



GUARDIAN
VENUE MANAGEMENT
INTERNATIONAL

Workplace Health & Safety
Manual
V4

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1. Forward

Guardian Venue Management International (Guardian VMI) is committed to ensuring the health, safety and welfare of all persons at its workplaces and ensuring a high standard of environmental performance from management, employees and contractors. GVMi also have an ongoing commitment to continuous improvement in health, safety and environmental performance. It is your responsibility to review and become familiar with the contents of this handbook. It contains general Workplace Health & Safety (WH&S) instructions which apply to all Guardian VMI events/sites. Specific circumstances may require additional WH&S instructions to be issued. All WH&S instructions are to be applied in conjunction with relevant legislation, codes of practice etc. Where any conflict exists between such legislation and these instructions, then the higher standard of WH&S shall apply.

The object of this WH&S handbook is to:

- Emphasise the importance that Guardian VMI attaches to workplace health and safety
- Alert you to the typical WH&S hazards which you may encounter or create
- Give you some practical advice in avoiding, environmental damage, accidents or putting your health or the health of others at risk.

This WH&S handbook is not intended to be comprehensive or cover all of the WH&S hazards you may encounter while performing your duties, but it does highlight the most common ones you may encounter.

This handbook is in no way intended to replace proper instruction in environmentally responsible and safe work practices, which your employer must provide on a continuing basis. It is intended to draw your attention to those things and acts, which may put you or those in your workplace environment at risk.

If you are in doubt about a WH&S matter **ASK YOUR SUPERVISOR**. Never put yourself, others or the workplace environment at risk. We are all responsible for maintaining the health and safety of others and ourselves in the workplace environment. If you see a hazard or anything that you consider wrong, inform your supervisor or a Guardian VMI manager immediately.

2. Workplace Health & Safety Duties

WH&S legislation places duties on various people who may affect health safety at the workplace including employers, the self-employed, owners, occupiers, employees, designers, manufacturers, suppliers, importers, erectors and installer's.

EMPLOYER'S DUTIES-

Guardian VMI will ensure, as far as is reasonably practicable;

- the health and safety of other persons is not put at risk as a result from work being carried out as part of the conduct of the business;
- the provision and maintenance of a workplace environment free from risk to health and safety;
- the safe use, handling and storage of plant, structures and substances;
- the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business;
- the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from work carried out as part of the conduct of the business.

EMPLOYEE'S DUTIES

Employee's must take reasonable care to protect their own health and safety and the health and safety of others that may be affected by their actions at work. Guardian Venue Management International's Workplace Health & Safety Handbook.

CONSULTATION-

Consultation should take place between the employer and the employee, Health and Safety Representative and/or Committee where a change to a workplace, work process, policy or procedure may affect the health, safety or welfare of an employee at work.

ACTS AND REGULATIONS-

New work health and safety laws (WHS) commenced on 1 January 2012 in many states and territories to harmonise occupational health and safety (OH&S) laws across Australia.

WHS legislation includes a model WHS Act, Regulations, Codes of Practice and national compliance and enforcement policy. Each state and territory is responsible for regulating and enforcing WHS laws. Safe Work Australia is the national body in charge of developing work health and safety and workers compensation policy. Visit Safe Work Australia to read about the work health and safety laws.

The following Acts and Regulations apply in New South Wales;

- Workplace Health and Safety Act 2011
- Workplace Health and Safety Regulation 2011

CODES OF PRACTICE-

Give you practical guidance on how to comply with the legal requirements of specific regulations and should be used in addition to the Act & Regulations.

AUSTRALIAN/NEW ZEALAND STANDARDS

AS/NZS 4421:2011, have been developed to provide minimal levels of performance or quality for a specific hazard, work, process or product. If an Australian/New Zealand Standard is listed in the Act or Regulations it becomes part of it and must be followed.

GUIDELINES

- Developed by Authorities
- Developed by specific industry bodies

Guidelines are developed by a tripartite committee to assist with regulatory requirements.

Authority guidelines are generally generic while industry guidelines are industry specific.

3. General Workplace Environment Health & Safety Guidelines

The following is a guide of the minimum expectations r Guardian VMI employees require must follow on all sites. Breaches of any of following may lead to disciplinary action and termination of employment with Guardian VMI.

EMPLOYEE CONDUCT- employee behaviour shall not cause to offend upset or harass other employee's, patron's, management, retailers or general public.

HORSEPLAY- no worker shall conduct themselves in a manner that is likely to cause or create a risk of accident or injury to themselves or others or damage to the workplace environment.

CAR PARKING- shall not be permitted anywhere other than designated parking areas

HOUSEKEEPING- stack materials and waste in safe designated areas. All exits, stairwells and walkways must be kept clear at all times

DRUGS AND ALCOHOL- are not allowed to be consumed at the workplace.

SMOKING- Smoke free zones and buildings are to be observed at all times.

INJURIES- it is every individual's responsibility to ensure that any injury they receive is reported to the First Aid officer for treatment and recorded in the workplace register of injuries. An incident report is to be completed for all injuries which occur on duty at soon as praticile.

REPORTING HAZARDS- unsafe acts or conditions must be reported to your Supervisor.

SAFETY SIGNS - all persons must obey all safety signs on all occasions.

PLANT AND EQUIPMENT- only authorised persons who can demonstrate that they are competent to operate plant or equipment or are in training under the direct supervision of a competent person, are to operate or erect plant or equipment. If in doubt, ask your **SUPERVISOR**.

ELECTRICAL EQUIPMENT- No persons shall interfere with electrical equipment or wiring at any time unless authorised they are a qualified electrician.

ANY PERSON FOUND TO BE IN BREACH OF THE FOLLOWING WORKPLACE RULES MAY BE REMOVED FROM THE WORKPLACE WITHOUT WARNING.

FIGHTING- will not be tolerated in the workplace.

INTERFERING, DAMAGING, VANDALISING- any environment, health or safety equipment or amenities.

THEFT- stealing anything from the workplace.

URINATING- or defecating anywhere other than the toilets provided.

REFUSING- to comply with environment, health or safety instructions, rules or regulations.

ANY- other serious breach of environment, health or safety rules and regulations (as deemed by Guardian VMI)

4. Your Personal Attitude to Workplace Health & Safety

As a person employed by Guardian VMI you have an important role to play in looking after the workplace environment and the development and maintenance of a safe work place. This handbook contains some basic information that may offer you some assistance and guidance in looking after the environment and making the workplace a safer place to work.

It is important to remember that **ANY** employee can unfortunately be killed or injured, for failing to wear the appropriate personal protective equipment or taking unnecessary risks. The workplace environment requires everyone to care for it. Make sure that you do your bit and ensure that there is no environmental damage as a result of your work activities.

Guardian VMI asks all its employees to display professionalism and disciplined attitude when considering the health and safety of all persons in their workplace environment. Practical joking in the workplace will not be tolerated.

5. GETTING TO WORK SAFELY

Take care when travelling to work. Be on the lookout for unexpected hazards. When driving, road traffic regulations are to be observed and obeyed at all times, particularly speed limits.

- Take care at children's crossings
- Take care when roads are slippery
- Use your lights during winter or when visibility is low
- Make sure your vehicle is well maintained and roadworthy
- Wear seatbelts at all times you are in the vehicle

6. COMPETENCY TO CARRY OUT WORK

You must not carry out any work activity that you are not competent to perform (and hold the appropriate certificate of competency where required) unless you are a trainee under the direct supervision of a competent person. (Holding the appropriate certificate of competency where required)

What is a competent person?

A competent person for any task means a person who has acquired through training, qualification or experience, or a combination of them, the knowledge and skills to carry out that task.

7. HAZARD MANAGEMENT

A hazard is anything, which has the potential to cause harm or loss. The harm or loss may take the form of:

- An injury or disease
- Property damage
- Harm to the environment

HAZARD IDENTIFICATION

A hazard may be:

- An object (eg dangerous goods) or
- A situation (eg inexperienced personnel)

Examples of hazards may include:

- Open excavations
- Inhalation of dust, fibres, vapours, and gasses
- Noise and vibration
- Extremes of temperature and humidity
- Bad housekeeping
- Poor access/egress
- Poor lighting/visibility
- Live power and wiring
- Incorrect use of plant and/or equipment
- Trips and falls
- Working at heights
- Manual and mechanical handling
- Dangerous goods/chemicals
- Confined spaces
- Fire
- Drugs and alcohol
- Inexperience/carelessness

To identify hazards Guardian VMI management will regularly;

- Check records of all injuries and/or incidents that have occurred in the workplace
- Refer to relevant codes and guides etc on a regular basis
- Undertake regular inspections of the workplace using checklists or other documentation

ASSESSMENT OF RISK

Once hazards have been identified, they should be assessed in terms of their potential to do harm, both now and in the future, when making an assessment on the possible risk to health and safety, consider the following:

- The likelihood that they will do harm
- The severity of the harm they could do including the number of people who could be affected by them

The assessment of the risk is a process of gathering information in order to make a clear and educated decision to determine the level of risk associated with the hazard.

RISK CONTROL

Once hazards are identified and assessed, measures to eliminate or minimise them should be determined in accordance with the hierarchy of control.

HIERARCHY OF CONTROL

Control measures, which make the workplace safe and environmentally friendly, are likely to be more effective than measures, which protect employees or the environment from a hazardous work place. When adopting measures to

control a hazardous risk, the hierarchy should be followed when selecting the approach to be taken. Measures from the top of the hierarchy give better results and should be adopted wherever possible. Measures from the bottom of the hierarchy are more difficult to maintain and should be regarded as temporary measures until preferred ones can be implemented.

CONTROL MEASURES

1. *Elimination* - completely removes the hazard and is the ideal control solution. Examples of elimination include ceasing to use a hazardous substance and changing a process to remove the need for a hazardous action.
2. *Substitution* - is where a hazard is replaced by a less hazardous alternative. For example, instead of using a hazardous item of plant or equipment, substitute it for a less hazardous item that serves the same purpose.
3. *Isolation* - involves separating the hazard from people or the environment by the use of physical barriers to contain/enclose the hazard or by distance and/or time. An example is using a fully automated process rather than a manual.
4. *Engineering Control* - If elimination, substitution or isolation cannot be used the next preferred measure is engineering control. This can include modification of tools and equipment, guarding and local exhaust ventilation.
5. *Administration Control* - Where the health and safety risk remains, administrative control should be used as a last resource. This involves the introduction of work practices, which reduce risk by limiting the exposure to the worker from the hazard. Measures include:
 - reducing the number of workers exposed
 - reducing the period of exposure
 - rotating workplace activities
 - special procedures to be followed for the use of chemicals and evacuation procedures.
6. *Personal Protective Equipment (PPE)* - must be accompanied by instruction and training in the correct use of such PPE. This includes maintenance and storage. (Refer to PPE later in this handbook)

Application of Control Hierarchy

Employers should attempt to control the exposure of the employee or the environment to hazards by first assessing whether the most preferred control measure, elimination is possible. If this control measure is not possible, the employer should assess whether the next preferred control measure can be achieved. This process of assessing the hierarchy of control measures should continue until the first control measure that is practicable could be achieved.

Employees Role

All employees have a role to play in hazard management, which includes but is not limited to the following:

- Before carrying out any task or activity you must make sure that your employer has explained all the hazards and risks associated with the task or activity and how you are to control them (ask your employer how to do the job safely).
- Do not take any unnecessary risks. Always wear personal protective clothing and equipment supplied by your employer. Never report for, or work under the influence of drugs or alcohol.
- If you have to smoke, only do so in designated smoking areas. Continuously be on the lookout for potential hazards and assist all members of the work team with health, safety and environmental compliance.
- These measures are designed to protect the workplace and the environment but can only be achieved when all parties are responsible for their own conduct as well as those around them.
- Remember you or others can cause a hazardous situation by an act and/or omission. Do not hide it, report it.

Through consultation with others at the workplace hazards can be controlled. Do not ignore hazards or you will be putting yourself, others and the workplace environment at risk.

8. HYGIENE

- Keep all crib huts and other facilities clean. Place all rubbish, particularly food scraps, in the bins provided.
- Always use the sanitary facilities provided and keep them clean and tidy. Clean up and wash well prior to each meal break. Do not bring excessive dust and grime into the meal rooms – it is a health hazard.
- Urinating in places other than ablution blocks will not be tolerated. Anyone found doing so may be removed from the workplace without warning.

9. SMOKING

Smoking is not permitted while on duty in public areas or buildings. Smoking is not permitted in any office or site amenities. All external designated no smoking areas are to be observed.

10. HOUSEKEEPING

Housekeeping is an important component of health, safety and environmental management. As such it must be approached in a systematic manner in order to maintain a clean, safe and tidy workplace. The workplace must be regularly inspected with any hazards identified, assessed and eliminated or controlled. Good housekeeping in the workplace is mandatory, and all employees must do their part daily, in this activity to keep the workplace clean and free of risk to health and safety. This include:

- Keeping stairways, landings and access ways clear and unrestricted at all times
- Keeping work areas clear of tripping hazards
- Cleaning up any spills, if it is safe to do

Remember it is the responsibility of everybody in the workplace to consider the safety of themselves, fellow employees and all visitors from the general public, who may enter the workplace unexpectedly or by invitation.

11. UNSAFE CONDITIONS

If in your opinion, an unsafe condition exists and requires urgent attention correct it yourself if possible. If you cannot do so, make it as safe as possible and immediately report it to your supervisor.

12. ACCESS AND EGRESS

The purpose of a safe access and egress procedure is to ensure staff and visitors can:

- Move conveniently and safely about the workplace
- Leave the workplace safely in an emergency
- Have safe access to workplace amenities

All passage ways or other nominated space used for normal movement about the workplace or intended for emergency egress must be kept free of any obstruction that could hinder or prevent the safe and rapid egress of a person in an emergency. Where access and egress need to be defined, the said boundaries must be clearly marked.

Whilst moving around the workplace:

- Use designated walkways wherever possible
- Do not leave the workplace without informing your supervisor. You may need to be found/accounted for in event of an emergency
- When sent to another part of the workplace, travel by the most direct route with due regard for your health and safety
- Beware of mobile equipment and motor vehicles

13. FIRE FIGHTING EQUIPMENT

Fire prevention in the workplace can be assisted by:

- Maintain a workplace environment free of accumulated waste by disposing of waste on a regular basis.
- Having flammable materials kept or handled in safe manner that minimises the risk of fire
- Use of appropriate warning signs

Firefighting equipment & selection

When a fire breaks out, sound the alarm and then attack the fire with the appropriate equipment if it is safe to do so. Employees are expected to acquaint themselves with the location of the firefighting equipment and alarms in the area they are working.

Fire Blankets- Ideal for small fires and is easy to use. Works by restricting the concentration of oxygen to the fire to the level where combustion can no longer occur.

COLOUR	TYPE	SOLIDS, wood, paper, cloth etc	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils and Fats	Special Notes
	Water	✓ YES	✗ NO	✗ NO	✗ NO	✗ NO	Dangerous if used on 'liquid fires' or 'live electricity'
	FOAM	✓ YES	✓ YES	✗ NO	✗ NO	✓ YES	Not practical for home use
	DRY POWDER	✓ YES	✓ YES	✓ YES	✓ YES	✗ NO	Use caution when using in confined spaces
	CARBON DIOXIDE (CO2)	✗ NO	✓ YES	✗ NO	✓ YES	✓ YES	Safe on high and low voltages

14. HOT WORKS

A hot works permit is required before any temporary work involving open flames or producing heat and/or sparks (oxy and acetylene work, welding, grinding etc) is carried out at the Guardian VMI site/event. Hot works permits will be issued by a Guardian VMI Supervisor.

The following conditions must be adhered to, during and after the hot works:

General

Ensure:

- All employees involved in the works have been given instruction and training in the safe use of all equipment and firefighting facilities.
- Sprinklers, fire hoses or extinguishers are in service, operable and available.
- Hot work equipment is in good repair and appropriate for the works to be undertaken.
- Ventilation is adequate – fumes may cause metal fume fever and severe headaches.
- All services have been located and made safe (electric cables, conduit etc).
- Area is roped off and designated with appropriate warning signs.
- Spark / flash screens are used at all times for welding works.

Requirements within 5m of work

Ensure:

- Flammable liquids, dust, lint and oily deposits removed.
- Explosive atmosphere in area eliminated.
- Floors swept clean.
- Combustible floors wetted down, covered with damp sand or fire resistive sheets.
- Remove other combustibles where possible. Otherwise protect with fire resistive tarpaulins or metal shields.
- All wall and floor openings covered.

16. U.V PROTECTION

Sunburn is the most common ill effect of exposure to the sun. Continued or prolonged exposure to the sun may lead to the formation of skin cancers. If you are working in an outside environment you should:

- Wear a broad brimmed hat, and
- Keep your skin covered by clothing, and
- Use a broad spectrum 30 plus sun screen, and
- Wear sun glasses (be sure to use safety glasses where the task requires it), and
- Have regular (at least annual) checks by a skin cancer specialist.

In addition, it is important to recognise the effects of climatic conditions, for example, heat stress and exhaustion can occur in working environments where there's excessive heat, particularly in conjunction with high humidity and direct exposure to the sun.

Make sure you drink regular and adequate amounts of water in these conditions.

17. MANUAL HANDLING

All employees must be instructed by their employer how to lift in the correct manner. General instructions on manual handling are:

- Never attempt to lift beyond your capacity. If in doubt test the objects' weight before handling it; if it appears too heavy or bulky, obtain a mechanical lifting aid and/or somebody to help.
- Ensure clear access is available
- Get a good footing and never try to lift anything, which you consider is too heavy or bulky for you.
- Place your feet about shoulder width apart in a good, comfortable balanced position, close to the load being lifted.
- Bend at the knees and grasp the load.
- Keep back straight – not vertical but straight. It should not be arched or bent.
- Take a firm hold on the load with the palms of the hands NOT just the fingers. (Use gloves to protect against any sharp protruding objects).
- Keep back as straight as possible tucking chin into lock spine.
- Keep elbows close to the ribs
- Lift gradually by straightening the legs – let the strong thigh muscles do the work – NOT THE

LOWER BACK MUSCLES.

- Do not twist the body or turn one of your feet when lifting. If you have to change direction turn with both of your feet not your body.
- Carry the object close to your body and watch where you are going
- When lowering, maintain a good grip and keep the back straight. Watch out for pinching your fingers

18. DELIVERIES

All deliveries to the involved site must be handled in a polite and courteous manner. Remember to check all parcels paperwork to ensure they are delivered to the correct person in a timely and efficient manner.

19. TRAFFIC CONTROL

Whenever general traffic control is required the person carrying out this task must be the holder of a current 'Traffic Controllers' ticket or similar and all guidelines must be followed. Where traffic control is required appropriate devices such as signs, cones, bunting, traffic barriers, flagmen, safety vests etc must be used.

20. BARRICADES AND HOARDINGS

When working in an area that has a potential risk to other people in the workplace or the general public, the area must be barricaded off by one or more of the following methods. The barricades should be used in conjunction with signage alerting persons to the relevant hazard (eg formwork stripping above etc).

Bunting Tape

Used to stop persons entering specific, relatively small areas. Bunting tape is easily put up and taken down, but should only be used for a short duration and where the risks being barricaded off are relatively low.

Para Webbing

Used to stop unauthorised persons entering a designated area where there is a risk of possible injury. Para webbing provides a physical barrier and is harder for people to pass through.

Hoardings/Fencing

Hoardings and fences are designated to prevent unauthorised access to work areas and also prevent materials and tools etc unintentionally escaping from the work area, thus making the work area more secure. Access should be provided into the hoardings/fences at appropriate positions and where possible this access should open inwards and have a closure mechanism on them. If the workplace requires trucks to enter, gates must be installed.

Suitable signage must be hung from all these forms of barricades and should be visible to people who are entering the site and those working on the site.

Hoardings and fences must be constructed in accordance with relevant legislation. In addition due care and consideration must be given to the erection of temporary fences and hoardings to ensure that members from the public are not at risk from the hoardings themselves.

Items to consider are:

- Stability of Structure – ensure it will not fall over onto the public (children climbing on the etc).
- Protruding objects – ensure all nails, fastenings etc are flush. Ensure fence footings do not pose a potential hazard.
- Lighting – suitable lighting must be provided.
- Wet paint – all paint work shall be protected until dry.

Members of the public and children are generally not familiar with building works or other hazardous activities and the inherent risks involved therein. They are generally more interested in window shopping than they are in looking

where they are going. Children are impulsive and have little fear of what they do not know. Children are impulsive that all hoardings etc especially temporary ones, are constructed to accommodate these considerations.

21. HAZARDOUS SUBSTANCES

Chemicals

Many substances which are used every day in workplaces, have the potential to be hazardous if procedures for their safe use are not carefully followed. Your employer must keep a register for all hazardous substances used at the workplace, and this may be readily accessible to you at all times.

Information instruction and training on precautions to be taken to ensure the safe use, handling, storage etc, of potentially hazardous substances must be provided by your employer who will obtain the material safety data sheets (MSDS) from manufacturers, suppliers etc.

You must follow all of the precautions provided by your employer and/or the manufacturer, supplier to ensure safe use of substances. Before using any product you must read all warnings and instructions on container to ensure that all safety precautions are being complied with and that the substance is being used for the correct purpose and in the correct manner.

If you have any doubt whatsoever about the correct procedures for the safe use, handling, storage etc of any substance, immediately seek further information or advice from your supervisor.

Containers for hazardous substances must be clearly labelled and the label is not to be removed, defaced or altered under any circumstances. Do not use any substance for which you do not know the correct procedures for safe use, handling, storage etc.

Flammable liquids (eg Petrol) and gases (Oxy/acetylene etc) must be stored in approved containers and be suitably labelled. Incompatible chemicals and substances must not be stored together – ask if you are not sure. Storage areas are to be clearly marked with HAZCHEM signs.

Asbestos

This product had several uses. It could be used as a fire retardant and could be found, in the bonded form, in eaves, ceilings, wet areas, floor tiles and some glue. It can also be found, in friable form, around hot water pipes and on structural steel. This only covers a few of the areas in which asbestos can be found and you should notify your supervisor if asbestos is found. If you come across material that you believe may contain asbestos, contact a Supervisor immediately.

Dust

Dust is a common problem, especially on construction sites. Materials, such as cement or gypsum bases, can create serious risk to health. Processes, such as demolition work or excavation works, are also major contributors to serious dust problems. Although common, they are relatively simple hazards to control.

- Judicious use of water sprays and mists will effectively control dust (beware of electrical hazards).
- Use wet methods for cutting concrete not friction saws.
- Clean up all sawdust and other debris promptly.
- Periodically dampen exposed surfaces such as roadways or slabs.
- Keep vehicle speed down to a practical minimum (in any event obey all speed limits).
- Where there is risk of dust inhalation always wear an approved mask.

22. EMERGENCY/EVACUATION PROCEDURE

Ensure you are familiar with the emergency/evacuation system employed when an evacuation is initiated, applicable to your workplace site / venue (including the assembly area). It will be discussed and explained to you thoroughly at the workplace induction. If you are not sure ASK!

In the event of an emergency, remember to:

- Keep calm
- Raise alarm
- Obtain help and inform the emergency services of:
 - Where the emergency is
 - What has happened
 - What is being done
 - Who is calling
- Do not hang up without receiving instructions on how to proceed
- If a person is injured, do not move them unless they are in further danger if you do not move them.

Remember; only render assistance within your First Aid capabilities.

Care of injured persons

The employer must provide first aid facilities for the welfare of his or her employees. The purpose of this section is to ensure that employees have adequate knowledge about access to first aid facilities in the event of an injury or illness arising during the course of their work.

There should always be an appropriately qualified first aid person at the workplace.

First aid kits complying with the applicable legislation must be provided at all work locations. At the workplace induction the location of this first aid facility will be made known to you including who the workplace first aid officer is and how they may be contacted. Ensure you are familiar with this location and the procedure for contacting the first aid officer for both minor injuries and serious emergencies.

If you are not sure – ASK

In the event of an injury, comfort and reassure the patient until medical aid arrives. An injured person should not be moved unless there is danger of further injury before medical aid arrives.

The following treatments should be given priority:

- a) Airway: Ensure the patient has a clear airway
- b) Breathing: Ensure patient is breathing, if not, artificial respiration will be necessary
- c) Circulation: Check pulse; if none, external heart massage may be necessary
- d) Control any severe external bleeding

Note: Always request or seek out assistance if necessary. Artificial respiration and heart massage should only be administered by persons appropriately qualified in CPR.

- e) Contact the first aid facility and explain the injuries/illness to the first aider
- f) Follow any instructions given by the first aider

23. REPORTING INJURIES, ACCIDENTS AND DANGEROUS OCCURENCES

Injuries

Each work injury or illness, however small, must be reported immediately to the first aid facility and to your supervisor (telling a workmate does not constitute a report).

Each work injury or illness, regardless of how minor it may be, must be recorded in the format of a standard incident report.

Accidents/Incidents

All accidents/incidents involving damage to equipment or materials, including motor vehicle accidents, on or near the Guardian VMI site/event must be reported to your supervisor at once, so that an investigation may be immediately actioned to establish the cause of the accident/incident.

In the event of an incident/accident occurring which requires any contractor(s) involved to report the accident incident to the Authorities, the contractor(s) concerned must, within 24 hours, provide to the Guardian VMI Supervisor a copy of the accident report submitted to the Authorities.

Dangerous Occurrences

A dangerous occurrence is an incident or event, which arises from operations, carried out at a workplace and which causes an immediate and significant risk to a person.

A person does not have to be injured. It is the risk that is important. The risk may also arise if a person is or could have been in or near the incident or event. All dangerous occurrences must be reported to Guardian VMI Supervisors.

Acknowledgement of issue

Book issued to:

Name of employee (your name): _____

Address (your address): _____

I acknowledge receipt of this Workplace Health and Safety Handbook and I will undertake to make myself aware of and to understand the contents. I agree to abide by the conditions stated in this handbook and/or any other direction by Guardian VMI in relation to the Workplace Environment, Health, Safety and Welfare of persons in the workplace generally.

Employee's Signature: _____

Date: _____

Issuing Person's Signature: _____

Issuing person (print name): _____