



AAA BODY WORKS PTY LTD

OCCUPATION HEALTH & SAFETY

EMPLOYEE HANDBOOK

OHS POLICY

AAA Bodyworks Pty Ltd is committed to providing a working environment for all employees, contractors, members of the public and visitors that is free from workplace hazards. We will monitor the workplace and ensure that all actions are taken to maintain and improve the level of safety within the workplace. Employees are encouraged to become involved in OHS within the workplace to assist with the identification and improvement of any deficiencies.

SMOKEFREE POLICY

We are committed to providing a smokefree workplace. Smoking is prohibited in all buildings and enclosed structures. Furthermore, smoking is not permitted in the vicinity of entrances/openings to buildings. Smoking is permitted in designated smoking areas only.

DRUG & ALCOHOL

We, at AAA Bodyworks have developed and implemented this drug and alcohol policy which seeks to eliminate the potential safety hazards created by drug & alcohol abuse.

To this end, we will ensure that personnel are not put at risk by the presence or effects of alcohol or other drugs whilst at work. We encourage all staff to strongly support this policy. The principles of which are:-

- The misuse of any legitimate drugs or the use, possession or sale of illegal on non-prescribed drugs at work or on Company premises, is strictly prohibited.

- The possession, consumption, distribution or sale of alcohol at work or on Company premises, is not permitted, unless specifically authorised in writing by the Managing Director.

Employees are not permitted to commence and/or continue work if they are under the influence of alcohol or any other drug, which impairs their ability to perform work safely.

WORKPLACE BULLYING POLICY

We expect all employees to behave in a manner that is courteous and respectful. Our workplace will be free of unreasonable behaviour which includes:-

- Offensive language and verbal abuse
- Humiliating someone through sarcasm, criticism or insults
- Sexual and racial taunts
- Threatening physical abuse and
- Initiation pranks

We expect that all employees behave in a professional manner and to treat each other with respect. We encourage any employee who experiences bullying, harassment or discrimination to report it to their supervisor/manager immediately.

When such "*unreasonable behaviour*" is reported, it will be seen as a serious matter and will be investigated in a timely manner. On completion of the investigation into the allegation the MANAGER will provide feedback to the person who raised the concern of the outcome and any actions intended to be taken.

EMPLOYER RESPONSIBILITY

In accordance with Section 21 of the Occupational Health and Safety Act 2004 we will strive to provide and maintain a workplace that is safe and without risks to health. This will be assisted by the implementation of:-

- Safe systems of work,
- The maintenance of a safe working environment,
- Adequate welfare facilities and

- Providing appropriate instruction, training and supervision for all employees to enable them to perform their work in a safe manner.

EMPLOYEE RESPONSIBILITY

In accordance with Section 25 of the Occupational Health and Safety Act 2004, all employees must take reasonable care for his or her health and safety and for the health and safety of others, this includes co-operating with company safety standards, not misusing equipment or wilfully placing at risk the health and safety of any other person at the workplace.

FIRST AID AND INJURY REPORTING

You must report all incidents and injuries to your supervisor/manager no matter how small they may seem. All injuries must be recorded in the Injury Register. The First Aid Kit is located in the office and one will be available when working off site. The details of local medical facilities is posted adjacent to the First Aid Kit should additional assistance be required. All incidents and accidents will be investigated and feedback provided to all personnel.

HAZARD REPORTING

Employees are encouraged to report any potentially hazardous situations to their supervisor/manager this can include a near miss in which nobody sustained any injuries, however, the potential to cause harm exists. Supervisors/managers will take the appropriate actions to manage the situation and attempt to eliminate or reduce the hazard that has been identified. This includes any reports made by members of the public.

EMERGENCY PREPAREDNESS

In the event of an emergency situation (fire, gas leak, bomb threat etc) remain calm and contact the appropriate personnel. Do not, at any stage place your own health and safety at risk. In a situation where the fire, leak, spill etc cannot be controlled then contact the Fire Brigade on "000". The Emergency Exit is via the "Attached Document".

All company personnel working off site must familiarize themselves with the surroundings and take heed of any site specific safety and or emergency procedures.

HEIGHT SAFETY

When using ladders they must be supported or tied off. Further, ladders must be only used on a firm level base. When working on a roof adequate fall protection measures must be in place; this may include perimeter edge railing and/or safety harness and lanyard.

Harnesses must only be work by trained employees.

HOUSEKEEPING

Good housekeeping is important in preventing accidents and also improves efficiency. It is the responsibility of all employees to ensure that individual work areas are kept tidy, tools and equipment are put away when not in use, any spills are cleaned up as soon as possible, walkways and doorways are kept unobstructed. Remember a clean workplace is a safe workplace.

MANUAL HANDLING

All employees are encouraged to assess the task prior to lifting and plan the route in which the product/object is to be carried. The use of a mechanical aid (such as a trolley) should be considered prior to any attempt to manually lift. Do not try to lift, carry or push items or objects that are heavy or awkward. If you are in any doubt please ask for help.

ELECTRICAL SAFETY

Check the suitability and conditional of all leads prior to using an appliance. If you observe any loose or damaged wiring disconnect the power immediately and report the situation to your supervisor/manager. All electrical repairs will be carried out by a licenced electrician. To prevent damage to electrical equipment ensure leads are not run across the floor or exposed to wet surfaces.

PERSONAL PROTECTIVE EQUIPMENT

Eye protection must be worn when working with machinery or any other task that creates a risk of eye injury. Hearing protection must be worn when working with machinery. Gloves should b worn when handling sharp objects.

WORKING WITH CHEMICALS

Only authorised personnel are permitted to work with chemicals. Material Safety Data Sheets (MSDS) are available in the Office and must be referred to prior to using a chemical. The Safe Handling precautions section of the MSDS

must be read and the recommendation adhered to. If any doubt exists with regards to the safe handling of chemicals it must be referred to the MANAGER.

Never leave chemicals unattended and always ensure chemical are adequately labelled.

When finished working with chemicals all containers should be rinsed, lids put back on and hands washed.

ISSUE RESOLUTION

Should a safety issue arise within the workplace it should be reported to your supervisor/manager. You are encouraged to provide practical suggestions in order to address the issue. Should you feel the issue has not been dealt with in an effective or timely manner the matter should be taken up with the MANAGER where all efforts will be channelled into addressing the problem and obtaining a satisfactory outcome. This may include gaining outside assistance e.g. safety practitioner, specialists or an Inspector from WorkSafe Victoria.

Occupational Health & Safety Guidelines – I understand that I am required to read the handbook, keep it in an acceptable place and follow the guidelines and instructions contained therein.

Name: _____

Job Classification: _____

Date: _____

Signature: _____

Issued By: _____

Position: _____

Date: _____

Signature: _____

File this receipt in the Employee File