteration done. He will assign the appropriate person to carry out the task.

Ladders

When using ladders, for any purpose make sure of the following:

- Ensure ladder is in good condition.
- The ladder is placed on a firm footing and effectively secured to prevent outward or sideways movement.
- The ladder is correctly positioned to an angle ratio of 1:4 (1 metre out for every 4 metres of height).
- Ladders extend 1m above loading platforms.
- Ensure the ladder is tied to a suitable anchor point.
- Do not use the ladder as a plank.
- Never apply a load to a ladder in a horizontal position.
- Improvised scaffold or platforms made out of ladders are prohibited.
- Under no circumstances may ladders that have broken, loose or missing rungs, cracked, splintered or warped stiles, be used.
- Never paint a ladder.
- Ladders must conform with Australian Standards.



Cranes and Rigging

Only qualified persons may operate cranes or carry out rigging and dogging work.

Lifting equipment such as chains and sling must be checked for damage before use. Any damaged equipment must have an Out of Service (Yellow) tag attached and removed from service.

All lifting equipment must have the working load limit (WLL) tag attached and clearly readable.

If the crane operator has difficulty in understanding any of the signals being given he must immediately stop the operation until such time as complete understanding is obtained.

Riding on a sling, hook or load is prohibited. Keep hands clear of the slings as the crane takes the lift. Keep clear of the load being raised or lowered. Handlines must be used to control loads being “walked”. Report any unsafe conditions immediately.

Lifting of loads over people must be avoided.

Any damage to cranes or lifting equipment must be reported immediately.

Riding on the steps, or hanging off the side of cranes is prohibited.

Electrical Requirements

All portable power tools and electrical leads used on construction sites must be inspected and tagged by an appropriately licensed person.

Red Tag	--	**December - February**
Green Tag	--	**March - May**
Blue Tag	--	**June - Aug**
Yellow Tag	--	**Sept - November**

It is a requirement under the General Duty of Care that all equipment is routinely checked before use by the user and placed out of service if defective.

Other relevant points for your own electrical safety are as follows:

- The use of RCD (Residual Current Devices) is mandatory.
- Only use the tool for the purpose for which it has been designed.
- Keep electric leads up from the ground and out of water or damp conditions.
- Extension cords must not be more than 30m long.
- Do not attach power leads to scaffolding.
- Electrical Shock. If you find someone who has been electrocuted, approach with extreme caution. Make sure the current is turned off. Use heavy duty insulated gloves, dry wood, dry cloth or rubber to free the casualty.
- Only licensed electricians are permitted to repair electrical equipment.
- Dangers from electricity are not self evident. An electrical conductor looks the same whether it is alive or dead. Always assume that electrical wire and equipment is alive and treat with caution.
- Report any exposed electrical wires to your supervisor immediately.
- Check leads and cables for damage before you use electrical equipment or tools.
- Do not leave extension leads on the floor across accessways.
- Always turn off the source of supply before connecting any piece of equipment, no matter how small or insignificant it may seem.
- Do not lay electrical leads on any surface where welding or cutting is likely to take place above or below.
- Do not stretch electrical leads around sharp corners or draw them taut in any direction.
- Do not hang or support electrical equipment by its power cord.
- Do not allow water or rain to come into contact with electrical equipment, help management to protect you by covering the equipment up.
- Don’t overload circuits.

When earth leakage units are fitted they are there for your protection, do not abuse them – they are designed to turn off the supply automatically if a fault develops. This fault must be located and rectified by a licensed electrical worker before re-use of the effected equipment.

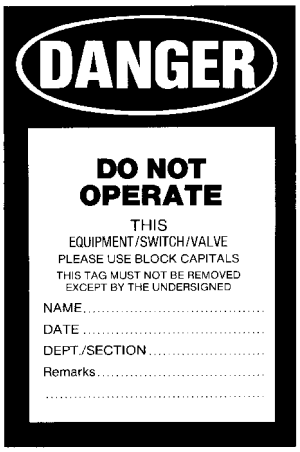
Isolation Procedures and Work Permits

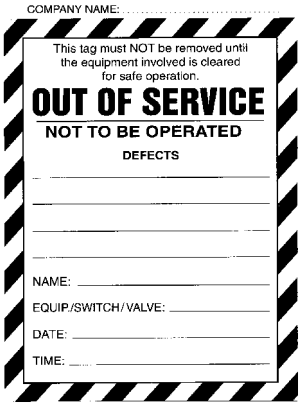
When working on, cleaning or maintaining any machinery or equipment it is mandatory to place a **Personal Danger Tag and (IF possible) padlock** on the isolation point of the power source or valve. This procedure is in place to protect employees from harm due to the inadvertent starting or energising of equipment and machinery.

You should **not** conduct any isolation process until you are **authorised** and **instructed** accordingly.

You should **never** under any circumstances remove another persons **Personal Danger Tag**.

Breaches of isolation procedure and unauthorised removal of isolation tags can cause serious injury or DEATH.





Electrical Power Tools

All electrical power tools must be maintained in safe working order.

If you are issued any electrical power tool or equipment that appears to be in poor condition you **must not use it** until the equipment has been fully checked by an authorised person.

Dec – Feb	**RED**
Mar – May	**GREEN**
Jun – Aug	**BLUE**
Sept – Nov	YELLOW

If an item of plant is identified as being unsafe to use you should bring it to the attention of your supervisor without delay. The faulty item of plant should be isolated or de-energised and an out of service tag fixed in a prominent position on the plant.

Excavation Safety

Working in or around excavations can be hazardous if safety procedures are not strictly followed. Never enter an excavation if you are not certain that the excavation is protected from collapse using support structures such as trench boxes or batter the sides.

Work in an unsupported or un-battered trench can be conducted if the safety of the trench has been assessed by a competent and authorized person.

- Never drive or park a machine or vehicle close to an un-supported trench or excavation.
- Never take a petrol, distillate or LPG driven machine into a trench or excavation unless there is adequate ventilation.
- Never jump into a trench or onto a pipe or similar object that is in a trench.

Elevating Work Platforms

Use of elevated work platforms may present hazards which are not immediately apparent or obvious and therefore are only to be operated by **trained and authorize** personnel.

Always

- carry out pre start checks then check operation of brakes, hydraulics etc.;
- check condition of work area for depressions or soft ground which could affect platform stability;
- use harness provided on all boom or cherry picker type EWP's;
- look for potential hazards such as powerlines and maintain a safe distance etc;
- erect barriers to clear the area of personnel and
- work within the machine's limits.

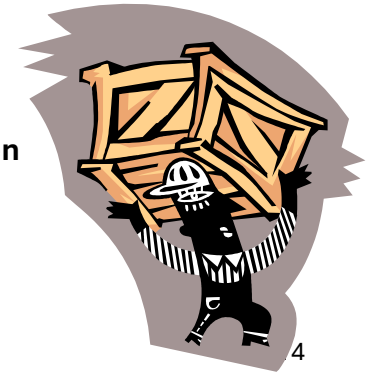
Manual Handling

When approaching the problem of safe manual handling of materials there are three important questions you should ask:

- **Can mechanical equipment be used in place of manual handling?**
- **Can the load be lightened or suitably shaped for manual handling?**
- **Have you been trained in proper methods of lifting and carrying?**

If Lifting and Carrying is necessary

Almost one-quarter of work injuries occurring during manual handling are strains to the hands, legs, feet, and back. You should know your physical capabilities and only tackle jobs you can safely handle. It is also important to have been trained in the right techniques of lifting and carrying. Look after your own welfare by:



- **Putting the load on wheels if you can, instead of carrying it.**
- **Using mechanical handling equipment if you have been trained to use it.**
- **Wearing and using the right equipment for the job.**

- **Checking the weight of the load before lifting/moving.**
- **Not lifting loads higher than is necessary.**
- **Removing or securing loose objects on the load, before lifting.**
- **Getting assistance if the load is too heavy or awkward for you to handle on your own.**
- **Making sure that there is a clear walkway to your destination and a safe stacking place.**

➢ **Care is to be taken when stepping on or off platform or conveying areas.**

Whenever you lift a load, follow the following procedure:

- **Ensure the load is within your capabilities.**
- **Stand close to the load on a firm footing, with feet about 30 cm apart.**
- **Bend the knees and keep your back as straight as you can.**
- **Take a firm grip on the load.**
- **Breath in with shoulders backwards.**
- **Straighten the legs, continuing to keep the back as straight as you can.**
- **Make sure that your view is not obstructed by the load.**
- **Keep the load close to the body.**
- **Lift slowly and smoothly.**
- **When carrying a load, avoid twisting the spine to turn. Move your feet instead.**
- **If two or more people are lifting, one person should be giving the instructions to ensure that the team work together.**

Hazardous Substances

Hazardous substances in the workplace may take many forms some of the more common ones include:

- **Dusts**
- **Flammable liquids**
- **Corrosive substances (For example – caustic powder)**
- **Toxic gases, fumes and vapours**

Prior to workplace use of anything that you consider may be a “hazardous substance” you must ensure that you ask your supervisor what precautions are required for its safe use.

If you are provided workplace information and procedures relating to the use of a hazardous substance you must ensure you understand the requirements and follow the procedures at all times.

Material Safety Data Sheets **(MSDS)** will be made available to any employee required to use or exposed to a hazardous substance. The **MSDS** will specify safety and health precautions for use. If you are not sure as to the requirements regarding the use of any hazardous substance you must discuss the matter with your supervisor before using the product.

Note* ***Read and understand MSDS prior to using any hazardous substance that you have no prior knowledge of. See your Supervisor if you have any queries!***

Danger, Flammable Liquids and Gases

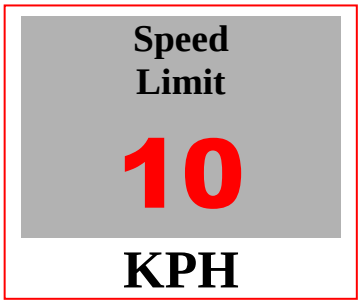
No Smoking
No Naked flames
No Ignition sources

Safety Warning Signs

Safety signs draw attention to objects and situations affecting safety and health. Do not disregard these signs. Pay attention and adhere to them. There could be serious results if warnings are ignored.

Following are some examples of safety warning signs commonly found in workplaces:

- **Noise Hazard Area** — Hearing protection to be worn at all times within work areas.
- **Eye safety**- — Eye protection is to be worn at all times within work requirements.
- **First Aid** — Emergency related information.
- **Forklifts** — Operate the forklift at a speed consistent with the type of load and the general work conditions.



Smoking

“No Smoking within any workplace building”

Occupational Safety and Health Regulations prohibit smoking in all enclosed workplaces. The reasons for these restrictions are to protect other employees from the hazards associated with ‘side stream’ (other people’s cigarette smoke) smoke and for general safety purposes relating to workplace fire hazards.

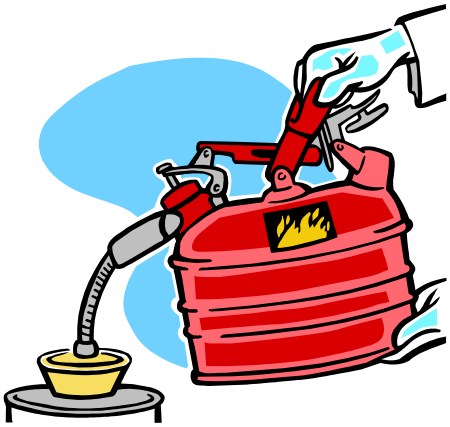
You must comply with smoking rules. The following is a general guide for all workplaces.

Do not smoke:

- **in any indoor areas including offices, lunch rooms, amenities, toilets and change rooms and workshops;**
- **while using any hazardous substances;**
- **while refuelling vehicles or equipment;**
- **in any other area where smoking is restricted; and**
- **smoking is only permitted in a “Designated Smoking Area”.**

Refuelling Equipment

- When adding petrol to fuel tanks, keep petrol clean by using a funnel with a fine strainer and take care not to spill.
- Never refuel near an open flame, anyone smoking or while the engine is running.
- Clear the surrounding areas of any flammable material.
- Use the correct petrol / oil mixture where appropriate.
- Move equipment away from refuelling location before starting the motor.



Machine Guards

Guards for your protection are included in the design of most machinery. It is imperative that **guards are not removed** from any machine for any other reason than maintenance or cleaning operations and only after the machine has been effectively isolated/tagged/locked into a safe condition. You must be authorised by your Supervisor to remove any machine guard.

Hand Tools

Use only tools that are free from defects and are in good condition. Hand tools damaged through misuse is a common cause of injury.

When using spanners be sure that they are the correct size and the jaws are not worn. A worn or poorly fitted spanner can slip and cause an injury.

When tools are not in use, ensure:

- they will not be a hazard to others;
- they are neatly stored *e.g.* on racks, in tool boxes or locked up areas;
- all cutting edges are adequately protected;
- tools are not left lying in walkways or any place where they could be tripped over; and
- when working above other persons, tools are not put down where they can be knocked or will fall.

Residual Current Devices (RCD)

RCD's are to be used when operating electrical **"hand-held equipment"** or portable equipment –

a) of a kind that is intended to be held in the hand during normal use; and
b) the motor, if any, of which forms an integral part of the equipment.

A Residual Current Device **(RCD)** is designed to switch off the current before it reaches a harmful level, when electricity is detected leaking to earth, either through your body or some other conductor.

Portable **RCD's** have an earth circuitry built into them and can be used when the **RCD** protected power points are not in reach. They give the same protection as the **RCD** protected power points.

If you require a portable RCD, see your Supervisor.

Safe Use of Angle Grinders

Angle grinders of various sizes and designs are widely used throughout industry. They can be very dangerous if not used properly and maintained in good operating condition.

The use of angle grinders **for cutting should be avoided** wherever possible. This is because the disc is prone to grabbing or binding which can cause the operator to loose control of the grinder resulting in severe injuries if the disc comes into contact with the body.

When using an angle grinder make sure you follow these basic safety rules:

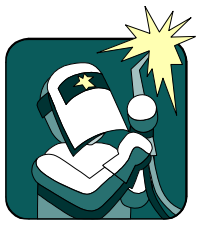
- You should receive instruction from a competent person before using any angle grinder at work.
- Avoid using an angle grinder for cutting purposes.
- Ensure the grinding disc and grinder are compatible.
- Only use grinders on materials they are designed for.
- Only use a grinder that has been inspected and deemed safe by a competent person.
- Replace grinding wheels that are damaged or excessively worn.
- Do not apply excessive downward pressure to the machine when grinding.
- Do not apply *any* sideways pressure to the disc when grinding as this could cause the disc to explode.
- Use the correct size angle grinder for the job.
- Make sure you keep a firm grip WITH BOTH HANDS on the grinder at **all** times.
- Make sure the grinder is fitted with an appropriate guard.
- Keep all other employees at a safe distance when grinding.
- Protect people and materials from grinding sparks. (Use screens if possible.)
- Do not use a grinder near flammable materials or liquids.
- Electrical leads should be protected from damage.
- Do not place electrical leads where they could be tripped over.
- Make sure electric grinders are fitted to an RCD (electrical safety switch).
- Report any defective equipment.
- Always wear correct personal protective equipment – the following is mandatory:
  - Eye, Ear and face protection



Welding and Cutting

The following points must be adhered to when welding or cutting takes place:

- Gas cylinders must be secured and used in the upright position. Special care must be taken to prevent damage to the cylinder valve.
- Ensure there are not flammable liquids, gases or materials in the vicinity before starting work.
- Screens must be used to protect nearby personnel from flash injuries.



- Operators must use proper personal protective equipment.
- Never use a make-shift earth strap or lead as an extension (*i.e.*. welded steel bars), move the job or welding unit closer.
- Oil or grease must not come into contact with oxygen cylinder valves. A serious explosion could result.
- When needed, use exhaust fans to clear away fumes from your work area.
- Remove all loose combustible materials such as rags, wood, paper, etc, before commencing work.
- If you cannot remove combustible materials such as rubber, timber and insulation foam, cover it with a fire retardant blanket and have a fire watch standing by with a fire extinguisher.
- At no time allow sparks to fall on oxy acetylene cylinders and hoses.
- Drums which have held flammable liquids must never be used as work benches or as scaffolding for oxy acetylene cutting or welding.
- Before any work is done on fuel tanks or drums, the tank or drum must be emptied and thoroughly cleaned and degassed to the satisfaction of a competent person.
- Take particular care when you are cutting near electrical cables, hot metal can seriously damage the rubber insulation.
- Avoid standing on wet ground while using an electric arc welder. Use a piece of dry timber or a strip of rubber as insulation against earthing.
- When cutting in a confined space of any material that contains or is coated with lead, zinc, cadmium or other toxic substances, ensure that provision has been made for the removal of fumes. Alternatively, you must wear an approved respirator.
- Obtain first aid attention immediately if you receive a flash in the eye. Although the effect is not lasting, it can cause considerable pain and discomfort.
- When welding or oxy acetylene cutting, always wear overalls or long trousers and long-sleeved shirts and the correct eye protection.

Compressed Air

Compressed air used carelessly can cause serious injury. It is possible for air to be forced into the skin tissue, resulting in air bubbles in the blood which could cause heart stoppage or brain damage.

- Do not direct a jet of air at your body or that of any other person.
- Do not use compressed air to cool or dry yourself or blow dust from your clothes, hair or workbench.
- Do not control the air by crimping the hose, use the valve.
- Do not disconnect air hoses until you are sure that the supply valve is closed and the pressure released.
- When using compressed air or – in general – high pressure hoses, always ensure that hoses are in good condition. **Hoses shall not be used unless connections are fitted with approved safety pins and hose clamps.**
- Make sure that the hose connections are secure, a whipping hose is dangerous.
- Do not apply compressed air into any sealed tank, drum or other containers unless such containers have been registered as pressure vessels.
- Handle pneumatic tools with care; if in doubt regarding their operation, check with your Supervisor.
- When using compressed air to blow down or clean machinery or parts you must wear goggles and gloves.

REMEMBER COMPRESSED AIR IS DANGEROUS IF IMPROPERLY USED

Gas Cylinders

Handling and Storing

- Because of their shape, smooth surface and weight, cylinders are difficult to carry by hand – use a trolley or get help. Cylinders may be rolled on bottom edge, but never dragged.
- Do not drop cylinders or let them strike each other violently. The valves break off, releasing stored energy turning the cylinder into an uncontrolled missile.
- An appropriate cradle must be used for lifting cylinders by crane.

When in doubt about the contents, proper handling or appearance of compressed gas cylinder – consult your supervisor.

- Always consider cylinders to be full and handle them with care. Accidents have happened when cylinders under partial pressure were thought to be empty.
- Store cylinders upright in a well ventilated place and secured.
- If acetylene cylinders have been layed down always allow 2 hours standing upright before use – the acetone in the valve can cause internal ignition resulting in a “HOT CYLINDER”.

Hearing Protection

Hearing protection must be worn in areas where warning signs are displayed or where a high noise level is known to exist.

Hearing protectors are divided into two groups:

- Ear muffs; and
- Ear plugs.

In some instances the type of protection to be worn is subject to personal preference. However, there maybe specific cases where the company will nominate the type of hearing protection to be worn due to the nature of the operation or process.

Skin Protection

Skin Cancer

Outdoor workers have the responsibility to protect themselves as far as is practicable from the hazards associated with excessive sun exposure.

Wearing of a shirt and (minimum) short sleeves is mandatory. Wide brim hats should also be used whenever possible.

Skin Care

The use of 30+ sunblock is recommended for use on all exposed skin, especially during the summer months.

Wash your hands frequently with mild soap and water. Barrier cream, applied to the hands before starting work, reduces skin damage which occurs during hand cleaning. However, although barrier cream helps the skin, it does not supply complete protection.

Paint should be removed from the skin with vegetable oil rather than with mineral turpentine. Dirt and grease can be removed with vegetable oil or with a waterless hand cleaner. With either method the hands should be rinsed with water and barrier cream re-applied.

Where protection of the skin is desirable, it is important to use gloves, aprons and/or respirators. However, gloves should NOT be worn near moving parts of machinery.

YOU are responsible for the care of your own skin. Your skin is constantly renewing and healing itself, but it needs the opportunity to perform this function without hindrance from harmful substances.

Dermatitis

Dermatitis literally means “inflammation of the skin”. There are many ways for skin to become inflamed.

Contact dermatitis is caused by volatile solvents, frequently used to clean dirty or greasy hands, and in doing so removes some of the epidermis and the skins protective oils, as well as the grime. Such solvents are petrol, acetone and kerosene.

It is quicker and easier to prevent dermatitis than to cure it.

Contact Dermatitis can be prevented, it is in your hands.

Heat Stress

Working in hot sun may induce certain heat disorders which impair efficiency and can endanger health. This applies particularly to staff not accustomed to hot climates. To prevent heatstroke, sunstroke or heat exhaustion:

- Drink adequate cold (non-alcoholic) fluids.
- Adopt a sensible diet.
- Salt tablets need not be taken routinely, ordinary food already contains adequate salt.
- Wear suitable clothing, a wide-brimmed hat or hard-hat brim and loose light garments to allow good body ventilation. Long sleeves will reduce perspiration loss and protect from the direct rays of the sun.
- You should know and recognise the symptoms of heat exhaustion, heatstroke or sunstroke so that you can take immediate action for treatment and medical attention.

Symptoms of heat exhaustion:

- Headache, dizziness, nausea.
- Muscular cramps.
- General feeling of tiredness.
- Profuse sweating and skin cold and clammy.
- Drinking does not seem to satisfy thirst.

Symptoms of heatstroke or sunstroke:

(Heatstroke is a serious medical condition that requires immediate attention. It should be treated as a Medical Emergency.)

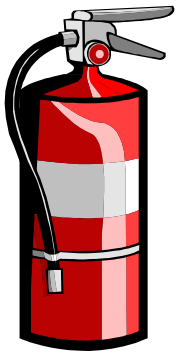
- Excitement, convulsions, delirium.
- Face becomes flushed.
- Skin becomes dry and hot.
- Body temperature rises alarmingly.
- In extreme circumstances, patient may become unconscious and easily die.

Fire Protection

- Fire extinguishers are situated throughout all workplaces and on some mobile plant and equipment. Familiarise yourself with the location of extinguishers, the type of fire they are designed to fight and their method of operation. If you don't know these points, a minor fire could become a major one.
- If a fire is too big to be put out by hand extinguishers, report the emergency immediately.
- Fire extinguishers should be kept free of obstructions at all times.
- If you use a fire extinguisher, tell your supervisor so that he can arrange a replacement.
- Any fire, no matter how small, must be reported to your supervisor.

NOTE: Fire extinguishers have about half a minute duration once activated so ensure you are at the fire scene before activating a fire extinguisher.

IF YOU ARE UNSURE ABOUT THE CORRECT AND SAFE USE OF A FIRE EXTINGUISHER
DO NOT PLACE YOURSELF AT RISK
CALL FOR ASSISTANCE



Emergency Procedures

Every workplace should have basic emergency procedures in place.

You should make yourself familiar with the procedures that apply to this site. This will be achieved during your site Induction.

If you are not certain, ask your Supervisor:

- the location of the first aid box or facility;
- the identification of the first aid persons; and
- to explain the emergency evacuation procedure.

First Aid

If an accident occurs, you may need to render First Aid to any injured person until help arrives.

First Aid should be given in this order of priority, no matter what the injury is:

1. SAFETY: Preserve life – yours and the injured person'. Prevent the injury from getting worse. (Move the patient only if necessary.)
2. PROMOTE RECOVERY: Apply the "ABC of life" if you are trained to do so.
3. PROTECT THE UNCONSCIOUS by putting them in the coma position.

Do not disturb the site of a serious accident or move any equipment in the area unless necessary to make the area safe.

Electric Shock

Make sure that the electrical current is turned off.

If you cannot turn the current off, use heavy duty insulating gloves or something made of rubber, dry cloth or wood to free the casualty. It is safe to use their clothing only if it is dry.

Do not touch the casualty's skin before the current is turned off.

If the casualty has stopped breathing, start resuscitation immediately they are free of the current.

All electrical shocks must be treated as serious and reported to the supervisor.

Coma Position

Turn the unconscious person on his side as long as there is no question of spinal injury.

Make sure the head is tilted backwards so that the chin juts out. In this position the tongue will fall forward clear of the airway and the mouth can drain.

The patient must be kept on his side.

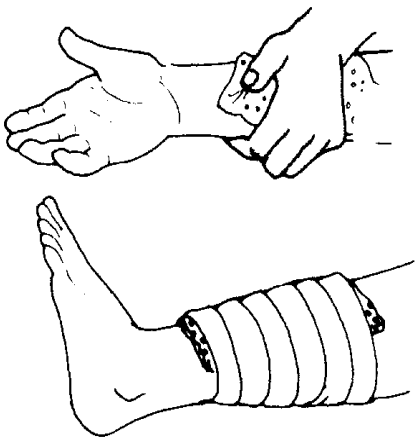
If it will not make his injuries worse:

- Bend his uppermost leg and knee until his thigh is at a right angle to his body.
- Bend his uppermost hand and elbow so that his hand lies near his face.
- Gently pull back his underneath arm so that it lies on the ground behind him.

If this would make his injuries worse, use a rolled blanket or something similar to keep him in position.

Control of Bleeding

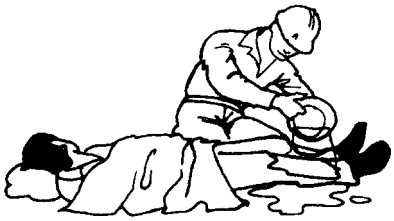
1. Apply pressure by pressing over the wound with your hand or squeezing the edges of the wound together.
2. Keep pressure on the wound with a thick pad, bandaged firmly into place. The pad must cover the whole wound.
3. Elevate the part, but do not use a tourniquet. Loosen the bandage if the patient's fingers or toes feel numb, tingling or painful.
4. If bleeding continues, apply another pad and bandage over the first.
5. If a piece of metal, wood glass or broken bone is in the wound, apply pressure to the edges of the wound by placing the pads around it.



Treatment of Burns

If the patient's clothes are on fire, smother the flames by wrapping a blanket or similar large, non-synthetic article around the patient and lay them flat.

Cool ALL burnt parts of the body with cold water for at least 10 minutes. NEVER put creams or lotions on the burns.



Cover the burns with clean cloth. NEVER remove burnt clothing that is stuck to the skin.

Accident and Injury Reporting

It is your duty of care as an employee to report all workplace accidents and injuries.

Even if an accident does not result in an injury or damage to property (near miss) it must be reported, in the first instance, to your direct Supervisor.

It is also your responsibility to report ANY WORK RELATED Doctor visits to your Supervisor as soon as possible. This is very important as PRIME PROJECTS have a responsibility, to inform WorkSafe of any notifiable injuries.

Worker Acknowledgment

I acknowledge that I have read a copy of the PRIME PROJECTS Occupational Safety and Health Induction Booklet.

I undertake to read the Booklet and will ask my Supervisor if there is anything, in the Booklet, that I do not fully understand.

I will also:

- Wear the required personal protective equipment relevant to my workplace.
- Report any safety and health hazards I become aware of.
- Consult and cooperate with PRIME PROJECTS management on safety and health matters.

Worker Name: _____
(Please print)

Signature: _____

Signature: _____

Date: _____