

# Occupational Health, Safety and Welfare Induction Plan

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\*Simplified version for print



# Company Overview

Urbane Projects has established itself as a premium boutique builder in WA, specialising in designing and building luxury homes across Perth with a focus on providing every client with personalised, tailored attention.

Ensuring a safe work environment and care for the environment is the responsibility of all Urbane personnel and contractors at every level of the Company.

**Urbane actively promotes a Safe & Healthy Working Environment**

# Health, Safety & Welfare Induction

**At the end of this induction, you will know:**

- ✓ The importance of health, safety, environment & quality at Urbane
- ✓ Site rules & environmental aspects
- ✓ Safety Requirements
- ✓ Procedures
- ✓ Emergency procedures

## OHS Policy

**Urbane is committed to mitigate the risk of workrelated injury and illness and providing a safe workplace for everyone**

### “Duty Of Care”

The legal obligation to avoid causing foreseeable harm to another person

## Duties – Employee & Subcontractors

Occupational Safety & Health Act 1984- Section 19

Duty of Care:

- + Ensure that they work in a manner to protect their own health and safety and that of fellow workers
- + Follow safety procedures, guidelines and instructions
- + Wear the appropriate PPE and take care to maintain their PPE
- + Operate plant and equipment in accordance with instructions
- + Report any injuries or health issues immediately to the supervisor
- + Report hazards immediately to the supervisor

# Workplace Rules

- 1 Conduct - Be respectful to client, public or other workers
- 2 Drugs & Alcohol - Not allowed on site
- 3 No Smoking - Smoke Free Zones includes Lunch rooms & Inside Building
- 4 Mandatory PPE -



Eye protection must be worn



Hearing protection must be worn in this area



Safety helmet must be worn in this area



Foot protection must be worn

\*Follow other mandatory signs displayed at site e.g. No Access

- 5 Hazards or Injuries - Report immediately any hazard, injury or near miss to Urbane Director or delegated representative.
- 6 Plant & Equipment - Only persons with an appropriate licence and evidence may operate plant & equipment.
- 7 Housekeeping - Clean-up after finishing work. All exits, walkways and stairwells must be kept clear of hazards.
- 8 No Horse Play - Urbane will not allow individual 'at-risk' behaviour in the workplace which could lead to personal injury, damage or loss.

# Definitions

## Hazard

### OHS Regulations 1996, Part 1 Preliminary

“hazard” in relation to a person - means anything that may result in injury to the person

or

cause harm to a person.

A Hazard is a source which is defined as:-

“anything that is likely to cause injury to a person, harm a person or may cause property damage”.

There are three main types of hazards

**Visible Hazards** are the obvious defects that can be readily seen and identified by inspection.

**Hidden Hazards** are not readily seen without your attention being prompted. For example, inspecting a crane requires specialist knowledge to detect these hazards.

**Potential Hazards** are the type of hazard which, if not fixed, could become worse. They may also represent a hidden hazard.

## Workplace Hazards

An employer must inform the responsible person of any situation they consider to be a hazard in the workplace - [OSH Act section 23L].

# Risk

## OHS Regulations 1996, Part 1 Preliminary

“RISK”

in relation to any injury or harm, means the possibility of that injury or harm occurring

## Hazard & Risk Management

- + Appropriate management of hazards and risks will ensure you are safe, the environment is protected and that damage is minimised
- + URBANE has procedures in place to identify hazards and risks and control them as far as is reasonably practicable
- + Subcontractors are to be proactive in the identification and management of hazards and risk
- + The hierarchy of controls processes is to assist, identify and control hazards and risks

# Hierarchy of Control

- + Elimination
- + Substitution
- + Isolation
- + Engineering controls
- + Administration
- + PPE

## Elimination

Redesigning the project to mitigate or remove risk altogether is the most effective method of risk control.

## Substitution

Materials, chemicals, equipment or processes can be replaced with less hazardous ones.

## Isolation

Enclosing or isolating the hazard from employees can eliminate or reduce the risk of injury or disease.

## Engineering Control

If a hazard cannot be eliminated, substituted or isolated, an engineering control is the next preferred measure.

Engineering controls may involve the provision of mechanical aids, barriers, guarding, ventilation or insulation to prevent employees being exposed to a hazard

# Administrative Control

This may involve establishing policies, procedures and work practices designed to reduce an employee's exposure to a risk.

It may also relate to the provision of specific training and supervisory practices.

# Personal Protective Equipment

This may involve using appropriate protective clothing, e.g. masks, respirators, fall arrest equipment.

This control should be considered only when other control measures are not practicable, or to increase protection from risk of injury or disease.

# Poor Housekeeping

## **Causes.....**

- + People tripping/slipping
- + People to bumps into objects
- + Objects to fall on people
- + Fires
- + Electric Shock
- + Use of wrong tools
- + Sloppy work practices
- + Accident & Injury



# Good Housekeeping means.....

- + Cleaning up as you go
- + Marking Lay down Areas/Workspaces
- + Looking after hand-tools
- + Keeping exits clear
- + Wiping up spills
- + Putting tools away after use
- + Looking after fire equipment
- + Regular inspections
- + Visible safety signs
- + A Safe Place of Work

## Safety Signs

A person in control of a workplace, including an employer, main contractor and self-employed person / subcontractor must ensure that hazard warning signs are displayed for hazards at the workplace that may not be readily apparent.

The signs must comply with AS 1319 Safety signs for the occupational environment [Occupational Safety and Health Regulations 1996, regulation 3.11].



MANDATORY  
(Blue & White)



PROHIBITORY  
(Black & Red)  
Do Not



CAUTION  
(Black & Yellow)  
Be careful



SAFE  
(Green & White)

# Manual Handling

Almost a quarter of all injuries at work are caused by accidents during manual handling.

Most of the injuries are to hands, feet, legs and back. Some injuries result in permanent disability.

Although the Manual Handling Operations Regulations do not specify what weight a person can lift, it is now recognised that one person should not lift any load exceeding 20kg (44 lb).

If mechanical handling equipment is available and you are authorised and trained to use it, do so.

Wear the right protective equipment for the job.

Know your physical capabilities and only tackle jobs you can reasonably handle.

# Electrical Safety

## **Observe these basic rules –**

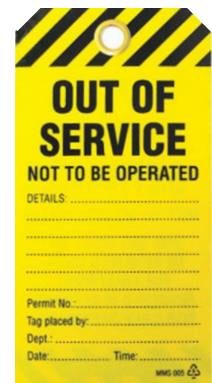
- + Electrical work requires a licensed electrician
- + Connect to power supply boxes safely
- + Lead through aperture, not door
- + Enough outlets
- + Supply box not used for storage
- + Portable Electrical Equipment
- + Beware when working with portable electrical equipment in high humidity, rain, water puddles etc.
- + Before use check the condition; no cracks, splits in equipment casing or cords/plugs

# Isolation and Lockouts

Out Of Service Tag - are placed on faulty or unserviceable equipment

Only to be removed by a competent person

Danger Tags can ONLY be removed by the person who installed them



# Mobile Plant & Equipment

- + Only operate plant or equipment if competent & authorised to operate
- + Pre-start checks on mobile plant and equipment to be done daily
- + Be aware of any Traffic Management Plan & follow as instructed
- + Be aware of other vehicles and equipment
- + Be aware of workers on the ground and their proximity to moving traffic
- + Be aware of weather, ground and workplace conditions and drive accordingly

# Hazardous Substances

## **Can cause...**

Damage to lungs and respiratory system, Skin irritation, Eye damage, Nervous system damage, Cancer

## **Protect yourself by...**

- + Asking your supervisor for an MSDS
- + Wearing the correct PPE
- + Observing all safety procedures
- + Keeping yourself and your work area clean
- + Observing smoking and other restrictions
- + Material Safety Data Sheets (MSDS) shall be obtained for all chemicals before bringing them to site.

## **Read the Material Safety Data Sheet before you use or handle any hazardous substance- understand:-**

- + How it can enter your body
- + Health hazards
- + Environmental hazards.
- + Personal Protective equipment
- + Safe Storage
- + First Aid Equipment
- + Correct method of cleaning & disposing of spillage
- + What to do in case of fire

**Problems? See the Supervisor**

# Personal Protective Equipment

## **Examples of Personal Protective Equipment used**

- + Head - helmets, sun hat, hair net etc.
- + Ears - ear muffs & plugs.
- + Eyes - safety glasses, face shields, welding masks etc.
- + Respiratory system - masks & respirators.
- + Body - overalls, jackets, wet weather gear etc.
- + Hands - gloves and gauntlets.
- + Legs - leggings, spats, overalls.
- + Feet - safety boots & shoes.
- + Safety Harnesses
- + High Visibility Safety Garments
- + Protective Clothing

# Skin Protection

Common causes of work-related skin disease –

- + Chemical agents - solvents, carcinogens
- + Physical Agents - heat, cold, wind radiation
- + Mechanical Agents - blows cuts, friction, pressure
- + Biological Agents - bacteria, fungi

Use Protective Equipment –

- + Gloves, Footwear, Clothing, Hand Creams
- + Sun Screen Lotions, Hard Hat

**Save your own skin – Be Safety Aware!!!**

# Fire Extinguishers

- + Water – used for paper / wood fires
- + Co2 – used for petrol / electrical fires (can be hazardous in confined spaces)
- + Dry Chemical Powder - used for oil and electrical fires (can be hazardous in confined spaces)
- + Foam - used for oil / Chemical fires
- + Vaporising Liquid - used for chemical, oil and electrical fires

# Working at Heights

## **Specific Obligations - Risk Assessment And Control**

A person having control of access to the workplace and a person having control of a workplace, including an employer, main contractor and self employed person must identify fall hazards in the workplace and implement control measures.

## Height Safety

Every Year in Australia, an average of 29 people die from work related fall.

Safe access to height is mandatory and quality fall protection is essential to any work at height.

### Using ladders safely

When using a ladder you should:

- + Inspect the ladder for defects or faults
- + Correct angle
- + Tie off the ladder where applicable – i.e. secured at top
- + Keep clear of doorways and access
- + Don't carry tools or gear when climbing ladders
- + Always face towards the ladder while climbing up or down it;
- + Only move up or down the ladder one rung at a time;
- + Keep three points of contact at all times;
- + Climb off the ladder if you need to reposition it.
- + Keep your body centred within the ladder stiles;
- + Grasp the stiles – not the rungs
- + Don't climb with mud on boots
- + Only one person at a time on ladder

Portable ladders should be set up using an inclination ratio of 1 : 4 ratio i.e., 1 metre out for every 4 metres up.

# Consultation with Workers

The following consultation arrangements exist at site:

- ✓ Everyone has a voice to raise safety concerns or report hazards that you cannot fix, speak-up!
- ✓ Talk to Urbane site Supervisors

## Construction Site Typical Information



+ Toilet



+ Lunchroom



+ First Aid Station -  
Contact Information



+ Fire Fighting  
Equipment



+ Clean Drinking  
Water



+ Emergency Assembly  
Point



# Environmental responsibility

## **Steps to manage Urbane's environment impact at site:**

- ✓ Use the waste bins provided
- ✓ Turn off power when not in use and before going home
- ✓ Prevent pollution by ensuring no waste material is allowed to enter stormwater drains or other water catchments
- ✓ Report any chemicals spills or any environment issues to Urbane Site Supervisor