



# **HANSOL PI PTY LTD**

# **SAFETY MANAGEMENT PLAN**

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# HANSOL PI - SAFETY MANAGEMENT PLAN

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## 1. INTRODUCTION

### 1.1 Objectives

The objectives of Hansol PI (the company) in implementing this Safety Management Plan are to: -

- Promote and secure the safety and health of people at work
- Protect people at work against hazards
- To reduce, eliminate and control hazards
- To assist in securing safe and hygienic work environments
- To foster consultation and co-operation between employers and employees
- To provide for the development of policies and the coordination of the laws relating to occupational safety and health
- To promote education on matters relating to occupational safety and health

### 1.2 Obligations

#### 1.2.1 Employer Obligations

the company will so far as is practicable, provide and maintain a working environment in which employees are not exposed to hazards.

This means the company will: -

- Provide and maintain workplaces, plant and systems of work that do not expose employees to hazards
- Provide information, instruction, training and supervision to enable employees to perform their work in a manner that they are not exposed to hazards
- Consult and co-operate with employees regarding occupational safety and health in the workplace
- Where it is not practicable to avoid the presence of hazards, provide employees with personal protective equipment as is practicable to protect them from hazards
- Advise the Commissioner when an employee incurs an injury that results in the death of the employee or is designated as a notifiable incident
- In relation to matters of which he has control, the principal is deemed the "Employer" of the contractor. Therefore, the contractor and sub contractors are deemed to be employees of the principal. None of this derogates from the duties of the principal to the contractor or the duties of the contractor to sub contractors

#### 1.2.3 Employee Obligations

- An employee will take reasonable care to ensure his own safety and health at work and avoid adversely affecting the safety or health of any other person
- An employee must comply with instructions given by the Company for his own safety and health and for the safety and health of other persons
- An employee must use protective clothing and equipment provided by the Company

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- An employee must report any hazard to the Company, where immediate rectification is not possible
- An employee must report any injury or harm to health which he is aware that arises in connection with his work

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## HAZARD MANAGEMENT

### 2.1 Requirements of the Act

The Occupational Safety and Health Act 1984 requires:

“A person who, at a workplace, is an employer, the main contractor, a self employed person, a person having control of the workplace or a person having control of access to the workplace must, as far as practicable: -

- Identify each hazard to which a person at the workplace is likely to be exposed.
- Assess the risk of injury or harm to a person resulting from each hazard, if any.
- Consider the means by which the risk may be reduced

The company will endeavour to identify each hazard to which a person at the workplace is likely to be exposed, assess the risk of injury or harm to a person resulting from each hazard, if any and consider the means by which the risk may be reduced. Consideration will also be given to hazards that may be created by the introduction of new equipment or any changes to procedures or processes.

All hazard reports will be taken seriously by management and will be dealt with or passed to the appropriate person for prompt action. All identified hazards will be documented using the Hazard Report Form (appendix 1), with exception at the commencement of a new job where a Job Safety Analysis (appendix 2) is conducted.

### 2.2 Identifying Hazards

The following are possible hazards that may exist in the workplace: -

#### 2.2.1 Industrial Hazards

| <b>Physical</b> | <b>Chemical</b> | <b>Biological</b> | <b>Ergonomic</b> | <b>Miscellaneous</b> |
|-----------------|-----------------|-------------------|------------------|----------------------|
| Noise           | Vapour          | Fungi             | Repetition       | Stress               |
| Vibration       | Gases           | Bacteria          | Weights          | Shiftwork            |
| Temperature     | Dust            | Mites             | Posture          | Drugs                |
| Lighting        | Mist            | Yeasts            | Work Patterns    | Alcohol              |
| Humidity        | Fume            | Viruses           | Manual Handling  | Violence             |
| Ventilation     | Corrosives      | Enzymes           | Heights          | Distractions:        |
| Radiation       | Solvents        | Body fluids       | Distance         | Noise                |
| Pressure        |                 | Animals           |                  | Light                |
| Machinery       |                 | Plants            |                  | Visual               |
| Housekeeping    |                 |                   |                  | Attitudes/Behaviours |
| Fire            |                 |                   |                  | Layout               |
| Explosion       |                 |                   |                  |                      |
| Mechanical      |                 |                   |                  |                      |
| Electrical      |                 |                   |                  |                      |

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Consideration should be given to the following when considering whether a hazard exists: -

|   |   |                |       |           |       |       |                |           |           |         |            |  |  |
|---|---|----------------|-------|-----------|-------|-------|----------------|-----------|-----------|---------|------------|--|--|
| <ul style="list-style-type: none"> <li>• Can a person be struck by anything, such as:             <ul style="list-style-type: none"> <li>- Moving or flying objects</li> <li>- Falling materials</li> </ul> </li> <li>• Can a person strike against anything, such as:             <ul style="list-style-type: none"> <li>- Stationary or moving objects</li> <li>- Protruding objects</li> <li>- Sharp or jagged edges</li> </ul> </li> <li>• Can a person be caught in, on, or between anything, such as:             <ul style="list-style-type: none"> <li>- Pinch points</li> <li>- Protruding objects</li> <li>- Moving and/or stationary objects</li> </ul> </li> <li>• Can a person slip, trip or fall:             <ul style="list-style-type: none"> <li>- On the same level</li> <li>- To a lower level</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Can a person be injured by poor job/plant design hazards such as:             <ul style="list-style-type: none"> <li>- Frequency (such as noise or repetitive movement)</li> <li>- Force</li> <li>- Stressful posture</li> <li>- Lay out (such as proximity of other equipment or activity)</li> </ul> </li> <li>• Can a person come into contact with any energy source such as:             <table style="margin-left: 20px; border: none;"> <tr> <td>Electricity</td> <td>Noise</td> <td>Chemicals</td> </tr> <tr> <td>Gases</td> <td>Steam</td> <td>Compressed air</td> </tr> <tr> <td>Heat/cold</td> <td>Radiation</td> <td>Gravity</td> </tr> <tr> <td>Hydraulics</td> <td></td> <td></td> </tr> </table> </li> <li>• Can a person come into contact with any hazardous materials such as:             <ul style="list-style-type: none"> <li>- asbestos</li> <li>- chemicals</li> <li>- solvents etc</li> </ul> </li> </ul> | Electricity    | Noise | Chemicals | Gases | Steam | Compressed air | Heat/cold | Radiation | Gravity | Hydraulics |  |  |
| Electricity   | Noise   | Chemicals      |       |           |       |       |                |           |           |         |            |  |  |
| Gases   | Steam   | Compressed air |       |           |       |       |                |           |           |         |            |  |  |
| Heat/cold   | Radiation   | Gravity        |       |           |       |       |                |           |           |         |            |  |  |
| Hydraulics  |   |                |       |           |       |       |                |           |           |         |            |  |  |

## 2.2.2 Potential Office Hazards

Hazards may also exist within the office environment and consideration will be given to the following when assessing potential office hazards: -

### House Keeping and Safe Access

What could cause a slip, trip or fall?

- Are electric cables routed out of the way where they will not be tripped over?
- Are floors and floor markings in good condition?
- Are wet floors signposted?
- Are spills an issue?
- Are there things on the floor, which could be slipped or tripped over?
- Are passageways and important areas clear?
- Is fire fighting equipment readily accessible?
- Are access and exits clear?

Storage

- Are shelves and storage racks secured?
- Are shelves, bookcases and cabinets stable?
- Are shelves, bookcases and cabinets top heavy?
- Are items appropriately stored given their size, weight and shape?
- Is their safe access to the top shelves i.e. stepladder?

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## Electricity

- Is electrical equipment maintained and serviced regularly by a suitably qualified person?
- Are plugs firmly secure?
- Are the cables of portable electrical equipment checked for damage prior to use?
- Is there a system for dealing with faulty/damaged equipment
- Are damaged cables fixed properly?
- Is damaged/faulty equipment tagged and taken out of service until repaired?
- Do multi-block sockets have automatic overload cut-outs?
- Are cables and sockets in potentially wet areas safe?
- Are cables secured out of wet areas
- Are sockets protected from splashes

## First Aid

- Are there an appropriate number of first aiders?
- Is someone nominated to be in charge of first aid facilities?
- Do trained first aiders have current certificates?
- Is a first aid box or cabinet provided?
- Is the first aid box adequately stocked and regularly checked?
- Is the first aid area clean and tidy?
- Is the first aid area clearly identified?
- Are washing facilities provided?
- Is a first aid room provided?

## Other Office Considerations

- Temperature
- Lighting
- Noise levels
- Equipment i.e. Guillotine, Shredder, Photocopier, Staplers, Others i.e Kitchen Zip at eye level etc
- Ergonomics – work station set up, prevention of OOS (RSI)

## 2.3 Risk Assessment

The criteria or measurement of risk can be determined by the following:

| Measurement | Risk                     | Impact                 |
|-------------|--------------------------|------------------------|
| Low         | Unlikely or rare         | Insignificant or minor |
| Medium      | Moderate likelihood      | Moderate damage        |
| High        | Likely or almost certain | Moderate damage        |
| Extreme     | Almost Certain           | Major or catastrophic  |

When determining the consequence, the impact of the hazard if to occur must be taken into account

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## 2.4 Identifying Controls

Identifying the control required for a risk is for the safety of all personnel and plant. A simple way of looking for an effective control of identified hazard in order of sequence follows:

| Control         | Examples  |
|-----------------|---|
| Elimination     | Look to see if hazard can be eliminated, by way of identifying alternative practice |
| Substitution    | Choose an alternative method of work or product                                     |
| Engineer/Design | Erect, install barriers to hazard   |
| Administration  | Change of work method or procedure  |

## 2.5 Reporting Hazards

A Hazard Report Form is also to be used to report potential defects and hazards in the workplace.

For any defects or hazards that are identified:

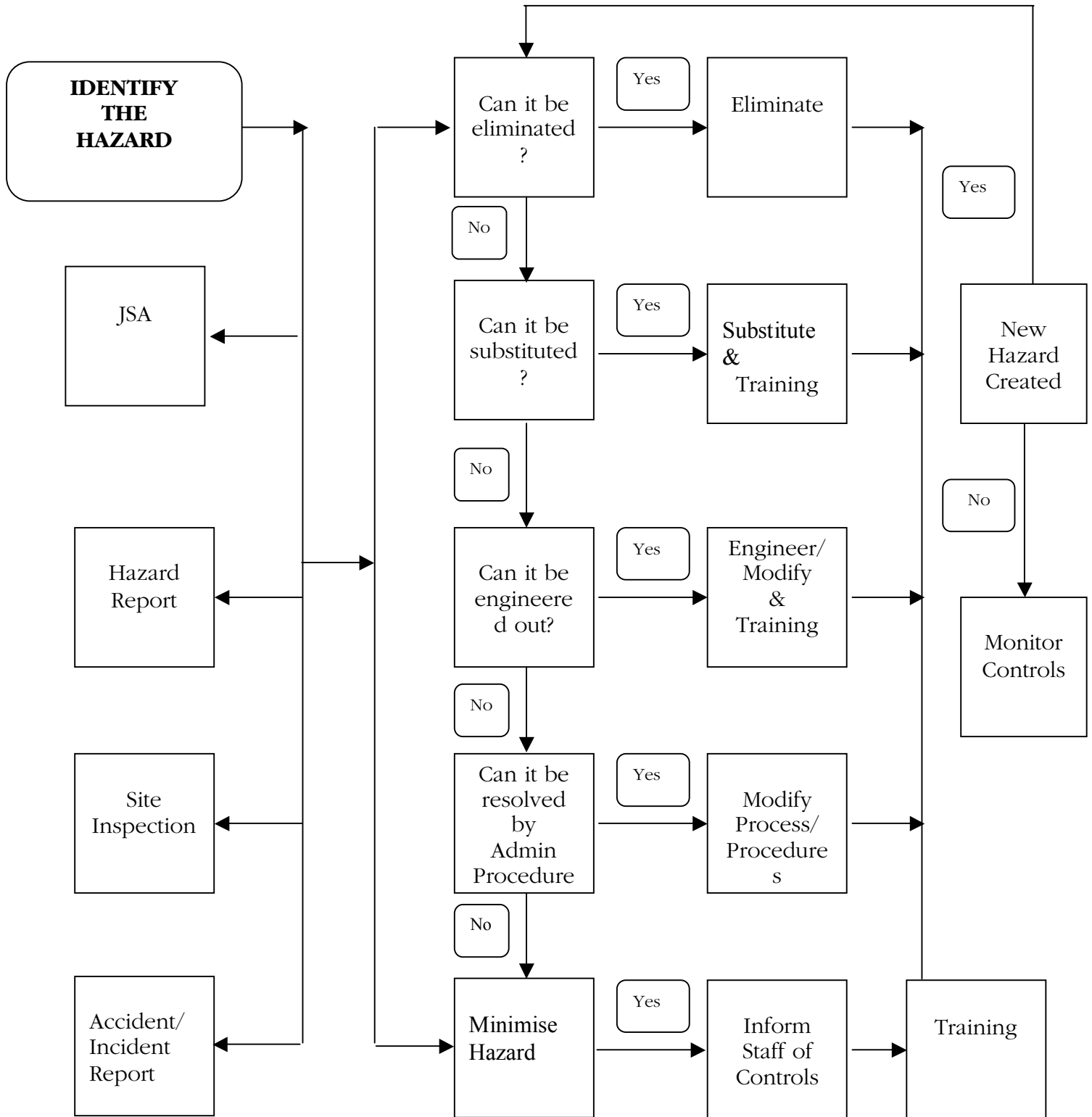
- The person who has identified the defect or hazard is required to fill out a Hazard Report Form
- Assess risk of defect hazard (see job safe analysis risk assessment)
- Communicates hazard to any personnel exposed to potential harm
- Advise a Supervisor of the hazard
- Remedy defect hazard either directly or through competent personnel.
- If a Supervisor is not available the employee should notify the Health and Safety Representative for the area.
- A copy of the Hazard Report Form is to be filed at the office.
- The status of the hazard is to be communicated to the person who reported defect/hazard within a reasonable time.

*(Refer Appendix 1 Hazard Report Form)*

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## HAZARD MANAGEMENT FLOW CHART



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## 2.6 Job Safety Analysis - JSA

A Job Safety Analysis will be conducted prior to commencement of work where a hazard is identified. Due to practicality, a Job Safety Analysis will be performed when the prioritising of hazards has taken place. Management, with employees, shall determine when a job safety analysis is to be done.

For identifying the jobs, which require a JSA, the criteria for analysis followed will be:

- Commencement of new job
- Severity of incident consequence
- Frequency of incident
- A new or modified system of work is introduced

A Job Safety Analysis will be conducted using the following guidelines: -

Technique: -

- Break job into sequence of order
- Identify potential hazards through Risk Assessment
- Identify and record control
- Approval and sign of by Plant Manager

Breaking Down the Job: -

- The order of the job to be conducted is imperative to the effectiveness of the analysis.
- The persons conducting the work must agree to the sequence of job tasks.
- The way to break job down:
  - Record each step noting what task is done e.g. lift turn open close etc
  - Identify the hazard with each task
  - Assess the risk with each task, look at the probability and effect of the risk
  - Record the control to each step
  - Follow the control

*(Refer to Appendix 2 Job Safety Analysis Form.)*

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## 2.7 Workplace Hazard Inspections

To assist with the monitoring of identified hazards the company will undertake regular Workplace Hazard Inspections to ensure the existing hazards continue to be controlled and new or temporary hazards are identified and managed.

The Plant Manager, in consultation with employees, will conduct regular safety inspections of their areas of responsibility. The inspections will involve observation of the environment and task, clarification of the process with employees and analysis of the tasks being performed.

The inspections will be carried out regularly and the results recorded on the Workplace Hazard Inspection form.

*(Refer Appendix 3 Workplace Hazard Inspection form)*

## 2.8 Toolbox Safety Meetings

Toolbox Safety Meetings provide structured interaction between management, employees and contractors. They allow for cooperation and consultation between management, employees and contractors.

The Plant Manager will be responsible for conducting regular toolbox meetings with employees. Attendance is mandatory for all employees. The meetings will focus primarily on safety and not on other workplace issues.

*(Refer Appendix 4 Toolbox Safety Meeting Minutes Form)*

## 2.9 Resolution of Safety Issues

Where a safety issue arises or is identified it will be dealt with in the following manner:

- Notify management and the Plant Manager or safety officer
- Complete appropriate form
- The Plant Manager will discuss the safety issue
- A resolution will be achieved
- The resolution will be documented and staff advised of outcomes
- Apply appropriate control measures
- If the risk does not have a resolution and the risk is serious or imminent Worksafe is to be notified and a strategy developed to resolve the issue.

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## 2.10 Employee Induction

Hansol PI will undertake a company and a site-specific induction for all new employees. The induction will include any safety training applicable to the workplace.

*(Refer Appendix 5 Employment Induction).*

## 2.11 Contractor Induction

The company will undertake the following prior to a contractor commencing on the work site: -

- Check that the Contractor has a Safety Policy.
- Check that the Contractor has an Injury Management Policy.
- Check that the Contractor has appropriate insurance.
- What is the Contractor's safety/Workers Compensation record?
- Obtain a safe work plan for the work to be undertaken by the contractor (you are checking to ensure that both your employees and the contractor will be kept safe)
- Ensure that all of the contractor's personnel are taken through your induction program. If a contractor's employee has not been inducted they should be accompanied on site at all times.
- Regularly review the contractor's work procedures to ensure that they meet with your company's safety requirements.
- Ensure that **all** accidents/incidents are reported to a nominated company personnel
- Include the contractor's personnel in safety meetings.

Contractors and visitors to your workplace premises must agree (and provide written agreement) to and follow all safety procedures in force. The person who brings them on site is responsible to ensure they are told about workplace hazards, restricted areas and required procedures, before being allowed to commence work.

*(Refer Appendix 6 Contractor Induction).*

## 3. INCIDENT AND ACCIDENT REPORTING

### 3.1 First Aid

First Aid kits are provided and located in the office and workshop. All First Aid treatments are to be recorded in the First Aid Register located in the office.

*(Refer Appendix 7 First Aid Register)*

All injuries requiring more than basic first aid must be reported as detailed in Incident and Accident Reporting and Management.

### 3.2 Incident and Accident Reporting

In the event of an incident, accident, near miss, or dangerous occurrence, persons employed by Hansol PI are to report it immediately to the Plant Manager.

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Definitions:

|                      |  |
|----------------------|--|
| Incident             | A minor occurrence with the potential for injury         |
| Accident             | Injury or damage from an occurrence                      |
| Near miss            | An occurrence that may have resulted in injury or damage |
| Dangerous occurrence | Potential for incident or accident                       |
| Hazard               | Anything that may result in injury or harm               |

A report form is to be completed as soon as practicable.

***(Refer Appendix 9 Incident/Accident Reporting Form).***

The persons to complete the report are:

- The employee concerned
- The Plant Manager
- Witnesses if applicable

Accidents and incidents are to be reported to management as soon as practical. Failure to report accidents and incidents may lead to disciplinary action.

If the injury is of a serious nature the company may be required to notify Worksafe. Notifiable injuries are detailed in the Occupational Safety and Health Regulations 1996 Part 2 Division 1 r.2.3.

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## 4. EMERGENCY MANAGEMENT

### 4.1 General Emergency Procedure

- Raise alarm immediately; contact the Plant Manager or Maintenance Manager
- Notify those exposed to potential danger
- Assist anyone in danger if safe to do so
- Move to designated area, on instruction from the Plant Manager or Maintenance Manager.

**NOTE:** Employees are to remain at the designated area until instructed otherwise by the Plant Manager or Maintenance Manager.

### 4.2 Fire Procedure

- Raise alarm immediately; contact the Plant Manager or Maintenance Manager
- Notify those exposed to potential danger
- Assist anyone in danger if safe to do so
- Extinguish fire if safe to do so
- Move to designated area, on instruction from the Plant Manager or Maintenance Manager
- Remain at designated area, until instructed otherwise by the Plant Manager or Maintenance Manager

### 4.3 Bomb Threat/Suspect Package

#### 4.4.1 Threat Received

- Record all details
- Notify management and those exposed to danger
- Evacuate to designated evacuation area
- Remain at designated area until instructed by a Supervisor or Safety Officer

#### 4.4.2 Bomb Found

- Do not touch it
- Leave the area and do not re-enter or allow access
- Notify a Supervisor or Safety Officer and those exposed to danger
- Evacuate to designated evacuation area

### 4.4 Medical Emergency

- Notify the Plant Manager or Maintenance Manager soon as practicable
- Check for danger to you
- Proceed with first aid if you are able to do so
- Stay with injured person/persons, unless necessary to contact help
- Provide support to first aider or ambulance if required
- Do not move casualties unless in a life threatening situation

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## 4.5 Evacuation/Emergency Exits

Hansol PI recognises prior planning for emergency situations will minimise risk to life and property. As such, training and rehearsals of the site evacuation shall occur on a regular basis using the procedure below.

In the event of an emergency requiring evacuation of the site, the following procedure must be followed;

- Immediately cease work upon hearing the evacuation order
- Ensure all equipment is shut down or made safe.
- Walk to the evacuation Muster Point (refer map) and await further instruction from the Plant or Maintenance Manager.
- Do not leave the site until instructed to do so.

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## 5. FATIGUE AND HEAT MANAGEMENT

### 5.1 Fatigue Management

The company recognises that fatigue is a potential safety and health risk and understands the need to manage fatigue as part of duty of care responsibilities.

#### Employer's obligations

Hansol PI will consider the following to reduce accidents and incidents arising from fatigue: -

- Ensure employees are informed of the risks associated with fatigue and how to participate in controlling these risks.
- Manage of working hours, shifts and rosters to avoid or minimise fatigue.
- Monitor that employee's exposure to workplace contaminants such as noise and hazardous substances are kept within acceptable levels
- Provide conditions that are conducive to sleep and a balanced diet where site accommodation is required.
- Provide transport to employees who appear to be over-fatigued
- Use Risk Assessment to identify tasks whereby fatigue may cause a threat to health and safety of employees, damage to plant or the environment
- Implement control measures to eliminate risks identified
- Ensure shift rosters comply with required standards

#### Employee's obligations

An employee is required to consider the following to reduce accidents and incidents arising from fatigue: -

- Ensure they obtain adequate sleep and are not fatigued before commencing work.
- Ensure that activities outside working hours do not inhibit their ability to carry out their duties or put other employees at risk.
- Advise a supervisor if they believe their work is affected by fatigue.
- Advise a supervisor if they believe another person is affected by fatigue.

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## 5.2 Heat management

The Company recognises that fatigue due to exposure to excessive temperature is a potential safety and health risk and understands the need to manage situations where high temperatures may cause fatigue.

### Employer's obligations

- Ensure employees are provided with protection from the sun including head protection and sunscreen
- Ensure employees take additional breaks in periods of extreme heat
- Ensure employees are taking fluids to counteract the risk of dehydration
- Provide information to employees regarding the effects of heat stress

### Employee's Obligations

- Wear head protection and sunscreen to minimise the effects of exposure to the sun
- Increase fluid intake to counteract the risk of dehydration
- Be aware of the effects of heat stress

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## 6. Safe Operating Procedures

### 6.1 Manual Handling

#### Purpose

To eliminate or minimise the risk of injury to all employees where manual handling is required.

#### Definition of Manual Handling

“Manual Handling” means any activity requiring force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain an object.

#### Requirements

Any employee who is required to handle heavy objects should consider the following points: -

- Ask for assistance
- Lifting aids should be used if possible
- There should be sufficient space for lifting to be done in the correct position and with correct posture and body movements
- There should be no obstructions when moving objects
- The start and finish height of the load should be a suitable level above the floor, that is, between mid-thigh to shoulder height, preferable at about waist height
- The centre of gravity of the load is more difficult (heavier) to lift or carry if it is not close to the body
- The back should not be twisted or bent sideways
- Lifting with one hand should be avoided

Where risk factors have been identified, then the provision of mechanical handling equipment may reduce the risk and should be used.

Actions and movements should not cause undue discomfort or pain. Actions should be performed smoothly and with control, avoiding sudden or jerky movements. Manual handling should be performed in a balanced and comfortable posture. Extreme ranges of joint movement should be avoided, especially when this is prolonged or repetitive.

The requirement for gloves or similar protective personal equipment also needs to be assessed in relation to manual handling risks. Gloves may protect against hand injuries, such as abrasions or burns, but they will affect the grip stability, dexterity and strength. The size, shape, structure and material of the load can affect the risk of injury.

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# HANSOL PI - SAFETY MANAGEMENT PLAN

## 6.2 Vehicles or Moving Plant

### Purpose

To eliminate or minimise the risk of injury to persons or damage to property from vehicles and plant moving around the site.

### Requirements

- All employees of Hansol PI area required to observe job area speed limits, hazard and other warning signs.
- All persons travelling in vehicles on site shall be seated. No travelling on running boards or standing in vehicles will be permitted.
- Roads are to be kept clean at all times. Any spillage or other debris must be reported to the Plant Manager to be cleared in a proper and authorised manner.

## 6.3 Crane Operation

### Purpose

To prevent any risk to persons or damage to property by material or gear being lifted, lowered or otherwise moved by a crane on the site.

### Requirements

Care must be taken when working in the vicinity of personnel working on the ground. Where loads are to be lifted, they are not to be swung over personnel at work.

Extreme care must be taken when operating in the vicinity of overhead structures, particularly power lines.

In order to prevent any person or vehicle from entering any area in or adjacent to the site where a crane is operating and there is a risk of injury to persons or damage to property the following steps are to be taken: -

- Install warning signs, flashing lights, barriers or use traffic controllers
- Properly secure the load to minimise the risk of injury to persons or damage to property occurring.

Where a person is to ride in a workbox suspended from a crane then both the rider and the driver of the crane must be given written instructions for the use of the crane in those circumstances and signed by both the rider and a competent person.

All cranes, hoists or building maintenance units are to be operated in accordance with AS 2550.

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# HANSOL PI - SAFETY MANAGEMENT PLAN

## 6.4 Pre-start Checks

### Purpose

To identify defects and hazards in all equipment and plant and to ensure the defect or hazard is addressed appropriately

### Requirements

A pre start check is required of any person prior too operating any piece of equipment or plant.

A walk around check and function test is required.

Where an employee identifies a defect or hazard, the employee is to remove the cause of defect or hazard if it is safe to do so.

Steps to take for dealing with defects or hazards identified at the pre-start check: -

- Turn off the equipment or plant
- Remove the source of energy if applicable
- Notify those persons that may be exposed to the defect or hazard
- Repair defect or hazard where this is possible if not
- Immediately notifying the appropriate personnel for repair
- Complete Hazard Report

Pre Start checks are required on the following equipment:

- Log Loader
- Belt Logger
- 84” Chipper
- 48” Chipper

Individual Check sheets have been developed for the above equipment.

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# HANSOL PI - SAFETY MANAGEMENT PLAN

## 6.5 Protection in relation to holes and openings

### Purpose

To eliminate or prevent risk to persons working around holes and opening.

### Requirements

- Any hole or opening (other than a lift, stairwell or vehicle inspection pit) with dimensions of more than 200mm x 200mm but less than 2m x 2m or with a diameter greater than 200mm but less than 2 m in a floor or structure (other than concrete) must be covered with a material that is strong enough to prevent persons or things entering or falling through. The material must also be securely fixed to the floor.
- Where the hole as described above is in a concrete floor, if practicable, it must be covered by wire mesh (as described in the OSH Regulations 1996 3.54 (2)). A material that is strong enough to prevent persons or things entering or falling through must also cover the hole. The material must also be securely fixed to the floor.

## 6.6 Work in Confined Spaces

### Purpose

To ensure employee's safety when working in a confined space.

### Requirements

Where an employee is required to work in a confined space that is not intended or designed primarily as a workplace and has a restricted means for entry and exit the company will where practicable: -

- Provide safe means of entry and exit
- Provide instruction to persons working in the confined space in relation to assessing the risks, establishing safe working methods and emergency procedures

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# HANSOL PI - SAFETY MANAGEMENT PLAN

## 6.7 Fall Prevention

### Purpose

To protect employees against potential hazards where alternative measures are impracticable. Personal protective equipment is also used in addition to existing measures to further minimise hazards.

### Requirements

- Every effort as far as practicable must be made to minimise the opportunity of falling. This can be achieved through the use of scaffolding, elevated work platforms, etc. The use of a fall arrest system must be considered the least preferred option.
- Only trained and competent personnel shall use fall arrest equipment.

## 6.8 Personal Protective Equipment

### Purpose

To protect employees against potential hazards where alternative measures are impracticable. Personal protective equipment is also used in addition to existing measures to further minimise hazards.

### Purchasing Requirements

Purchasing of Personal Protective Equipment for Hansol PI employees will meet the Australian Standards and provide for the adequate protection of employees for the specific protective items purchased.

Each employee shall be provided with the following Personal Protective Equipment;

- Hard Hat
- Safety Glasses
- Safety Boots
- Hearing Protection

Additional protective equipment shall be provided as deemed necessary.

### Training/Instruction

Hansol PI employees will receive the necessary training and instruction with the issuing of personal protective equipment.

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# HANSOL PI - SAFETY MANAGEMENT PLAN

## Issuing/Compliance

Hansol PI employees will be issued with the required personal protective equipment necessary to perform their tasks safely. The issuing of personal protective equipment is a basic requirement of the employer to provide. The requirement of the employee is to wear and look after the personal protective equipment provided. Actions of employee's failing to comply will be referred to counselling and disciplinary procedure.

## Safety Helmets

The wearing of head protection is compulsory. Personnel operating equipment with protective cabins must wear head protection when outside the cabin of the machine.

## Eye Protection

Eye protection will be used when a hazard to eyesight exists, including but not limited to the following: -

Use of grinders, compressed air tools (e.g. jackhammers, chipping hammers etc), welding and cutting equipment, acid or caustic solutions, riveting tools, tools for the chipping of concrete brick etc and any other operation that could cause damage to the eyes.

Eye protection may take the form of safety glasses, welding or chemical goggles or face shields, depending on the particular situation.

## Hearing Protection

Where it is not practicable to avoid exposing an employee or contractor at a workplace to noise above the exposure standard for noise then the company will ensure that the employee or contractor is provided with personal hearing protectors.

The following are indications of some situations where an employee will be exposed to noise and must use personal hearing protection: -

- Chipper buildings
- Electric saws
- Percussion drills
- Jack-hammers
- Bench saws
- Grinders
- Hammering in confined areas

## Safety Footwear

All employee's and contractors of Hansol PI are required to wear steel capped approved safety footwear at all times.

|                                    |                             |
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# HANSOL PI - SAFETY MANAGEMENT PLAN

## **Clothing**

All employee's shall be provided with suitable clothing which must be worn whilst working at the plant

## **Gloves**

Gloves are to be worn to protect hands from rough, splintery and sharp objects.

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# HANSOL PI - SAFETY MANAGEMENT PLAN

## 6.9 Housekeeping

### Purpose;

To eliminate or reduce the risks of injury to a person due to hazards arising from debris or unhygienic workplaces.

### Requirements

The following are complied with by all employees: -

- All areas are to be maintained free of dangerous projections or obstructions and be reasonably free of fire hazards, debris and other extraneous materials.
- Storing and stacking should conform to recognised safe practices, be neat, orderly and provide ease of access.
- All work areas, elevated platforms, access ways, ladders and workshops shall be kept tidy, orderly and in good repair.
- Lunchrooms shall be kept free of extraneous materials such as used paper containers, old newspapers or bottles.
- Housekeeping is to be a daily routine and responsibility of all employees
- Grease, oil or other slip-hazards materials shall not be allowed to accumulate on workshop floors, or work areas. When spillage has taken place it must be properly cleaned up immediately.
- The presence of timber, or other materials with protruding nails and protruding objects of a similar nature will not be tolerated. Nails, etc must be removed or made safe before stacking.
- Tools and other gear shall not be left in a position where they may fall to a lower level or cause obstruction to other persons.
- Food scraps and other rubbish shall be placed in the disposal receptacles provided.
- Toilet and washing facilities are to be maintained in a clean, tidy and hygienic condition.

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# HANSOL PI - SAFETY MANAGEMENT PLAN

## 6.10 Hazardous Substances

### Purpose

To eliminate or reduce the risks to a person due to hazards arising from exposure or use of hazardous substances

### Requirements

- Prior to the first use of any hazardous substance in the workplace the Company must obtain a Material Safety Data Sheet (MSDS) from the supplier
- The Company must consult with all employees who might be exposed to the hazardous substance about the intention to use the substance and the safest method of use
- The MSDS must be readily available to any person who might be exposed to the hazardous substance
- The MSDS must not be altered by the Company or any employee
- The container holding a hazardous substance must be labelled in accordance with the relevant requirement
- Notification must be provided to any person who might be exposed to a hazardous substance contained in an enclosed systems such as a pipe or piping system
- The labelling or colour coding of a hazardous substance must not be removed, defaced, modified or altered
- A current register is to be kept containing a listing of each hazardous substance and the MSDS for each hazardous substance. The register must be available to each person who may be exposed
- Any person who may be exposed to a hazardous substance must be provided with personal protective clothing or equipment
- Any person who may be exposed to a hazardous substance must receive relevant and adequate training on the potential health risks and any toxic effects, control measures to minimise the risk, correct methods of use

## 6.11 Plant, Machinery and Tools

### Purpose

To eliminate or reduce the risks of injury to a person due to hazards arising from faulty plant, machinery and tools.

### Requirements

- All plant, machinery and tools in the workplace will be regularly inspected and maintained.
- All portable power tools will be inspected and tagged by an electrician every three months.
- All electrical installations will comply with current standards and earth leakage protection will be provided to all portable hand tools, equipment and extension cords.

|                                    |                             |
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# HANSOL PI - SAFETY MANAGEMENT PLAN

## 6.12 Welding and allied processes

### Purpose

To ensure the safety of persons undertaking or in the vicinity of where welding or an allied process is being carried out.

### Requirements

- The means of extracting fumes generated by the welding or allied process and the means of ventilation are as close as practicable to the point where the welding or allied process is done
- The welding or allied process is carried out in accordance with the provisions of AS 1674 applying to the type of welding or allied process
- Where electric welding is carried out, where practicable, suitable screens are to be provided to protect persons in the vicinity of the welder from harmful rays produced the process
- Where gas welding, heating, cutting or an allied process is done a flashback arrester is to be fitted on the operator's side of each regulator connection or gas discharge of a manifold cylinder pack and to the blowpipe

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# HANSOL PI - SAFETY MANAGEMENT PLAN

## 7. TRAINING AND COMPETENCY

The Company will ensure personnel in control of plant and equipment or conducting their duties are competent at the tasks required of them.

*(Refer Appendix 9 Equipment Training Form)*

Personnel will not be permitted to operate any industrial equipment unless they hold an accredited certificate of competency.

Training undertaken for all equipment will be recorded, on a Training Register Form.

*(Refer to Appendix 10 Training Register Form).*

The Training Register shall be used to identify record existing skills, competencies and any further training provided by Hansol PI.

|                                    |                             |
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# HANSOL PI - SAFETY MANAGEMENT PLAN

## Appendix 1

### HAZARD REPORT FORM

| HAZARD IDENTIFICATION        |                                      |                        |                                |
|------------------------------|--------------------------------------|------------------------|--------------------------------|
| <b>Date:</b>                 | <b>Description of Defect/Hazard:</b> |                        |                                |
| <b>Reported By:</b>          |                                      |                        |                                |
| <b>Reported To:</b>          |                                      |                        |                                |
| <b>Work Location:</b>        |                                      |                        |                                |
| <b>Equipment No:</b>         |                                      |                        |                                |
| ASSESSMENT OF HAZARD         |                                      |                        |                                |
| <u>Risk</u>                  | <u>Likelihood</u>                    | <u>Impact</u>          | <u>Priority</u>                |
| Low                          | Rare                                 | Insignificant          | Low Risk (routine procedures)  |
| Medium                       | Unlikely                             | Minor                  | Moderate Risk (Assign actions) |
| High                         | Likely                               | Moderate               | High Risk (Snr Mgt Attn)       |
| Extreme                      | Almost certain                       | Major                  | Extreme Risk(immediate)        |
| CONTROLS                     |                                      |                        |                                |
| <b>Immediate/Short Term:</b> |                                      | <b>Long Term:</b>      |                                |
| <b>By Whom:</b>              |                                      | <b>By Whom:</b>        |                                |
| <b>When:</b>                 |                                      | <b>When:</b>           |                                |
| <b>What has been done:</b>   |                                      | <b>Future actions:</b> |                                |

\_\_\_\_\_  
Name of person completing report

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

|                                    |                             |
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# HANSOL PI - SAFETY MANAGEMENT PLAN

## Appendix 5

### EMPLOYEE INDUCTION FORM

**Employee Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Employee Address:** \_\_\_\_\_

**Date Commenced:** \_\_\_\_\_ **Position:** \_\_\_\_\_

| ITEM NO | ITEM CHECK LIST   | INDUCTOR INITIAL | EMPLOYEE INITIAL |
|---------|---|------------------|------------------|
| 1       | Reporting structure   |                  |                  |
| 2       | All sign on paper work complete   |                  |                  |
| 3       | Company policies and procedures   |                  |                  |
| 4       | Time Sheets/Time Clock  |                  |                  |
| 5       | Workplace layout and amenities  |                  |                  |
| 6       | Expectations regarding appearance, conduct and attendance                       |                  |                  |
| 7       | Personnel functions and relationships (names & contact no's)                    |                  |                  |
| 8       | Start/Finish times  |                  |                  |
| 9       | Job procedures/Safe work procedures   |                  |                  |
| 10      | General occupational safety and health (employee and employer responsibilities) |                  |                  |
| 11      | Personal Protection Equipment/Safety Gear                                       |                  |                  |
| 12      | General Housekeeping (Walkways, Spills, Rubbish etc)                            |                  |                  |
| 13      | Expected Behaviours (No Skylarking, fighting, alcohol, drugs etc)               |                  |                  |
| 14      | Smoking in designated areas   |                  |                  |
| 15      | Company Safety and Management Plan (copy provided)                              |                  |                  |
| 16      | Machinery Guards (only to be removed by Maintenance)                            |                  |                  |
| 17      | Machinery Safety (training on safe use provided, danger tag out procedures etc) |                  |                  |
| 18      | Discuss Correct Lifting Procedure   |                  |                  |
| 19      | Lifting Equipment/Location and Usage (training provided)                        |                  |                  |
| 20      | Hazards Reporting System (location and use of forms)                            |                  |                  |
| 21      | Safety Reports (how to raise issues)  |                  |                  |
| 22      | First Aid Facilities and Procedures (shown location & forms)                    |                  |                  |
| 23      | Incident Reporting procedure (location & use of forms)                          |                  |                  |
| 24      | Serious Injuries  |                  |                  |
| 25      | Emergency Procedures  |                  |                  |

I acknowledge that I have been advised on all of the above items and understand the points discussed and demonstrated. I have also been issued with, and instructed in the correct usage of all personal protection equipment, I accept that compliance to safe working procedures is a condition of my continued employment and a requirement under the Occupational Safety and Health Act 1984.

Signed Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signed Inductor: \_\_\_\_\_ Date: \_\_\_\_\_

|                                    |                             |
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# HANSOL PI - SAFETY MANAGEMENT PLAN

## Appendix 6

### CONTRACTOR INDUCTION FORM

**Contractor Company:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**Contract Period:** \_\_\_\_\_

**Briefing from the contractor on the work to be undertaken** (please record on the back)

**Safety issues to advise the Contractors Employees**

\_\_\_\_\_  
 \_\_\_\_\_

**Introduction**

Key Hansol PI Contact Person- location and contact number

Fire Exits

Fire Alarm/extinguisher locations

Evacuation meeting point

First Aid Kits

Accident reporting and forms

Hazards reporting – copy of workplace hazards to be provided to contractor

**Review of Procedures and Expectations**

Procedures for protection of employees and visitors

Notification of contractor introduced hazards to Hansol PI

Notification of accidents/incidents to Hansol PI

'Off Limit' areas \_\_\_\_\_

Permits for work to be undertaken

First Aid providers

**Review of the workplace Hazards**

Operating hazards

New contractor work hazards

I ..... (Name of contractor), have been provided with the information above and understand the expectations that Hansol PI have outlined. I agree to undertake the work in accordance with the Health and Safety Plan and understand that the Hansol PI can stop work at any time due to safety concerns.

I am aware that if I have any questions or would like further information I can ask a Supervisor of Hansol PI at any time.

.....  
**Signed (Contractor)**

.....  
**Dated**

.....  
**Signed (Inducted By)**

.....  
**Dated**

|                                    |                             |
|------------------------------------|-----------------------------|
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# HANSOL PI - SAFETY MANAGEMENT PLAN

## Appendix 7

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|                                    |                             |
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# HANSOL PI - SAFETY MANAGEMENT PLAN

## Appendix 8

### ACCIDENT/INCIDENT REPORTING FORM

|                          |                             |
|--------------------------|-----------------------------|
| Name of Person involved: | Employee/Contractor/Visitor |
|--------------------------|-----------------------------|

|                  |               |
|------------------|---------------|
| Name of Witness: | Telephone No: |
|------------------|---------------|

|                              |                  |
|------------------------------|------------------|
| Date of Inc/Acc: ___/___/___ | Time of Inc/Acc: |
|------------------------------|------------------|

|                      |                           |
|----------------------|---------------------------|
| Location of Inc/Acc: | Machinery/Plant involved: |
|----------------------|---------------------------|

|                 |                       |
|-----------------|-----------------------|
| Type of Injury: | Injured Part of Body: |
|-----------------|-----------------------|

|                           |
|---------------------------|
| Machinery/Plant involved: |
|---------------------------|

|                                   |
|-----------------------------------|
| Description of Incident/Accident: |
|-----------------------------------|

|                      |        |          |
|----------------------|--------|----------|
| Was First Aid Given? | Yes/No | By Whom? |
|----------------------|--------|----------|

|                                      |        |        |
|--------------------------------------|--------|--------|
| Was further medical treatment sought | Yes/No | Where? |
|--------------------------------------|--------|--------|

|                                |        |
|--------------------------------|--------|
| Was this a lost time incident: | Yes/No |
|--------------------------------|--------|

|             |               |
|-------------|---------------|
| Name of GP: | Telephone No: |
|-------------|---------------|

|  |
|--|
| Suggestions for prevention of this incident occurring again: |
|--|

\_\_\_\_\_  
Name of person completing report

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

|                                    |                             |
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# HANSOL PI - SAFETY MANAGEMENT PLAN

## Appendix 9

### EQUIPMENT TRAINING FORM

Employee Name: \_\_\_\_\_ Machine/Plant \_\_\_\_\_

This four step-training program is designed to ensure employees are able to operate the equipment or machine competently and safely. Before moving onto the next stage, both the employee and the trainer must be satisfied that competency has been achieved in the current stage.

Under no circumstances is the employee to operate this equipment without supervision until authorised by a supervisor.

#### Stage 1

The employee has read and understood any safety and operating instructions relating to this machine.

Trainee Operator \_\_\_\_\_ Date \_\_\_\_\_

#### Stage 2

The employee has spent a period of \_\_\_\_\_ hours observing/assisting a skilled operator on this machine.

Trainee Operator \_\_\_\_\_ Date \_\_\_\_\_

Skilled Operator \_\_\_\_\_ Date \_\_\_\_\_

#### Stage 3

The employee has operated this machine for \_\_\_\_\_ hours while being closely observed and instructed by a skilled operator.

Trainee Operator \_\_\_\_\_ Date \_\_\_\_\_

Skilled Operator \_\_\_\_\_ Date \_\_\_\_\_

#### Stage 4

The employee is satisfied that he/she understands all the operating and safety requirements of this machine, and is competent to operate it without close supervision.

Trainee Operator \_\_\_\_\_ Date \_\_\_\_\_

Skilled Operator \_\_\_\_\_ Date \_\_\_\_\_

I am satisfied that \_\_\_\_\_ understands the operating and safety requirements of this equipment or machine and is competent to operate the machine without further training or close supervision. He/She is now an authorised operator.

Skilled Operator/Trainer \_\_\_\_\_ Date \_\_\_\_\_

|                                    |                             |
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