

CONTRACTOR OH&S MANUAL

Contents

Page 02

- Purpose of this Manual
- What Launch does for your Safety
- What the Client has to do for your Safety
- Your Responsibility for your Safety
- Reporting Hazards to the Client and to Launch

Page 03

- Manual Handling

Page 04

- Using Screen-Based Equipment (Keyboards)

Page 06

- Using Ladders
- Security

Page 07

- Chemicals

Page 08

- Fire and Building Evacuation
- Harassment at Work (Sexual Harassment and Bullying)

Page 09

- Industrial Risks

Page 10

- Housekeeping

Page 11

- Contractor Hazard Report Form

PURPOSE OF THIS MANUAL

This manual contains a number of guides to operate safely in the workplace.

WHAT LAUNCH DOES FOR YOUR SAFETY

- We discuss the safety requirements of the job with the client.
- We select you on the basis of what we know about your ability and the requirements of the job.
- We follow up issues and problems you report to us.

WHAT YOUR CLIENT HAS TO DO FOR YOUR SAFETY

- Provide you with a site and job induction.
- Not change your duties without the approval of Launch.

YOU RESPONSIBILITY FOR YOUR SAFETY

By law you must:

- Follow any direction the client gives you about safety.
- Wear protective equipment where signs or rules say this is needed.

You must also:

- Keep and refer to this manual.
- Advise Launch as soon as possible of any change to your health. For example, if you develop high blood pressure, diabetes or asthma.
- Find out where the first aid and emergency arrangements where you will be working, and the time of your work breaks.
- Ask for instruction before you use any equipment you're not familiar with.
- Refuse to do any work you feel is too dangerous or for which you don't have training or experience (contact your Launch consultant **IMMEDIATELY** if this situation arises).

REPORTING HAZARDS TO THE CLIENT AND TO LAUNCH

If you have a safety concern in your work:

- Discuss it with your supervisor on site.

If you are not satisfied that the supervisor has taken the matter seriously:

- Raise the matter with the health and safety representative for your work group.

If this doesn't seem to work OR if you have an immediate concern for your health and safety and your supervisor is not responding to your concerns:

- Phone your Launch consultant immediately.
- Launch policy is to support you in any reasonable concern you have for your health, safety and welfare.

If necessary:

- Use the Hazard Report Form to record your concern.

Make sure the client and your Launch Recruitment consultant have a record of it.

MANUAL HANDLING

Manual handling is:

- Using your body to move or hold things.
- Your posture when you perform various tasks. That is, sitting at a desk or machine, how you lift things.

Examples:

- **Lifting carrying:** moving furniture, carrying boxes of stationery or file boxes.
- **Pulling, pushing:** a trolley loaded with stationery and so on.
- **Sitting and standing:** working at a desk or counter.
- **Hand and arm movement:** using a keyboard or checking off dockets.

Hazards:

- **Sudden injury to the body** e.g. pain or a strained muscle.
- **Slow injury to the body** e.g. from doing the same thing (such as standing, bending or doing the same movement over and over) for a long time. See also "Using Screen-Based Equipment (keyboards)".

Precautions:

- **Lift, carry:** lift or carry less weight, use a trolley, do the task for a shorter time, avoiding twisting and bending at the same time.
- **Pulling, pushing:** for trolleys – large wheels, smooth floors, good handle heights.
- **Sitting and standing:** good chair or workbench height to avoid bending or stooping. Good layout to avoid twisting of the back or neck.
- **Hand and arm improvement:** as for sitting and standing, or do the task for a shorter time.

Your Actions:

1. Lift, carry:

Before considering any lifting, are there alternative ways to lift, carry or move the object using mechanical aids e.g. trolley.

When you're lifting:

- Bend your knees (but not beyond a right angle) and squat down.
- Place your feet to give you the best balance with the load. Wherever possible, straddle the load with one foot forward of the other.
- Secure your grip by wrapping your fingers firmly around the load, don't use just your fingertips.
- Keep your back straight, even if you're bending over. Keeping your head up will help you keep a straight back. Lift using your legs and thighs, and keep the load close to your body.
- Avoid twisting your body to move the load, move your feet instead.
- Get manual or mechanical help if the load is awkward or heavy (see above).

In a group lift:

- One person should be chosen to call out when to lift.
- This call should be in two stages 'ready to lift' and 'lift'.
- When group-lifting objects, the person at the rear of the object should call the lift. Remember, the same rules apply when you're lowering objects.

2. Pulling, pushing:

- Push, don't pull.

3. Sitting and standing:

- Adjust your chair or worktable height to avoid bending.
- Layout your work to avoid constant twisting. See also "Using Screen-Based Equipment (Keyboards)".

4. Hand and arm movement:

- Arrange your work so that your shoulders, neck, arm and hand are in the most relaxed position. 'IF IN DOUBT – DO NOT LIFT'

IF YOU FEEL PAIN, STOP WORK IMMEDIATELY AND SEEK TREATMENT AND ASSISTANCE.

USING SCREEN-BASED EQUIPMENT (KEYBOARDS)

Examples:

- Computers, word processors, calculators.

Hazards:

- Slow development of pain in your hands, wrists, arms, neck, shoulders, back or legs.
- Eyestrain.

Precautions:

- Adjustable furniture (desk, chair, document holder)
- Suitable lighting
- Awareness education
- Work breaks and variety

Your Actions:

Adjusting furniture (Adjustable table height):

- Adjust your chair height so your thighs are supported by your feet, not pressing against the chair.
- If you can, adjust the table height so your forearm can rest easily on it without your elbows being raised away from the side of your body.
- Adjust the screen position so that when you're sitting upright the centre of the screen is 60-70cm away from your eyes, or feels comfortable for your eyesight.
- Adjust the screen height so that when you're sitting upright, your eyes relax naturally downward to focus on the centre of the screen.
- Make sure you have at least 10cm free between the edge of your desk and the first row of keys on the keyboard.

IF ACHES CONTINUE LONG AFTER WORK (FOR EXAMPLE, AT BED TIME), GET A MEDICAL ASSESSMENT AS QUICKLY AS POSSIBLE.

Adjusting furniture (non-adjustable table height):

- Adjust your chair height so your forearms can rest easily on the table without your elbows being raised away from the side of your body.
- If you can, adjust the seat of your chair to remove pressure from under your thighs, or use a footrest to lift up your thighs (phone directories are good for this if you can't find a proper footrest).
- Adjust the screen position so that when you're sitting upright, the centre of the screen is 60-70cm away from your eyes, or feels comfortable for your eyesight.
- Adjust the screen height so that when you're sitting upright, your eyes relax naturally downward to focus on the centre of the screen. Make sure you have at least 10cm free between the edge of your desk and the first row of keys on the keyboard.

Adjusting chairs:

After making the height and seat adjustments indicated above, adjust the back support so it's firmly in the small of your back when you're sitting upright.

Workplace layout:

If possible, position all work to be read directly in front of your body and close to the screen. If you have to position work to one side of the screen, keep it at screen height and close to the screen, then switch sides to avoid always twisting your eyes and neck to one side.

Illumination:

Avoid glare. Try not to face bright windows by sitting side on to them. For overhead glare, try an eyeshade!

USING LADDERS

Examples:

- Climbing up to storage shelves or for changing light bulbs.

Hazards:

- Losing your balance and falling.

Precautions:

- Ladders must be of the correct size and in good condition.
- Non-conducting ladders for electrical work.

Your actions:

If you can't work safely with a ladder, DO NOT do so.

Working safely means:

- There must be at least a metre of a rung ladder extending beyond the top support.
 - If you're going to be working for less than half an hour, you can work from the ladder:
 - Without the need to lean sideways so your belt buckle is outside the styles,
 - Without leaning backwards more than about 15 degrees
- And
- Without standing higher than on the third highest rung.
- If there is any chance of contacting electricity (eg. Changing a light bulb), you must use a non-conducting wood or fibreglass ladder, not a metal ladder.

SECURITY

Examples:

- Working alone in a building
- Working after hours and having to walk through lonely places to public transport or your car.

Hazards:

- Being assaulted
- Becoming sick or being injured and not being able to get help.

Precautions:

- Not working alone
- Having a phone number to call if worried
- Not leaving work alone

Your Actions:

- If you're concerned about your security because of circumstances Launch may not have known about or foreseen, contact your Launch consultant.

CHEMICALS

Examples:

- Copier and printer toners
- Ozone from photocopiers
- Cleaning solvents
- Paints

Hazards:

- Sudden or slow poisoning through skin contact, breathing or swallowing or sensitisation to a chemical.

Precautions:

- Provision of good ventilation for heavily used photocopiers.
- Protecting the skin from toners by wearing gloves when changing toner cartridges
- Good hygiene practices. For example, if you're handling chemicals, wash your hands and face before eating or smoking.

Your Actions:

- Use gloves when you're handling printing or copier toners
- Make sure ventilation is working in small rooms where there's a heavily used photocopier.

FIRE AND BUILDING EVACUATION

Example:

- Building fires
- Bomb threats.

Hazards:

- Burns
- Asphyxiation from smoke and lack of oxygen
- Being trampled in panic

Precautions:

- Removal of unwanted flammable materials such as papers.
- Removal of sources of ignition such as electrical sparks, smoking.
- Containment of fire in small areas with fire-rated walls and doors.
- Use of smoke and flame detectors.
- Fire alarms and evacuation procedures and practices
- Provision of hand held fire extinguishers, hose reels, fixed sprinklers and gas deluge extinguishers.

Your Actions:

- DO NOT smoke unless in a designated smoking area.
- Dispose of cigarette butts in containers provided, or ensure they are not smouldering.
- Obey instructions regarding fire and smoke control doors.
- Identify the fire extinguisher or alarm closest to you.
- Know how to select and use the correct type of hand-held fire extinguisher.
- Ask about fire alarms and evacuation procedures and practices on site. (you should be told about this in your site induction).

If you're unhappy with the response contact your Launch consultant.

HARASSMENT AT WORK (SEXUAL HARASSMENT AND BULLYING)

Harassment is discrimination on the basis of age, disability, gender or sexual preference.

Examples:

- Whistling, gesturing or comments that could be offensive to a person.

- The inappropriate use of power to influence a person is also a form of harassment.

Precautions (laws and strong penalties apply to workforce harassment):

- Everyone has a different idea of what is offensive, so be sensitive to the situation.

Your Actions:

- Report any offensive behaviour to your supervisor and to your Launch consultant.
- Let the person know that you're offended by their behaviour.

INDUSTRIAL RISKS

You may be exposed if you have to walk through a factory, production line, mine site, construction site or similar environment.

Examples:

- Machinery
- Vehicles and mobile equipment
- Compressed air
- Falling objects
- Falls
- Noise
- Radiation
- Heat and cold
- Chemicals

Hazards

- Sudden disabling injury
- Long-term development of injury or disease

Precautions:

- Access rules, authorisation and training
- Pedestrian walkways
- Clothing standards
- Use of personal protective equipment
- Warning signs and sirens or lights.

Your Actions:

- Stay on defined walkways and get people to come to you to talk.
- Wear sturdy shoes and sturdy clothing that covers your skin and isn't loose and flowing. Tuck in or remove ties and scarves, remove loose jewellery. Where fire is a higher than normal risk, wear clothing made of natural fibres.

- Contain long hair under a hat or hair net.
- Find out about and wear the correct head, eye, ear, mouth, nose and foot protection.
- If you're not familiar with a work area, get a guide or stand and carefully look around you (including overhead) before proceeding.

Beware!

- Invisible parts of machinery can entangle your clothing or hair, and can kill or maim.
- The driver of an industrial vehicle may have a line of sight very different from the driver of a motorcar.
- Compressed air can kill if it penetrates skin and gets into the bloodstream.
- Don't walk beneath overhead work
- Keep a lookout for missing floor plates on industrial construction or maintenance sites.
- Objects hot enough to severely burn may not look hot. Very cold objects can remove skin and flesh if you touch them.

HOUSEKEEPING

Housekeeping is the general tidiness of the work area.

Examples:

- Ripped carpet
- Tangled electrical leads
- Unevenly stacked items
- General untidiness
- Spills

Hazards:

- Disorganised workplaces lead to disorganised work practice.
- May contribute to other accidents such as falls, sprain injuries.

Precautions:

- 'A place for everything and everything in its place.'
- Clear access routes, clean floors around shelving and machinery.
- Cleaning and rubbish removal practices.

Your Actions:

- Know where storage areas are and use them.

- Keep walkways or passages clear of clutter.
- Organise your work area to prevent confusion i.e. untangle power cords.
- Return items when the task is completed.
- Clean up any spills as soon as possible

CONTRACTOR HAZARD REPORT FORM

Mail of Fax to Launch Consultant

Client: _____ Site: _____

Contractor Name (PRINT): _____

WHERE is the problem? (Equipment, workstation, location on site)

WHAT is the problem?

WHAT do you think should be done?

Signature: _____ Date: _____

(LAUNCH USE ONLY)



Received by (Print Name): _____ Date: _____

ACTION record: (attach pages as needed)
