



BAMSS

BRISBANE ALARM MONITORING SECURITY SERVICES

Safety Management System 2026

Brisbane Alarm Monitoring Security Systems (BAMSS)

WORK HEALTH AND SAFETY

OPERATIONAL PROCEDURES



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MO-001 INCIDENT REPORTING

1.0 PURPOSE

To detail a structured reporting process for accidents, incidents and near misses for Brisbane Alarm Monitoring Security Services Pty Ltd.

2.0 SCOPE

This procedure applies to all activities involving workers of Brisbane Alarm Monitoring Security Services Pty Ltd or persons working at the direction of Brisbane Alarm Monitoring Security Services Pty Ltd management and supervision (including subcontractors).

3.0 PROCEDURE

Hazards and safety issues are reported to the supervisor as soon as they are noticed so that the risks can be assessed and addressed as quickly as possible.

If an injury, or damage to equipment or property is likely then:

- does not proceed with work activities in that area
- all dangerous occurrences are reported
- an assessment by way of inspection and enquires, and an incident report is completed:
- where appropriate the Brisbane Alarm Monitoring Security Services Pty Ltd Supervisor or WHS Coordinator will conduct further investigations and under the direction of a senior manager and will consult persons and witnesses in the area. Corrective/Improvement action might then.
- All injuries are reported to the appropriate First Aid Officer on site, to the senior Brisbane Alarm Monitoring Security Services Pty Ltd site person, and to the client where applicable. Injuries are recorded in the Register of Injuries.

Verbal and written notification is provided to the client as agreed.

Note: If someone suffers an injury or illness where workers' compensation is, or may be, payable you must contact your insurer within 48 hours

3.1 MINOR FIRST AID INJURY

- Band-aid type cut, scratch, bruise or minor abrasion.
- Record results in the Injury Register.

3.2 FIRST AID INJURY

- Worker/Supervisor to complete Injury Report Form and forward to Supervisor and office for filing
- Supervisor to investigate the incident/accident using the Incident Investigation Report Form.

3.3 CLIENT / CUSTOMER NOTIFICATION

If a tender and/or contract requires that the client and/or customer (owner, principal contractor etc) is to be notified, Brisbane Alarm Monitoring Security Services Pty Ltd management /Supervisor will advise of the facts known to date (may be in the form of Incident/accident Report Form)

3.4 INJURY REGISTER

An Injury Register is maintained at the main office and at each project office (when established). All records are ultimately returned to the main office and are filed approximately in date order. The WHS Coordinator monitors the information and management reviews information that might facilitate performance improvement.

MO-002 NOTIFIABLE INCIDENT REPORTING

1.0 PURPOSE

To detail a structured reporting process for notifiable incidents for Brisbane Alarm Monitoring Security Services Pty Ltd.

2.0 SCOPE

This procedure applies to all activities involving workers of Brisbane Alarm Monitoring Security Services Pty Ltd or persons working at the direction of Brisbane Alarm Monitoring Security Services Pty Ltd management and supervision (including subcontractors).

3.0 DEFINITIONS

3.1 TYPES OF INCIDENTS THE SAFETY REGULATOR NEEDS TO BE NOTIFIED ABOUT (SECTION 35)

An incident is notifiable if it arises out of the conduct of a business or undertaking and results in the death, serious injury or serious illness of a person or involves a dangerous incident.

Irrespective of whether an incident is notifiable to the safety regulator, all incidents are captured and recorded by Brisbane Alarm Monitoring Security Services Pty Ltd

3.2 When is an injury or illness serious? (Section 36)

Serious injury or illness of a person is an injury or illness requiring the person to have:

- immediate treatment as an inpatient in a hospital
- immediate treatment for:
 - o the amputation of any part of their body
 - o a serious head injury
 - o a serious eye injury
 - o a serious burn
 - o the separation of their skin from an underlying tissue (such as de-gloving or scalping)
 - o a spinal injury
 - o the loss of a bodily function
 - o serious lacerations.
- medical treatment within 48 hours of exposure to a substance
- the following prescribed illnesses
 - o any infection to which the carrying out of work is a significant contributing factor, and the infection can be reliably attributable to carrying out work: with micro-organisms
 - o that involves providing treatment or care of a person
 - o that involves contact with human blood or body substances
 - o that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.
- the following occupational zoonoses contracted in the course of work involving the handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products:
 - o Q fever
 - o hendra virus
 - o anthrax
 - o avian influenza
 - o leptospirosis
 - o psittacosis
 - o brucellosis

3.3 DANGEROUS INCIDENTS (SECTION 37)

A dangerous incident is an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

- an uncontrolled escape, spillage or leakage of a substance
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurised substance
- electric shock

- the fall or release from a height of any plant, substance or thing
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or of any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel
- the interruption of the main system of ventilation in an underground excavation or tunnel.

4.0 PROCEDURE

Workers notify Brisbane Alarm Monitoring Security Services Pty Ltd of incidents, injuries and near-misses immediately so that the regulator can be notified at the earliest opportunity, as required below. It is also important so that Brisbane Alarm Monitoring Security Services Pty Ltd can ensure that the injury and impacts can be appropriately treated and the hazard can be secured and investigation and corrective actions can be addressed without delay.

The process of formal notifications resulting from an incident is detailed in flow presented below and specific requirements are listed above.

It is essential that the Return-To-Work Coordinator and other relevant staff, are notified as soon as possible of any injury requiring medical treatment so that the information can be passed on to the insurer within 48 hours.

The initial early notification of the injury to the insurer is important because the injury management process ensures that both treatment and the payment of weekly workers compensation benefits can begin without delay.

4.1 INCIDENT NOTIFICATION (SECTION 38)

Brisbane Alarm Monitoring Security Services Pty Ltd ensures that notification is made to the safety regulator immediately after becoming aware that a notifiable incident has occurred which arises out of its business or undertaking.

It is a statutory requirement that the safety regulator be provided with immediate notification of 'notifiable incidents'. This ensures that the safety regulator can address risks to health and safety promptly and enables investigation of deaths, serious injuries, illnesses or dangerous incidents in a timely manner.

Note: The duty to notify is not transferable, but more than one PCBU may concurrently have a duty to submit an incident notification to the safety regulator regarding the same safety incident. If the notifiable incident arises out of a particular PCBU's business or undertaking, that PCBU must notify the safety regulator, irrespective of whether the notifiable incident also arises out of the business or undertaking of another PCBU.

Although the duty to notify the safety regulator is one owed by Brisbane Alarm Monitoring Security Services Pty Ltd, the way in which Brisbane Alarm Monitoring Security Services Pty Ltd discharges this duty may involve arranging for another entity or person to submit notifications on behalf of Brisbane Alarm Monitoring Security Services Pty Ltd. For example this could be:

- the person with management or control of the workplace
- the supervisor of the injured worker
- any other person with identified responsibility to notify.

4.2 PRESERVING THE SITE (SECTION 39)

Brisbane Alarm Monitoring Security Services Pty Ltd ensures, so far as is reasonably practicable, that the site where the incident occurred is not disturbed (unless that disturbance is for a 'prescribed reason'), until a safety regulator inspector arrives at the site, or directs otherwise (whichever is earlier). The site includes any plant, substance, structure or thing associated with the notifiable incident. This duty is designed to preserve any evidence that may assist an inspector to determine the cause of the incident.

A 'prescribed reason' can include one of the following circumstances to take action for an incident site to be disturbed:

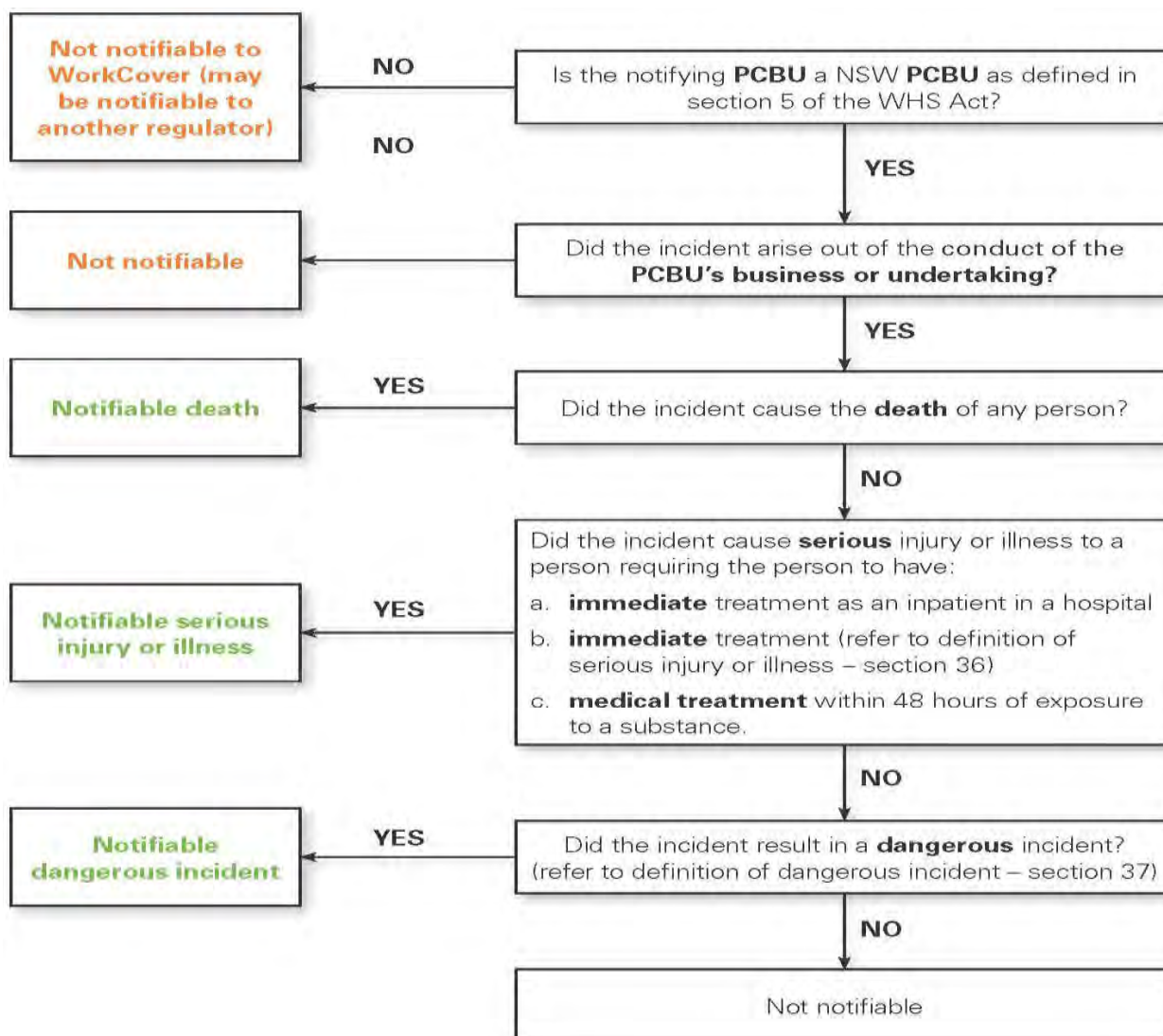
- to assist an injured person

- to remove a deceased person
- to make the site safe or to minimise the risk of a further notifiable incident
- to facilitate a police investigation
- a safety regulator inspector has given permission – a direction that a site may be disturbed may be given in person or by a telephone call.

The sooner the safety regulator is notified, the sooner the site can be released.

To release the site the regulator needs to give a direction. It is appropriate to contact the regulator after a reasonable time to check if the site can be released.

4.3 NOTIFICATION DECISION FLOWCHART



MO-003 INJURY MANAGEMENT

1.0 PURPOSE

To establish general guidelines, requirements and procedures for the management of worker's injuries while working in their employment scope of work.

2.0 SCOPE

This procedure applies to all workers employed on any worksite or facility under the control and/or management of any member of Brisbane Alarm Monitoring Security Services Pty Ltd.

This procedure will cover the injury management of Brisbane Alarm Monitoring Security Services Pty Ltd workers injured in the course of their employment, and who are able to return to work in a limited capacity prior to their being certified as fully fit.

3.0 PROCEDURE

Injury management is about ensuring the prompt, safe and durable return-to-work of an injured worker. It includes treatment of the injury, rehabilitation back to work, retraining into a new skill or new job, management of the workers compensation claim and the employment practices of an employer.

At this stage the all first aid issues, incident reporting and notifications and investigations will be in hand.

Everyone involved is required to cooperate and participate in injury management, including the insurance company, employer, injured worker, treating doctor and all treating practitioners.

The two key factors in reducing the effect of a workplace injury on both the injured worker and the company are early intervention and early return-to-work. Injury management aims to have injured workers back at work as quickly and safely as possible.

To achieve this, a number of systems are put into place either in preparation for or during the process of treatment, rehabilitation and return-to-work. These include:

- Allocation of the role of Return-To-Work Coordinator in the office
- Maintenance of Workers Compensation Insurance for all workers
- Early notification of incidents and establishing early communications with the injured worker, nominated treating doctor and insurer
- Establishment of a Return-to-Work Program communicated to all workers
- Early preparation of an Injury Management Plan (for significant injury) by the insurer for the rehabilitation of the injured worker
- Identification of Suitable Duties with the assistance of the supervisor / manager, Nominated Treating Doctor and rehabilitation provider
- Preparation of the Return-to-Work Plan by the company Return-To-Work Coordinator or in combination with the insurer, which identifies suitable duties and restrictions on work activities at the time of return-to-work.

Information, policy and procedures relating to the injury management functions at Brisbane Alarm Monitoring Security Services Pty Ltd are detailed below.

3.1 EMPLOYER

When there is an injury at work, the employer will:

- Arrange first aid and/or transport to medical treatment.
- Ensure that the hazard poses no further threat to other staff or non-staff.
- Managing the potential impact of a serious or violent incident on all workers:
 - o provide debriefing opportunities for workers
 - o provide counselling services if required
 - o continue to consult with workers as to how they are feeling.

- Send WHS Coordinator or supervisor / manager to site to undertake investigation recommend appropriate corrective action.
- Who to advise:
 - o notify WorkCover immediately on 1300 362 128 if there is a serious incident involving a fatality or serious injury to either a worker or non-worker at your workplace
 - o notify the workers compensation insurance company within 48 hours of an incident involving an injury or illness to a worker where workers compensation is or may be payable
 - o the insurer will require information as to dates and particulars of the injury and incident; names and contact details; injury, treatment and wages details of the worker; diagnosis, expected time off, capacity to return to work
 - o forward to the insurer, the WorkCover Medical Certificate, ongoing Medical Certificates, receipts and accounts for medical and other treatment.
- The Return-To-Work Coordinator is authorised and required to keep in touch with the injured worker, the Nominated Treating Doctor, other service providers and the Workers Compensation insurance company.
- Provide assistance if needed in processing workers compensation claims.
- When requested by an injured worker:
 - o provide, within 10 days, copies of medical reports in your possession o
 - o provide, within 28 days, wage information regarding:
 - o their award level
 - o gross annual earnings prior to the injury and
 - o gross earnings after the injury event of two workers who were comparable to the injured worker before the injury.
- Pay any compensation money received from the insurer, as soon as practicable, to the person entitled to the compensation or reimburse person who has already paid.
- Assist insurer in preparing the Injury Management Plan and assist in the return-to-work of the injured workers.
- Maintain contact with the injured worker, treating person/s and insurer with the view to securing an early return to work.
- Prepare an offer of suitable duties in the form of a Return-to-Work Plan, which is agreed and signed by the injured worker.

3.2 INJURED WORKER

When there is an injury at work, the injured worker must:

- Seek first aid and where appropriate medical attention.
- Notify the employer (usually their direct supervisor / manager) as soon as possible.
- Record their name, the date and cause of the injury in the employer's Register of Injuries.
- Comply with requests made by the insurer within seven days (this may include obtaining a WorkCover Medical Certificate or completing a claim form). The injured worker should keep copies of all documentation relating to their injury.
- Sign the WorkCover Medical Certificate (if one is required) to:
 - o indicate the doctor that has been chosen as the Nominated Treating Doctor, and
 - o permit the Nominated Treating Doctor to release information to the insurer and the employer to help with injury management.
- Participate and cooperate with the development and implementation of an Injury Management Plan.
- Follow the Injury Management Plan and the reasonable requests of the doctor, insurer and employer.

- Attend medical appointments as scheduled and make all efforts to return to work as soon as possible.
- Work with the Return-to-Work Coordinator to identify and agree to suitable duties so that early return to work is secured.

3.3 INSURER

When notified of an injury, the insurer must:

- Contact the injured worker and the employer within three days, and consult with all relevant parties including the Nominated Treating Doctor, to ensure that the injured worker receives necessary assistance to recover and return to work.
- Develop an Injury Management Plan for workers with a significant injury and cooperate with their obligations under the Injury Management Plan.
- Provide information regarding the claims process.
- Within seven days, decide whether to approve provisional weekly payments for up to a maximum of twelve weeks, and commence these payments (unless a reasonable excuse exists).
- Decide whether to approve provisional medical expenses and commence these payments.
- Notify the injured worker, in writing, about the amount and time period of the provisional payments, and the nature of the payments (ie, weekly payments, medical expenses, travel expenses or rehabilitation services)
- Decide whether the insurer or employer will pay the worker.

In relation to claims the insurer must:

- Decide whether the injured worker needs to complete a claim form, and assist the injured worker to complete the form.
- Inform the employer, within seven days, if a claim has been made and make a decision within 21 days about the ongoing liability of the claim before the end of the period of provisional liability.
- Provide the injured worker with contact details of the WorkCover Assistance Service, to facilitate communication of accurate information and prevent disputes.
- Provide the injured worker with a written explanation of a decision to decline the claim or any aspect of the claim, attaching all relevant reports and documents and contact details of the Workers Compensation Commission.

3.4 RETURN TO WORK COORDINATOR

We have appoint a Return-To-Work Coordinator to help injured workers to return to productive work and to liaise with the injured person, insurance, doctors, rehabilitation consultants, advisers and the supervisor / manager as appropriate.

Certain requirements for the Return-To-Work Coordinator are state specific:

Note: In QLD a Return to Work Co-ordinator needs to be appointed if the company wage bill is greater than 2600 times the QOTE (QLD average weekly income) . In this case the person so appointed will require WorkCover approved training.

3.5 RETURN-TO-WORK PLAN

The Return-to-Work Plan is the written, formal offer of Suitable Duties by the company to the injured worker. It is designed to make clear what the injured worker can and cannot do when they return to work, and when this will be reviewed. All relevant parties – the injured worker, supervisor / manager, Nominated Treating Doctor, Return-to-Work Coordinator and accredited rehabilitation provider (if applicable), must agree to the plan.

MO-004 INVESTIGATIONS

1.0 PURPOSE

To establish general guidelines, requirements and procedures for the investigation of worker's injuries while working in their employment scope of work.

2.0 SCOPE

This procedure applies to all workers employed on any worksite or facility under the control and/or management of any member of Brisbane Alarm Monitoring Security Services Pty Ltd

This procedure will cover the investigation procedure of Brisbane Alarm Monitoring Security Services Pty Ltd workers injured in the course of their employment, and who are able to return to work in a limited capacity prior to their being certified as fully fit.

3.0 PROCEDURE

Investigations are undertaken by the WHS/Environmental Coordinator and in collaboration with management and other persons involved (including workers, contractors, clients, witnesses and members of the public). The primary purpose of investigations is to establish the facts, undertake careful review and draw conclusions that may identify actions to prevent future occurrences. It involves an examination and collection of evidence at the work site and the operational activities leading up to the incident, as well as interviews with the people involved and review of records. The objective is prevention and improvement, rather than apportioning blame. The process applies equally to environmental and safety incidents or accidents.

The accurate recording and timely reporting of workplace incidents or accidents is considered to be a key element of an effective system of safety and environmental management. Reliable accident records and reports often provide critical information about the circumstances and causes of accidents and provide direction for appropriate mitigation or remedial measures.

It is appropriate to retain records of investigation, interview and discussion, outline of events leading up to the incident and review of response. Also retain sketches, photos, videos and other documents such as notifications and medical reports.

Key reporting proformas include:

A report of the outcomes of the investigation shall be provided to the client where required.

3.1 PURPOSE OF INVESTIGATION

- Determine the principal or key facts – WHAT happened. Principal facts are those that *must be present* for the accident to occur.
- Determine the contributing factors. These are factors that make the accident *more likely to occur*. With both principal facts and contributing factors, think in terms of *loss of control of damaging energy*.
- Identifying the controllable factors (**BEDS** - behaviour, environment, design and systems of work).
- Set priorities for prevention based on the effectiveness of particular controls.

Consideration needs to be given to the behavioural, environmental, design and systems of work factors contributing to the accident, and to the errors that may have occurred. These errors may have been made at the time of the accident or any time previously.

3.2 METHOD

- Investigate as soon as possible and keep an open mind.
- Emphasise that the purpose of the investigation is to determine the facts and the means of prevention. It is not a "witch hunt" to apportion fault or blame.
- Ask "how and why" questions – never assume. Phrase questions to avoid accusations – ie, ask "What happened?" rather than "What did you do?"
- Consider all possibilities – ie, multiple causes. Don't concentrate on just one "obvious" cause. There will always be more than one cause.

- Include in your questions – “Has it ever happened before?” and “What do you suggest for preventing a recurrence?”
- With the facts from the investigation duly assessed, management may determine who is accountable for the errors and systems failures that led to the accident but this must be closely linked to the preventative actions. This responsibility rests with management, not the Investigator.
- If assistance is needed, please ask.

3.3 INTERVIEWS

Interviews with all people involved, in particular any injured persons and witnesses, need to be done as soon as possible – “before the dust settles”. These must be done tactfully remembering that people may be distressed about what has happened. Privacy, understanding and patience are essential.

3.4 STATEMENTS

Statements should always be taken from the people involved but particularly any injured persons and witnesses. These should be typed and signed as soon as possible – while facts are still fresh in people's minds.

3.5 PHOTOGRAPHS

Photographs should be taken to illustrate as many aspects of the circumstances as possible. Additionally, sketches should be done and measurements taken where necessary. These types of records may well be vital in the future as people's memories can fade.

3.6 PREVENTION

The main principles of prevention are:

- **Elimination** of a hazard – don't do that job.
- **Substitution** – do it another way not involving the danger.
- **Seperation** – separate the people from the damaging energy in time or distance.
- **Engineering** – limit or control the exposure.
- **Administration** – how you go about doing the job.
- **Personal Protective Equipment** – the last resort when other controls aren't as effective as you need.

Engineering controls *that minimise reliance on human behaviour* are preferred.

Pursue the concept of SAFE WORK PROCESSES with appropriate combinations of these control measures.

On the “shop-floor” basis, control is usually directed into the areas of:

- Behaviour – what people do or don't do. Their “acts and omissions”. This is not restricted to any injured persons. Pranks, skylarking, horseplay and other unsafe behaviour is prohibited.
- Environmental – all the things, both good and bad, that make up the working environment. Eg, housekeeping, lighting, floors, drains, access, passage ways, forklifts, machine guards, signs, noise and dust.
- Systems of Work – how the people go about what they do. Standard operating procedures, work method statements, supervision and training.

Control of design factors can be influenced from the shop floor, but our immediate efforts will generally be directed towards the three areas above and these may be reflected in revisions to policy and procedures.

This is not to play down the solutions from design changes. This is one of surest ways to prevent a recurrence and your input as a user is of great importance.

- Having determined as many principal facts and contributing factors as possible, (behaviour, environment, design and systems of work) identify the ones you can control. Consider these from both short-term and long-term action plans.
- Apply the Risk Management process and set your priorities for control of a particular hazard on that analysis and the cost effectiveness of each control including when you can do it.

- Want an extremely valuable and low cost tool for accident prevention? Try this – identify your NEAR HITS – those incidents that cause no real damage or injury but COULD DO if it happens again. You need to get your people to tell you about these types of incidents – they are like a red warning light in your car for low oil pressure – ignore it, and serious damage is not far away – respond to it and prevent that damage.

Near Hits are the warnings that there is something wrong with the management systems – they come cheap but the accident or damage that lurks behind them may well not be. You specially need to identify and act on near hits that have a high possibility for injury or damage.

This is a part of proactive accident prevention – the very best kind.

3.7 FOLLOW UP THE ACTION PLANS

Action plans have 5 ingredients:

- What is going to be done.
- Who is responsible for completion.
- When it will be complete.
- Follow up.
- Records.

Note that supervisors and managers cannot discharge their legal and moral responsibilities simply by issuing a memo, which instructs people to be careful – you have to nail down these 5 things and make them happen.

Remember that the WHS Act imposes a Duty of Care and you have to be able to show “Due Diligence”. While part of that are the records of actions completed after an incident, you are expected to examine the work areas for which you are responsible to identify hazards before they cause a problem, assess the risks from the hazards and implement effective controls. Consultation with the people involved is vital.

MO-005 FIRST AID MANAGEMENT

1.0 PURPOSE

To ensure the provision of First aid officers and First aid kits is adequate for the workplace.

2.0 SCOPE

This procedure applies to all activities involving workers of Brisbane Alarm Monitoring Security Services Pty Ltd or persons working at the direction of Brisbane Alarm Monitoring Security Services Pty Ltd management and supervision (including subcontractors).

3.0 DEFINITIONS

‘construction site’ means the site of construction work.

‘trained first aid persons’ means:

- o a person who holds a current first aid certificate issued after successful completion of a WorkCover approved first aid course, or
- o a person who holds a current occupational first aid certificate issued after successful completion of a WorkCover approved occupational first aid course, or
- o a level 3 or greater Queensland ambulance officer, or
- o a registered nurse, or
- o a medical practitioner.

4.0 PROCEDURE

Brisbane Alarm Monitoring Security Services Pty Ltd ensures that the nature, number and location of the first aid facilities and workers are adequate for the immediate treatment of injuries and illnesses that may arise at the place of work are available for use. This takes into account the location of the place of work, the number of workers at a particular location and the type of work being undertaken.

An employer must provide at each place of work:

- first aid facilities that are adequate for the immediate treatment of injuries and illnesses that may arise at the place of work, and
- if more than 25 persons are employed at a place of work—trained first aid workers.

An employer must have regard to the location of the place of work, the number of workers at a particular location and the type of work being undertaken in determining the nature, number and location of the first aid facilities and the number of trained first aid workers that are required.

An employer must ensure that the first aid facilities at the following sites or places include a first aid kit of the type specified opposite the description of the site or place:

Construction sites at which 25 or more persons work or other places of work at which 100 or more persons work	First Aid Kit A
Construction sites at which fewer than 25 persons work or other places of work at which fewer than 100 and more than 10 persons work	First Aid Kit B
Places of work (other than construction sites) at which 10 or fewer persons work	First Aid Kit C

TABLE - MAKE-UP OF FIRST AID KIT

ITEMS	A	B	C
Adhesive plastic dressing strips, sterile, packets of 50	2	1	1
Adhesive dressing tape, 2.5 cm 5 cm	1	1	—
Bags, plastic, for amputated parts:			
Small	2	1	1
Medium	2	1	1
Large	2	1	—
Dressings, non-adherent, sterile, 7.5 cm 7.5 cm	5	2	—
Eye pads, sterile	5	2	—
Gauze bandages:			
5 cm	3	1	1
10 cm	3	1	—
Gloves, disposable, single	10	4	2
Rescue blanket, silver space	1	1	—
Safety pins, packets	1	1	1
Scissors, blunt/short nosed, minimum length 12.5 cm	1	1	—
Splinter forceps	1	1	—
Sterile eyewash solution, 10 ml single use ampules or sachets	12	6	—
Swabs, prepacked, antiseptic, packs of 10	1	1	—
Triangular bandages, minimum 90 cm	8	4	1
Wound dressings, sterile, non-medicated, large	10	3	1
First-aid pamphlet as approved by WorkCover	1	1	1

An employer must ensure that the first aid kit at any place of work at which more than 25 persons are employed is under the control of trained first aid persons.

An employer must ensure that the first aid facilities at a place of work at which more than 200 persons work, or at a construction site at which more than 100 persons work, include a first aid room that:

- is under the control of a person described in the following:
- is located so that it is readily accessible during working hours to persons working at the place of work or site, and
- is situated at a convenient distance from:
 - o toilets, and
 - o a sink or a wash basin equipped with suitable drainage and a supply of clean hot and cold running water, and
 - o a means of boiling water, and
- has an access door that is wide enough to allow the entry and exit of a patient on a stretcher, and
- is well lit and well ventilated, and
- contains the following:
 - o a work bench or a dressing trolley,
 - o a cupboard for storage,
 - o a suitable container fitted with a disposable bag or liner for soiled dressings,

- o a suitable container for the safe disposal of needles or other sharp implements,
- o an electric power point,
- o a couch with blankets and pillows,
- o a telephone,
- o a stretcher, lifting frame or similar device for transporting patients,
- o a sufficient supply of soap and disposable towels,
- o a copy of the current edition of an occupational first aid handbook approved by WorkCover,
- o the items specified in First Aid Kit A, in quantities not less than those so specified,
- o a portable first aid kit for use outside the first aid room, being a kit that contains the items specified in First Aid Kit B, in quantities not less than those so specified,
- o such special appliances, requisites and equipment for first aid as are otherwise required by law or as are necessary or appropriate having regard to the nature of the work undertaken at the place of work or site, and
- does not contain anything except equipment, requisites or appliances for first aid or occupational health purposes, and
- is not used for any purpose other than for first aid or occupational health purposes.

Note. A register of injuries is required to be kept under the Workplace Injury Management and Workers Compensation Act 1998.

4.1 STANDARD FACILITIES

Brisbane Alarm Monitoring Security Services Pty Ltd ensures that first aid facilities that are adequate for the immediate treatment of injuries and illnesses that may arise at the place of work are available for use.

Where there is a electric shock, burns or other serious injury it is appropriate to transport the injured worker to the preferred treating doctor or hospital at the earliest instant.

To call for an emergency ambulance dial 000.

A First Aid Kit (Type B) is to be located in a readily accessible location in the office and in each work vehicle. Type B is suitable for general work places with fewer than 100 people and any **construction sites with fewer than 25 people**. Because of the definition of construction, most electrical work falls into that category so Type B kits are generally appropriate.

4.2 RESUSCITATION – DRS ABCD

A sound routine is DRS ABCD is summarised below.

Recent changes are the increased emphasis on compressions in CPR and the addition of D (for “defibrillate”), which should be undertaken where an AED is available.

- **Dangers**
First check dangers to yourself, workmates and the casualty. Don’t panic, warn others, call for help and act only when it is safe to do so to eliminate the danger. This may involve electrical rescue. Call 000 for an ambulance.
- **Response**
Check the casualty for response by gently shaking, shout and call out their name. If no response commence ABCD.
- **Send for help**
Call 000 for an ambulance or ask another person to make the call
- **Airway**
If the casualty is unconscious, check that their airway is not blocked and place them in a stable sideways position.
- **Breathing**

Check for breathing, look, listen and feel. If not breathing commence EAR (mouth-to-mouth) immediately by giving 2 full breaths quickly within 2 seconds.

- **CPR**

If the casualty is not breathing, check also to see if they have a heartbeat (pulse). If no pulse, give CPR, which combines mouth-to-mouth with heart compression. The standard CPR cycle is 2 breaths + 30 compressions, with about 100 compressions a minute.

- **Defibrillate**

Attach AED (Automated External Defibrillator) as soon as available and follow the prompts.

When required CPR should be commenced as soon as possible and continued until qualified persons arrive or signs of life return.

Although there are several possible causes for persons being unconscious at work, electric shock is among the more common causes, and CPR is the usual first treatment. In the case of electric shock, it is essential to check for danger and preferable to remove the cause from the casualty, rather than the casualty from the cause, before commencing treatment.

Call for an ambulance as soon as possible and regardless of cause or condition, all casualties must be referred for medical examination.

TABLE - RESUSCITATION SUMMARY CHART

Action	Adult and older child	Child 1 to 8 years	Baby up to 1 year
Head tilt	Maximum	Minimum	None
Initial breaths	2 full breaths	2 small breaths	2 puffs
Duration of breaths	1 second		
Chest pressure	2 hands	1-2 hands	2 fingers
Depth of compression	1/3 depth of chest		
Compression rate	100 per minute		
Compression point	Middle of the chest		
Compressions to breaths	30 : 2		

resuscitation

In an emergency call **triple zero (000)** for an ambulance



D DANGER
Ensure the area is safe for yourself, others and the patient
↓

R RESPONSE
Check for response—ask name—squeeze shoulders
No response **Response**
↓ Make comfortable
Monitor response



S SEND for help
Call triple zero (000) for an ambulance
or ask another person to make the call
↓

A AIRWAY
Open mouth—if foreign material present
Place in recovery position
Clear airway with fingers
↓



B BREATHING
Check for breathing—look, listen, feel
Not normal breathing **Normal breathing**
Start CPR Place in recovery position
↓ Monitor breathing



C CPR
Start CPR—30 chest compressions : 2 breaths
Continue CPR until help arrives
or patient recovers
↓



D DEFIBRILLATION
Apply defibrillator if available
and follow voice prompts



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4.3 HIV AND BLOOD BORN INFECTIONS

Typical blood born diseases are HIV / AIDS (that damages the body's immune system) and hepatitis (a disease of the liver). Hepatitis B and C is a viral infection that can be found in the body fluids and is transmitted through direct contact with the source infection in any of the body fluids in the same manner as HIV.

HIV is infectious, but not contagious and an worker is not obliged to advise of their HIV / AIDS status, unless their work poses a risk to others.

In providing aid, your risks are low but take standard precautions. If a person is bleeding stop the flow of blood and get the person to an aid station straight away. Wear gloves and use only disposable materials for clean up the blood and quarantine the area for subsequent disinfection. Wash any skin exposed to blood and report all blood-related incidents to the supervisor for through clean up and follow-up.

4.4 POISONING

In the event of poisoning refer to the Safety Data Sheet (SDS) for first aid and contact the Poison Information Centre on 13 11 26 for advice.

MO-006 RISK MANAGEMENT

1.0 PURPOSE

To identify methodologies for hazard identification, risk assessment and risk control, based on our operational experience and commitment to eliminate adverse impacts such as workplace illness and injury

2.0 SCOPE

This procedure applies to all activities undertaken by workers under the control and or management of Brisbane Alarm Monitoring Security Services Pty Ltd and to any person working at the direction of the company in relation to the company's activities.

3.0 PROCEDURE

Brisbane Alarm Monitoring Security Services Pty Ltd has developed methodologies for hazard identification, risk assessment and risk control, based on our operational experience and commitment to eliminate adverse impacts such as workplace illness and injury. Where this is not reasonably practicable we endeavour to minimise the hazard such that possible impacts are tolerable. Our methodologies are reviewed annually to ensure they are kept up-to-date.

Documented procedures are in place to ensure that:

- a) hazards are identified;
- b) risks are assessed;
- c) risks are controlled; and then
- d) steps (a) to (c) are evaluated.

3.1 PLANNING

Because work is potentially on or near electrical installations it can be considered as high risk and as such it is appropriate to undertake a documented risk assessment prior to commencement. This may well call up Safe Work Method Statements that are based on industry and company experience and includes those activities, products and services over which the company has control or influence, including contractors and suppliers.

The following provides the methodology, processes and procedures for risk assessment from job commencement.

3.2 THE APPLICATION OF HAZARD IDENTIFICATION AND RISK ASSESSMENT (HRA)

The HRA is otherwise known by many names including JSA (Job Safety Analysis), pre-start form and risk assessment. It also takes many forms but basically facilitates the six steps of risk management identified in above and is usually aided with a checklist to prompt consideration of issues.

To simplify the task, generic risk assessments may be used. Generic risk assessments are assessments covering more than one location or circumstance. WHS legislation requires that risk assessments may be used for similar work in several locations or circumstances, where the hazards and risks are comparable, so long as the applicability has been checked for each place or circumstance. The skills, training, experience and needs of individual electrical workers also need to be identified.

It is important to note that live work has serious risks and our *No Live Work Policy* must be observed. There are special procedural requirements for live work including approvals from management and client, appropriate skills training, tools, PPE, approvals and emergency preparedness, and also including the use of observers who is competent in their role and in electrical rescue and resuscitation.

3.3 HAZARD IDENTIFICATION

Brisbane Alarm Monitoring Security Services Pty Ltd ensure that the identification of hazards in the workplace take into account:

- the situation or events or combination of circumstances that has the potential to give rise to injury or illness;
- the nature of potential injury or illness relevant to the activity, product or service; and

- past injuries, incidents and illnesses.

The identification process also includes consideration of:

- the way work is organised, managed, carried out and any changes that occur in this;
- the design of workplaces, work processes, materials, plant and equipment;
- the fabrication, installation and commissioning and handling and disposal (of materials, workplaces, plant and equipment);
- the purchasing of goods and services;
- the contracting and subcontracting of plant, equipment, services and labour, including contract specification and responsibilities to and by contractors; and
- the inspection, maintenance, testing, repair and replacement (of plant and equipment).

3.4 ASSESSMENT THE RISKS

For each hazard identified we assess the likelihood and consequence, and compute a risk class using the Risk Matrix. The risk class is categorised as 1 to 6:

- High,
- Medium,
- Low
- Minimal

Likelihood - combination of length of time and frequency of exposure

Consequence of any injury or illness that may occur.

This will indicate how serious the exposure each source of hazard is. When doing this, review any available health and safety information related to the hazard, and identify the factors contributing to the risk.

Examples of issues to consider are:

- the sources of low voltage exposure;
- the nature of work undertaken;
- the work practices in use;
- the type of plant, machinery and equipment to be used;
- the premises and working environment including their layout or condition;
- the number of people involved and their individual needs;
- the capability, skill, experience and age of people doing the work; and
- foreseeable abnormal conditions.

To prioritise the work on reducing risks, it may be appropriate to make a list of the potential injuries and diseases that can occur, and list them from the most to the least serious. For example, from death by electrocution and falls from ladders, through to minor abrasions. The most serious risks are the ones that should be dealt with first.

3.5 ELIMINATION OR CONTROL OF RISKS

Elimination or control of risks involves using what is termed the “hierarchy of control”.

3.5.1 Hierarchy of risk controls

Wherever possible the risk control measure applied should eliminate the hazard.

If it is not reasonably practicable to eliminate the hazard, then the risk associated with the hazard must be controlled so the risk of harm is reduced to the lowest possible or tolerable level using the following hierarchy (which is listed from Best to Worst):

- **Eliminate**
Remove the hazard, task or action altogether by application of alternative method is the first priority
- **Substitution**
Use alternative materials or products, e.g. insulated tools or battery drill
- **Separation**
Guards on power tools, enclosures, barriers and edge protection
- **Engineering**

Design, automation, isolation, containment or limitation, e.g. RCDs

- **Administration**

Policy, procedures, safe work practices, signage and training

- **PPE**

Never the first line of defence (except possibly in emergency) but always useful as a precautionary measure.

It is normal to use a combination of control measures to reduce the risks associated with a serious hazard to a tolerable level. It should be noted that the nature and duration of a given task might be cause to amend the specific controls from job to job and location to location on a project, e.g. in relation to fatigue.

3.6 MONITOR, REVIEW AND EVALUATION

The WHS Regulation requires employers to review risk assessments and measures adopted to control risks.

Risk management is an ongoing process.

It is a pivotal part of overall business management strategy, and just like other business activities the results must be measured, checked and reviewed. To ensure that work stays safe, an employer must review the risk assessments undertaken. This will occur whenever:

- there is evidence that the risk assessment is no longer valid;
- change in work environment or conditions;
- an accident or incident occurs;
- an injury or illness occurs; or
- a change is planned to the place of work, work practices, or work procedures.

The findings of review are evaluated and where appropriate may be incorporated into SWMS, safe working procedures or into the checklist associated with the Hazard Risk Assessment. The process of identification, assessment and control must be repeated whenever circumstances change. Where a system of work is updated, workers affected by the change must be consulted and informed of new requirements. This is part of a continuous improvement process, which is fundamental in ensuring health and safety is maintained.

Brisbane Alarm Monitoring Security Services Pty Ltd monitors and measures the key characteristics of the organisation's operations and activities that can cause illness and injury. The four key concerns identified from available industry records are:

- Electric shocks
- Arc and flash burns
- Falls from heights
- Manual handling

Every endeavour is made to address these matters in our SWMSs. The measures identified in the SWMSs are evaluated and any incident processed through the incident investigation process.

Where equipment is required for monitoring and measurement related to health and safety or environmental risks, a specialist is called in or it is hired for the purpose and a report repaired. All monitoring equipment held by the organisation is maintained and stored in suitable repair and calibration.

3.7 PROVISION OF INFORMATION TO WORKERS

Various sources of information have been identified in the risk assessment process. Relevant information should be communicated to the workers so the process of risk assessment can be ongoing thought the task cycle. The Hazard Risk Assessment, the SWMSs, NECA Red Book and SDSs are key to this process.

Other tool may be Toolbox Talks for workers or the provision of signage warning of hazards e.g. noise, and appropriate use of PPE and the use of flyers, posters, and notice boards to communicate to a broader audience.

3.8 WORKER SIGN-OFF

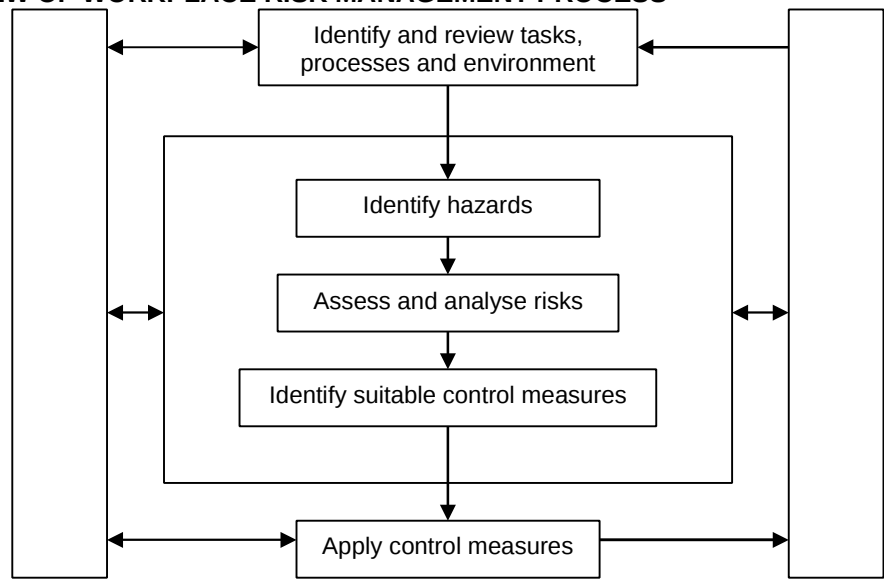
Where the worksite is new or the work is not a normal routine or where the worker is new or a less than experienced apprentice; the risk assessment should be documented and a physical sign-off should occur.

The supervisor will consult with the others in the work party in relation to the risk assessment by way of induction, Toolbox Talks and general consultation. The purpose is to communicate requirements and relevant data and other information as well as identify individual needs, input and suggestions and the site is safe in relation to foreseeable issues identifies.

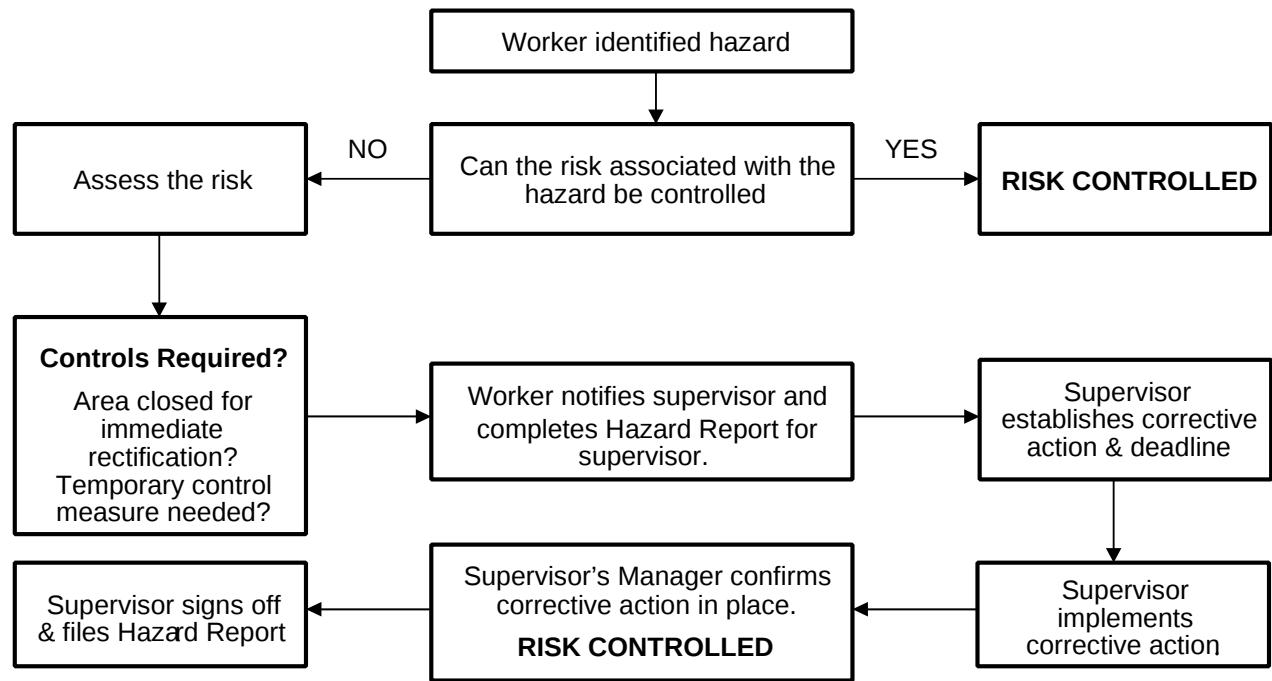
Work will not proceed until there is a reviewed and “sign-off” of a documented risk assessment by the supervisor (or appropriately qualified person) and each person doing the work. The review will verify that the supervisor has provided appropriate information and workers understand and are capable and committed to implement the risk controls required to carry out the work safely.

- The identified risk control measure/s are designed to eliminate the risk (wherever possible) or otherwise minimise to a tolerable level.
- The persons responsible for ensuring the risk Control Measures are in place are the electrical supervisor / worker doing the job.
- All workers are authorised and expected to stop work and immediately notify their supervisor if a task carries an unacceptable level of risk.

3.9 OVERVIEW OF WORKPLACE RISK MANAGEMENT PROCESS



4.0 HAZARD REPORTING



MO-007 CORRECTIVE ACTION

1.0 PURPOSE

To advise Contractors, Sub Contractors and sole traders of corrective action required to rectify any unsafe work condition, plant, materials or work practice at the workplace which creates a hazard or is non compliant to Statutory requirements.

2.0 SCOPE

This procedure applies to all activities undertaken by workers under the control and or management of Brisbane Alarm Monitoring Security Services Pty Ltd, their Project partner/s, contractors/s or their subcontractor/s and to any person/s working at the direction of the controlling company in relation to the company's activities whilst on a Brisbane Alarm Monitoring Security Services Pty Ltd site.

3.0 PROCEDURE

3.1 WORKPLACE CONDITIONS

- The hazardous condition shall be rectified immediately.
- If unable to do so, the hazard shall then be isolated, signposted and area secured to warn other workers of the danger.
- The Brisbane Alarm Monitoring Security Services Pty Ltd representative will notify the Supervisor and Site Manager and complete the Corrective Action form outlining the hazard and control measures required and forward a copy the Contractor. As soon as practicable, the hazardous condition/non conformance shall then be rectified with in the time frame identified on the corrective action form by the Contractor.
- If the issue cannot be resolved by joint consultation or the Contractor refuses to comply with the Corrective Actions requested, Brisbane Alarm Monitoring Security Services Pty Ltd corporate management will be notified by the Site Manager.
- If the Contractor refuses to comply with the Corrective Actions requested, Brisbane Alarm Monitoring Security Services Pty Ltd corporate management shall seek the assistance of the relevant statutory authority.

3.2 WORK PROCEDURES

- If the issue involves an immediate risk to health or safety, that work shall cease immediately until the issue is resolved and corrected.
- The Corrective Action form will be completed by the Brisbane Alarm Monitoring Security Services Pty Ltd representative and a copy provided to the Contractor with the control measures required to meet compliance requirements.
- The work procedures shall be reviewed by the Brisbane Alarm Monitoring Security Services Pty Ltd Site Manager, Site Supervisor, Representative and the Contractor, with the view that the issue is to be resolved by joint consultation in the time frame outlined in the Corrective Action form.
- If the issue cannot be resolved by joint consultation or the Contractor refuses to alter the work practice or comply with the Corrective Actions requested, Brisbane Alarm Monitoring Security Services Pty Ltd corporate management will be notified by the Site Manager.
- If the Contractor refuses to alter the work practice or comply with the Corrective Actions requested, Brisbane Alarm Monitoring Security Services Pty Ltd corporate management shall seek the assistance of the relevant statutory authority.

3.3 CORRECTIVE ACTION PROCESS STEPS

- All hazards shall be reviewed at the commencement of work on site or project by the Brisbane Alarm Monitoring Security Services Pty Ltd representative with utilisation of the Risk Management Procedure.
- Where the contractor is found to have unsafe work practices, conditions or procedures, the hazards will be itemised with recommended control measures on the Corrective Action form.

- A copy of the Corrective Action form will be provided to the Contractor with time frames to rectify the item/s listed.
- When the Corrective Action controls have been implemented by the Contractor the Brisbane Alarm Monitoring Security Services Pty Ltd representative will re assess the condition or work practice and if compliant sign them off on the form.
- A copy of the form with all items signed off will be provided to the Contractor and filed by the Brisbane Alarm Monitoring Security Services Pty Ltd representative.

3.4 CONTRACTOR RISK MANAGEMENT

For ongoing and continual monitoring of risk identification & management, Brisbane Alarm Monitoring Security Services Pty Ltd will conduct regular audits of Contractors whilst work takes place on their site. The following process shall identify, quantify, manage hazards and control risks in the workplace.

- Identify Risks: Identify what, why & how risks can arise as the basis for initial & ongoing analysis.
- Analyse Risks: Identify the existing controls & analyse in terms of likelihood and consequence against these current controls.
- Assess & Prioritise Risks: Compare the current levels of risk against pre-established criteria. Rate the risks in order of management priority.
- Treat, Manage, Control Risks: Monitor low priority risks. For all other levels of risks, document them on the Corrective Action form.
- Monitor & Review all Risks: Monitor & review the performance of the risk management systems, risk register for any changes which may affect the risks identified & under management.

It is the responsibility of all workers upon identifying hazards or risks in the workplace to implement both the Hazard identification, Risk control & management processes.

3.5 COMMUNICATION

As all hazards are progressively;

- Identified
- Analysed
- Managed or controlled

The documented information is to be communicated by the following methods;

- As part of induction content
- Safety Meetings
- Toolbox talk sessions
- Posted on relevant notice boards
- Management meetings and briefings.

3.6 MONITOR & REVIEW

The monitor & review process is to become a mandatory item at all of the following;

- Management meetings
- Safety meetings
- Contractor/Brisbane Alarm Monitoring Security Services Pty Ltd meetings
- Site inductions
- System review meetings.

MO-008 EMERGENCY PREPAREDNESS AND RESPONSE

1.0 PURPOSE

To detail response plans and outline responsibilities in the event of an emergency situation.

Any such response is intended to:

- Minimise injury to workers.
- Minimise damage to property.
- Facilitate recovery to normal operations following an emergency situation.

2.0 SCOPE

This procedure applies to Brisbane Alarm Monitoring Security Services Pty Ltd - and covers events that threaten life, property or the environment.

This would include (but not be limited to) fire, explosion, chemical spill, gas leak, serious or multiple injuries, civil disturbances, bomb threat or natural disaster.

3.0 DEFINITIONS

An emergency, in its broader sense, is any event that arises internally, or from external sources, which may adversely affect persons, property, the environment or the community generally, and which requires an immediate response.

4.0 PROCEDURE

4.1 EMERGENCY PREPAREDNESS AT CLIENT WORK SITES

On client sites and without other arrangement, the senior site person assumes the role of Warden.

Upon first arrival at the client site the Warden identifies potential emergency situations and confirms adequacy of facilities, including First Aid equipment and workers, fire systems and Portable Fire Extinguishers and Alarm Systems and established Evacuation Procedures and Plans, clear access and exits, etc.

Where necessary or required by contract Brisbane Alarm Monitoring Security Services Pty Ltd will assess risks and requirements and identify, prepare and provide workers, equipment and procedures appropriate for the site. All workers under the control of Brisbane Alarm Monitoring Security Services Pty Ltd are briefed regarding site emergency and procedures as part of their induction.

The following topics cover foreseeable potential issues as well as address the operational premises of Brisbane Alarm Monitoring Security Services Pty Ltd. A number of components are relevant to the operations and emergency preparedness on the client site.

4.2 EMERGENCY WARDEN

The Emergency Warden for the main office is the Administration Manager or in their absence the most senior supervisor or their delegate. The Warden may appoint assistants as required.

The response to an emergency may vary and it is for the Emergency Warden to instruct occupants of appropriate actions. The following information details preparation and outlines the response procedures for the office and associated facilities.

4.3 EMERGENCY PREPAREDNESS

To facilitate an immediate response, potential external and internal hazards have been identified and assessed and a plan prepared. The plan and layout map is displayed prominently to instruct all persons of the following:

- The alarm signal for evacuation
- The correct way to exit
- What you should and should not do
- The safety assembly point
- The workers in charge of emergencies
- Contacts for emergency and rescue services

An evacuation diagram shows the location of emergency exits, equipment (such as fire hose reels, blankets and extinguishers, first aid kits, spill clean-up kits and breathing apparatus). Appropriate equipment is provided on site and this equipment is routinely checked and designated workers are provided with information and trained in their selection, use and operation. Note that layflat hoses require special training.

Key potential hazards are:

- Fire
- Weather and other natural disasters
- Bomb threats
- Trapping
- Utility breaks (gas, water or electricity)

4.4 EMERGENCY RESPONSE

There are four essential steps in any response, which in most cases will be initiated concurrently:

- Life safety
- Call for emergency and rescue services, as appropriate
- Evacuation of the affected area
- Bring the danger under control

Each of these response actions is discussed below. If the casualty requires hospitalisation, the appropriate management person will contact next of kin and advise details.

4.5 LIFE SAFETY

Ensuring the immediate safety of anyone within the facility takes precedence over property/asset protection. Call for first aid assistance and remove workers and yourself from immediate danger, if necessary, however it is often better not to move the casualty until an ambulance arrives.

4.6 CALL FOR EMERGENCY AND RESCUE SERVICES

Rapid response is achieved through early notice. The following lists of emergency contact numbers:

Police	000
Ambulance	000
Fire	000
Treating Doctor	
Local General Hospital	
Eye Hospital/Ophthalmologist	
Local Police Station	
Local Ambulance - Non Emergency Transport	
From a mobile service	112

Local Taxi Service (Localcabs)	12345
Dial before you dig	1100

Note: Dial 000 or on mobiles you use 112, as it will assure the strongest signal.

4.7 EVACUATION OF THE AFFECTED AREA

The alarm signal for evacuation is by voice with words to the effect "Evacuate the building" or "All those not assisting should move out of the building now".

Egress routes are identified by emergency exit signs and are marked on the evacuation diagram along with the designated assembly point.

4.8 BRING THE DANGER UNDER CONTROL

In so far as it is safe to do so, attempt to isolate the source of energy and quell the ongoing occurrence.

- CO₂ fire extinguishers are used in the case of liquid, oil or electrical fires.
- Dry chemical fire extinguishers are used in the case of paper and wood fires.

Immediately it becomes obvious that there are unnecessary hazards associated attempts to control the occurrence, all occupants should withdraw, closing but not locking doors behind them.

4.9 EMERGENCY PROCEDURES AT WORK SITES

The Project/Service Manager ensures that where the client or principal contractor has developed site-specific emergency procedures, workers are informed through the induction process. In the absence of client emergency procedures, the Project Manager develops and implements procedures and ensures all workers and subcontractors are made aware through induction and signage. Emergency service phone numbers are available at a convenient phone location.

5.0 FIRE PRECAUTIONS AND PREVENTION

Fire extinguishers are provided on site where there is a risk of fire. The electrical supervisor ensures that:

- Fire extinguishers are serviced in accordance with Australian Standard AS1851.1: Maintenance of Fire Protection Equipment - Part 1 and have a compliance date appropriately identified on the unit.
- Fire extinguishers are charged and a clear access is provided to them at all times.
- Fire extinguishers or fire hose reels are located close to site amenities.
- Fire extinguishers are located no more than 10m apart in accommodation areas.
- Additional fire extinguishers are located adjacent to flammable materials and storage.
- Mobile plant is fitted with an appropriate fire extinguisher.
- Combustible materials are not accumulating in work areas.
- Adequate number and type of fire extinguishers are provided in areas of high risk work, such as hot work.
- Workers carrying out hot work are trained in the use of that extinguisher.

If a fire is detected, immediately raise the alarm, and only if it is safe to do so, use the appropriate fire extinguisher.

Make yourself familiar with the location of fire extinguishers, fire hydrants/hoses and exits in your workplace, and know which type to use and how to operate them. Take used, or partly used fire extinguishers to your Team Leader for replacement or recharging. Keep access to fire fighting equipment and alarms clear. Make sure you know what the alarm sound is and what evacuation procedure to follow.

TABLE - SUITABILITY OF USE OF PORTABLE FIRE EXTINGUISHERS

Type of extinguisher		Type of fire					Comment
Extinguisher	Description (Colour of band on red body)	Class A Paper wood textile, etc	Class B Petrol kerosene paints	Class C Flammable gases	Class E Live electrical equipment	Class F Cooking oil fat, etc	
Water	Red	Yes	No	No	No	No	Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fats fires.
Foam	Blue	Yes	Yes	No	No	Limited	Dangerous if used on energised electrical equipment.
Dry chemical (ABE)	White	Yes	Yes	Yes	Yes	No	Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capabilities are different.
Dry chemical (BE)	White	No	Yes	Yes	Yes	Limited	
Carbon dioxide CO ₂	Black	Limited	Limited	Limited	Yes (preferred)	Limited	Not suitable for outdoor use.

Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it may have a limited extinguishing capability.

Electrical Fires:

- **CO₂ is the preferred type because it evaporates and leaves a minimum of residue.**
- **Never use Water, Wet Chemical or Foam on electrical fires – if possible turn the power off first.**

5.1 PROCEDURE FOR USE OF PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers are for small fires only – don't endanger yourself when using them.

- Select and confirm that the extinguisher is suitable for use on the type of fire (see table above).
- Pull the pin or release any other locking device.
- Aim low, pointing the extinguisher nozzle at the base of the fire.
- Squeeze the handle to release the extinguishing agent.
- Sweep from side at the base of the fire until the fire is extinguished.

Following use of an extinguisher you should arrange to have it recharged immediately.

5.2 ELECTRIC SHOCK

In the case of electric shock, it is urgent that the casualty be disconnected from the electrical source. It is preferable to remove the cause from the casualty, rather than the casualty from the cause and it is essential to check for danger, before commencing treatment.

Although there are several possible causes for persons being unconscious at work, electric shock is among the more common causes, and Cardio-Pulmonary Resuscitation (CPR) is the usual first treatment.

A casualty may also receive significant burns and these may be internal and greater than they appear on the surface. Cool the surface burns with clean water for an extended period (typically up to 30 minutes) and cover burns with non-stick dressing.

5.3 REVIEW AND PERIODIC TEST OF EMERGENCY PREPAREDNESS AND RESPONSE

The emergency preparedness and response procedures are reviewed after the occurrence of an incident or emergency situation. The relevant processes involved in emergency preparedness and response are also reviewed and tested annually for effectiveness and a record maintained.

5.4 FIRST AID

Brisbane Alarm Monitoring Security Services ensures that first aid facilities that are adequate for the immediate treatment of injuries and illnesses that may arise at the place of work are available for use.

MO-009 HAZARDOUS MANUAL TASKS

1.0 PURPOSE

To provide an understanding of how to manage hazards and risks associated with Hazardous Manual Tasks.

2.0 SCOPE

This procedure applies to all workers and sub-contractors working for or under the control and management of Brisbane Alarm Monitoring Security Services Pty Ltd.

3.0 DEFINITIONS

Hazardous Manual Task means a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing that involves 1 or more of the following:

- repetitive or sustained force,
- high or sudden force,
- repetitive movement,
- sustained or awkward posture,
- exposure to vibration. Practicable is defined with regard to the following:

“Musculoskeletal Disorder (MSDs)”, as defined in the WHS Regulations, means an injury to, or a disease of, the musculoskeletal system, whether occurring suddenly or over time. It does not include an injury caused by crushing, entrapment (such as fractures and dislocations) or cutting resulting from the mechanical operation of plant.

MSDs may include conditions such as:

- sprains and strains of muscles, ligaments and tendons
- back injuries, including damage to the muscles, tendons, ligaments, spinal discs, nerves, joints and bones
- joint and bone injuries or degeneration, including injuries to the shoulder, elbow, wrist, hip, knee, ankle, hands and feet
- nerve injuries or compression (e.g. carpal tunnel syndrome)
- muscular and vascular disorders as a result of hand-arm vibration □ soft tissue hernias □ chronic pain.

4.0 PROCEDURE

4.1 IDENTIFICATION

Managing risks from carrying out manual tasks is to identify those tasks that have the potential to cause musculoskeletal disorders (MSDs).

Hazardous Manual Tasks can be identified by utilising the following:

- consulting with workers
- review available information
- looking for trends

4.2 ASSESSMENT

A risk assessment for any manual tasks should be undertaken that are identified as being hazardous, unless the risk is well-known and you know how to control it.

A risk assessment is developed in consultation with all participating workers to identify, assess and control the hazardous prior to work commencing.

The following is a list of some of the types of hazards that must be considered before commencing work:

- Are workers expected to handle loads, which are too heavy?
- Are workers forced to adopt awkward postures in order to manually handle loads?

- Are loads lacking ergonomic design for ease of handling?
- Is the work system poorly designed in terms of:
 - o the height and location of storage areas; and
 - o the frequency and pace of handling heavy or awkward loads?

4.3 IMPLEMENTATION

A successful Manual Handling Program consists of a number of components;

- Staff awareness
- Risk identification, assessment and control
- Staff training
- Management training

4.4 CONTROL

Control measures should be aimed at eliminating or minimising the frequency, magnitude and duration of movements, forces and postures by changing the source of risk: the work area, tool, load, environment, method of handling and/or the way work is organised.

4.4.1 Skill and Experience of Workers

Workers must have the knowledge and ability required to perform the task. A lack of training and knowledge of procedures and processes can lead to an increased risk of injury.

All workers are required to:

- receive appropriate training/education in manual handling tasks hazards and/or techniques;
- receive appropriate training in recognising risk and evaluating tasks in order to select and apply appropriate handling techniques; and
- be properly inducted into the job processes, practices and safety requirements in the workplace.

4.4.2 Exclusion zones.

Systems and procedures are in place to ensure that the works of the PCBU do not involve:

- Persons, plant or vehicles coming into direct contact with electrical parts;
- Persons, plant or vehicles entering the exclusion zones for electrical parts;
- Persons, plant or vehicles coming into direct contact with underground electrical services resulting in damage to the service and exposure of live parts.

4.4.3 The Hierarchy of Control

The ways of controlling the risk of MSDs are ranked from the highest level of protection and reliability to the lowest. This is known as the **HIERARCHY OF CONTROL**.

HIERCHY OF CONTROL		EXAMPLES OF CONTROL MEASURE
Level 1	Elimination	☐ Automate the manual task (using remote controls) Deliver goods directly to the point of use to eliminate multiple handling
Level 2	Substitution	☐ Replace heavy items with those that are lighter, smaller and/or easier to handle ☐ Replace hand tools with power tools to reduce the level of force required to do the tasks

	Isolation	☐ Isolate vibrating machinery from the user ☐ Placing a barricade between user and the machinery
	Engineering	☐ Use of mechanical lifting aids ☐ Provide workstations that are height adjustable
Level 3	Administrative	☐ Rotate workers between different tasks ☐ Training workers to use control measures implemented when carrying out manual tasks
	Personal Protective Equipment	☐ Insulated gloves and mats ☐ eye protection, gloves, ear plugs/muffs

Note: a combination of control measure will provide the best solution

MO-010 PLANT AND EQUIPMENT

1.0 PURPOSE

To ensure that all plant, equipment and machinery are assessed for effective guarding and maintenance to prevent injury and loss and permit safe and efficient operation.

2.0 SCOPE

Brisbane Alarm Monitoring Security Services Pty Ltd and Supervisors are to ensure compliance with the requirements of this procedure by:

- When approving all modifications ensure new equipment complies with this procedure.
- Determine inspection periods for machine guards in the work areas and operations.
- Ensure guards are inspected before operating plant and equipment and maintained in good condition.
- Immediately shut down and isolate any equipment with defective machine guarding.

3.0 DEFINITIONS

“Plant” includes any machinery, equipment, appliance, container, implement and tool, and includes any component or anything fitted or connected to any of those things.

Plant includes items as diverse as lifts, cranes, computers, machinery, conveyors, forklifts, vehicles, power tools and amusement devices.

Plant that relies exclusively on manual power for its operation and is designed to be primarily supported by hand, for example a screw driver, is not covered by the Work Health and Safety Regulations. The general duty of care under the WHS Act applies to this type of plant.

“Competent person” means a person who has acquired through training, qualification or experience the knowledge and skills to carry out the task.

A competent person has a more specific meaning in the following circumstances:

- For design verification, the person must have the skills, qualifications, competence and experience to design the plant or verify the design.
- For inspection of plant for registration purposes the person must have:
 - o educational or vocational qualifications in an engineering discipline relevant to the plant being inspected, or
 - o knowledge of the technical standards relevant to the plant being inspected.
- For inspection of mobile cranes, tower cranes and amusement devices the person must:
 - o have the skills, qualifications, competence and experience to inspect the plant, and be registered under a law that provides for the registration of professional engineers (in jurisdictions where such a law exists), or
 - o be determined by the WHS regulator to be a competent person.

4.0 PROCEDURE

No item of plant and equipment will be brought on site or used without a current service/maintenance record or registration where required.

Brisbane Alarm Monitoring Security Services carry out a risk assessment of the most appropriate type of plant and equipment for the required job. The assessment includes the identification of potential hazards, the level of risk and the provision of appropriate controls to eliminate, or minimise the risk to health and safety of workers. This process includes the plant and/or equipment itself and its impact on the surrounding workplace

When identifying potential hazards consideration is given to all aspects of the plant and equipment including design, work environment, operational conditions, abnormal conditions, ergonomic principles, transportation, storage, installation and erection, access and egress for maintenance, adjustments, repairs, cleaning, use, operator competencies, dismantling and disposal.

All plant and equipment is fitted with recommended guards and safety rails etc, and these shall not be tampered with or removed whilst the equipment is at the work site except for the purpose of authorised inspection and maintenance.

4.1 IDENTIFICATION AND ASSESSMENT

4.1.1 Inspections

As a routine, all plant and equipment is visually inspected for damage or wear prior to use by the user.

Plant and equipment (including safety harnesses, pole straps, lanyards, slings, tools, first aid kits, etc) is formally inspected for damage or wear by a competent person and in accordance with the manufacturer's recommendations, or annually (WHS R.213(2)) and the results recorded on the Plant and Equipment Register.

Plant and equipment (including hire equipment) is maintained in accordance with manufacturers' instructions.

- Where there is a level of risk associated with the use of hand tools or other equipment, regular inspections are to be carried out and recorded.
- Motor vehicles and mobile equipment such as Elevating Work Platforms (EWPs), scissors lifts, trailers etc are to be inspected at regular intervals and prior to use with the results to be recorded.
- Where plant and equipment is hired the same requirements for Work Health and Safety as those required on site will be specified by Brisbane Alarm Monitoring Security Services Pty Ltd to the Hire Company as a condition of the Hire Agreement.
- Electrical equipment has been tested and tagged in accordance with the WHS Regulations and relevant Australian Standards.

All damaged or non-functional equipment will be taken out of service and repaired or otherwise disposed. Brisbane Alarm Monitoring Security Services Pty Ltd and Supervisors are to ensure compliance with the requirements of this procedure by:

- When approving all modifications ensure new equipment complies with this procedure.
- Determine inspection periods for machine guards in the work areas and operations.
- Ensure guards are inspected before operating plant and equipment and maintained in good condition.
- Immediately shut down and isolate any equipment with defective machine guarding.

Other factors to consider include when assessing and inspecting plant and equipment:

- the condition of the plant
- the suitability of the plant
- the location of the plant
- abnormal situations

4.1.2 Review Safety Information

Information about hazards, risks and control measures relating to plant in your workplace can be obtained from:

- manufacturers, importers or suppliers of the plant
- maintenance technicians or specialists such as engineers
- workers
- WHS regulators, unions and other organisations
- businesses or undertakings similar to your own
- technical standards.

4.1.3 Review Incident Records And Data

Check your records of workplace injuries and illness, dangerous incidents, plant inspection reports and maintenance logs, workers' compensation records and the results of any □ investigations to collect information about plant hazards.

4.2 REGISTERING OF PLANT

List of plant items requiring registration as outlined in Schedule 5 (Part 2) of the WHS Regulations:

- Boilers categorised as hazard level A, B or C according to criteria in Section 2.1 of AS4343 - Pressure equipment - hazard levels.
- Pressure vessels categorised as hazard level A, B or C according to the criteria in Section 2.1 of AS 4343 - Pressure equipment - hazard levels, except for gas cylinders; LP Gas fuel vessels for automotive use, and serially produced vessels.
- Tower cranes including self-erecting tower cranes.
- Lifts, including escalators and moving walkways.
- Building maintenance units.
- Amusement devices covered by Section 2.1 of AS 3533.1 - Amusement Rides and Devices, except for certain Class 1 structures (see below).
- Concrete placement units with delivery booms.
- Mobile cranes with a rated capacity of greater than 10 tonnes.

Note: The plant listed as requiring item registration does not include:

- a crane or hoist that is manually powered
- certain Class 1 structures:
 - o playground structures
 - o water slides where water facilitates patrons to slide easily, predominantly under gravity, along a static structure
 - o wave generators where patrons do not come into contact with the parts of machinery used for generating water waves
 - o inflatable devices that are sealed
 - o inflatable devices that do not use a non-return valve.

4.3 CONTROLS

4.3.1 Instruction Training And Supervision

Before plant is used in the workplace, workers and other persons who are to use the plant are provided with the information, training, instruction or supervision.

This can include:

- the correct use of guarding and other control measures
- how to safely access and operate the plant
- who may use an item of plant, for example only authorised or licensed operators
- how to carry out inspections, shut-down, cleaning, repair and maintenance
- traffic rules, rights of way, clearances and no-go areas for mobile plant □ emergency procedures.

4.3.2 The Hierarchy of Control

The ways of controlling the risk of injury from plant and equipment are ranked from the highest level of protection and reliability to the lowest. This is known as the **HIERARCHY OF CONTROL**.

HIERCHY OF CONTROL		EXAMPLES OF CONTROL MEASURE
Level 1	Elimination	☐ purchasing machinery that is designed and built to produce low noise levels
Level 2	Substitution	☐ using a cordless drill instead of an electric drill if the power cord is is danger of being cut
	Isolation	☐ constructin a booth from which the plant can be operated remotely
	Engineering	☐ installing guards to prevent contact wit moving parts
Level 3	Administrative	☐ providing training and supervision ☐ using warning signs
	Personal Protective Equipment	☐ eye protection, gloves, ear plugs/muffs, hard hats etc

Note: a combination of control measure will provide the best solution

MO-011 HAZARDOUS CHEMICALS AND DANGEROUS GOODS

1.0 PURPOSE

Define the requirements for the safe and correct handling and storage of dangerous goods and hazardous chemicals

2.0 SCOPE

This procedure applies to Brisbane Alarm Monitoring Security Services Pty Ltd operations and subcontractors associated with the storage of dangerous goods.

3.0 DEFINITIONS

“Hazardous chemical” means any substance, mixture or article that satisfies the criteria for a hazard class in the Globally Harmonised System of Classification and Labelling of Chemicals (GHS) including a classification referred to in Schedule 6 of the WHS Regulations, but does not include a substance, mixture or article that satisfies the criteria solely for one of the following hazard classes:

- acute toxicity - oral - Category 5,
- acute toxicity - dermal - Category 5
- acute toxicity - inhalation - Category 5
- skin corrosion/irritation - Category 3
- serious eye damage/eye irritation - Category 2B
- aspiration hazard - Category 2
- flammable gas - Category 2
- acute hazard to the aquatic environment – Category 1, 2 or 3
- chronic hazard to the aquatic environment - Categories 1, 2, 3 or 4, or
- hazardous to the ozone layer.

“Dangerous goods” are substances or articles that present an immediate hazard to people, property or the environment. They include explosives; gases; flammable liquids; solids with a flammability hazard; oxidising substances; toxics; radioactive substances; corrosives and miscellaneous dangerous goods such as dry ice, molten bitumen and environmentally hazardous substances.

4.0 PROCEDURE

4.1 HAZARDOUS CHEMICALS

4.1.1 Safe Work Practices

All hazardous chemicals proposed for use on the job are to be accompanied by a Hazardous Chemicals Register and the current Safety Data Sheets (SDSs) and retained on site for ease of referral and access to information.

Safe work practices will be specific to the product as identified on the Safety Data Sheets.

Issues to consider are:

- Where practicable the material with the lowest possible hazard capability that meets the technical requirements for the job will be used.
- All hazardous chemicals will be stored in their original containers with the label intact at all times and in accordance with the Safety Data Sheets.
- Hazardous chemicals of any quantity will not be stored in crib rooms, container sheds or offices.
- As a minimum safety standard, all safety precautions, listed on the SDS for the hazardous chemical, must be followed when using the substance.

- Prior to using the hazardous chemical all workers involved in its use will be provided with adequate information, training and equipment (including PPE) to allow safe completion of the required task.
- A “sign off” on the appropriate record of training provides confirmation of this training.

If any hazardous chemical, not specified in work under the contract is discovered on the site, all work that may result in exposure to that substance will be suspended until appropriate information is obtained and safe work practices are put in place.

4.1.2 Purchasing hazardous chemicals

Brisbane Alarm Monitoring Security Services Pty Ltd shall

- ensure only products that are approved for company use (ie. on the site Hazardous Chemicals Register) are purchased (by whatever means).
- No product shall be trialled unless it is on Brisbane Alarm Monitoring Security Services Pty Ltd Chemicals register.
- ensure products on the inventory system are cross-referenced against synonyms and common names to avoid purchase of differently named products that are the equivalent in use to existing approved products.
- ensure electronic purchase orders cannot be processed without the purchaser first acknowledging and successfully answering a series of safety, health and environment queries related to the items ordered.
- require that any supplier or manufacturer will provide the relevant SDS for review by the Health and Safety Management, and when necessary an Industrial Hygienist, prior the purchase for risk assessment purposes.
- ensure that no hazardous chemicals will be supplied, purchased, or otherwise allow in the company's premises without all relevant workers having access to the Safety Data Sheets.
- maintain an ‘addition to inventory’ and product rationalisation system that ensures replicate products are not held in stock or available ex-stock electronically.

5.1.2 Hazardous Chemical Register

- A register of all Chemicals used by Brisbane Alarm Monitoring Security Services Pty Ltd shall be prepared. This will include raw materials, intermediates, finished products, consumable chemicals, aids to manufacture, catalysts, wastes and laboratory chemicals. The Hazardous Chemicals Register shall identify the location where the material is used.
- A list of Chemicals to be stored and/or used by Brisbane Alarm Monitoring Security Services Pty Ltd shall be prepared and maintained and made available at the workplace
- Safety Data Sheets of each hazardous chemical shall be readily accessible to all workers who may reasonably use or come into contact with the substance. The Safety Data Sheet may be in either hard copy format or on a computerised system.

4.1.2 Hazardous chemical labelling

Brisbane Alarm Monitoring Security Services Pty Ltd will ensure that hazardous chemicals used are handled and/or stored at the workplace is correctly labelled.

4.2.3 Health monitoring

There are requirements for health monitoring for each worker who is exposed to a hazardous chemical if there is a risk to the health of the worker as a result of that exposure.

4.3 DANGEROUS GOODS

4.3.1 Safe Work Practices

- Risk Assessments
- suitability of all facilities involved in the storage and handling of dangerous goods;

- appropriate security measures (to prevent unauthorised access);
- integrity of all means of product containment including storage tanks, pipe-lines, drums and other packaging; and
- the likelihood of accidental releases or loss of containment and the impact of human and environmental exposure.
- materials shall be appropriately segregated during storage to comply with product compatibility, separation distances and quantity authorisations; and
- new chemicals shall be allowed into warehousing and storage only after a risk assessment has been completed.
- records shall be maintained of all risk assessment and risk reduction reviews, recommendations, decisions, actions to be taken, accountabilities and dates for commencement and finalising of the task.
- all actions required to ensure risk assessment compliance are to be authorised and dated.

4.3.2 Risk Assessment

- Risk assessments of existing warehousing and storage operations shall be conducted:
- at least on a yearly basis, or earlier if deemed necessary;
- by the person responsible for the operations within the storage location; and
- in compliance with risk assessment and hazard analysis procedures

The assessment shall detail the following:

- record of the main storage hazard of each material or product stored on site;
- identification of the methods of containment (including pipe-lines) required and the methods in place at the time of review;
- identification of any new procedures or instructions required involving handling and storage of dangerous goods;
- notification of the results of risk assessments undertaken for all new dangerous goods introduced onto the site;
- summary of the actions required to ensure compliance with the appropriate regulations, codes or standards; and
- notifiable dates for detailed actions to be arranged put into action and completed.
- The location of all facilities shall be approved only after all regulatory compliances, including codes of practice, standards, site procedures and policy directives are reviewed and implemented.

4.3.3 Storage

Brisbane Alarm Monitoring Security Services Pty Ltd workers shall ensure stacking and storage practices are conducted in compliance with safe and approved stacking and storage practices.

Bunding

- approved bunding protection shall be provided for all liquid dangerous goods;
- bunding protection shall also be provided for specific Classes of dangerous goods to prevent the ingress of water into the storage area (eg. Classes 4.3, 5.1 and 5.2); and
- packages shall be arranged or stacked so that they are unlikely to fall outside the compound if the stack should collapse.

Drainage and Kerbing

- drainage shall be controlled to ensure that contaminated water does not enter waterways, sewer or stormwater drains; and
- drainage and kerbing shall be provided so that in the event of fire, molten material will flow clear of all other storage's and buildings.

MO-012 CONTRACTOR MANAGEMENT

1.0. PURPOSE

To provide a management process for contractor & subcontractors involved in Brisbane Alarm Monitoring Security Services Pty Ltd operations and activities and also provide structured directions & guidelines for the WHS management of subcontractors involved in Brisbane Alarm Monitoring Security Services Pty Ltd operations and activities.

2.0 SCOPE

To ensure that all contractors & subcontractors are aware of;

- The conditions & scope of work.
- Brisbane Alarm Monitoring Security Services Pty Ltd WHS and commercial requirements.
- Compliance requirements for Brisbane Alarm Monitoring Security Services Pty Ltd WHS procedures.

3.0 PROCEDURE

Prior to the commencement of any Brisbane Alarm Monitoring Security Services Pty Ltd project, any relevant contractors & subcontractors are required to submit a Quality, Environmental and Work Health and Safety Plan detailing the Quality, Environmental and Work Health and Safety systems and procedures which will apply during the term of the project that is managed by Brisbane Alarm Monitoring Security Services Pty Ltd.

This document must outline the general requirements and elements of Quality, Environmental and Work Health and Safety Plans to provide guidance to Contractors and Subcontractors when preparing the plan for compliance to Brisbane Alarm Monitoring Security Services Pty Ltd Operations and requirements.

The Quality, Environmental and Work Health and Safety Plans shall be submitted as part of the documentation of the WHS Pre-qualification process prior to commencement of work and reviewed by Brisbane Alarm Monitoring Security Services Pty Ltd at regular intervals throughout the duration of the project and/or company's operations to ensure that the plan & associated documentation is maintained in an up to date condition.

3.1 PROCUREMENT OF SUBCONTRACTOR SERVICES

At a specified time prior to commencement on site, individuals and organisations providing subcontracting services are to:

- enter into an Agreement for Services
- ensure their workers have completed the WHS General Construction Induction Certificate training
- submit hazard risk assessments in the form of Safe Work Method Statements
- meet special terms required by the principal or as appropriate for the job
- Special terms for the subcontractor may include, as appropriate:
- all WHS documents issued for the job are completed and returned for approval by the Safety Coordinator
- provision of details of their safety management policy and systems
- provision of a site-specific safety management plan, detailing their methods of managing safety

The subcontractor's documentation will be reviewed to ensure that the subcontractor understands and agrees to comply with all of our health and safety rules.

3.2 SUBCONTRACTOR SUPERVISION

Brisbane Alarm Monitoring Security Services Pty Ltd may be held liable for any accident or incident resulting from the actions of any organisation or individual subcontracted to undertake work on our behalf. We must ensure that subcontractors have a clear understanding of the standards and requirements expected by Brisbane Alarm Monitoring Security Services Pty Ltd and our project principal and that all appropriate safety systems are in place, including an appropriate level of supervision.

The Manager responsible for contract administration ensures that all documentation is issued and duly completed so that relevant WHS, quality and environmental information is obtained from all tenderers. This will include an acknowledgment of relevant NECASafe and site policies and conditions including a strict *No Live Work Policy*.

Tender reviews will evaluate the subcontractors' competency including potential WHS, quality and environmental performance and if required, conduct an assessment of systems to ensure that all safe working conditions and work methods can and will be maintained throughout the work. This evaluation will include a review of all proposed work method statements and procedures.

The subcontractor is expected to comply with all relevant regulatory and corporate requirements and to undertake documented risk assessments prior to commencement at each site location and/or when there is a change to the working environment or conditions. The subcontractor shall ensure that the current risk assessments are available for inspection on site and that they are subsequently submitted to the office, along with relevant job report/s and invoice.

The subcontractor is expected to provide all necessary supervision. Where the above assessment of the systems and competencies of the subcontractor is satisfactory, Brisbane Alarm Monitoring Security Services Pty Ltd may not provide direct site supervision.

The project manager or representative may inspect the project site to ensure that the subcontractor complies with appropriate regulatory and work requirements including housekeeping, performance, systems, standards of work, environmental protection and safe working methods.

Poor performance in relation to methods and outcomes will result in the raising of a corrective action report for the subcontractor to address within 5 days or as identified on the report.

MO-013 PROJECT MANAGEMENT

1.0. PURPOSE

To provide a management process for contractor & subcontractors involved in Brisbane Alarm Monitoring Security Services Pty Ltd operations and activities and also provide structured directions & guidelines for the WHS management of subcontractors involved in Brisbane Alarm Monitoring Security Services Pty Ltd operations and activities.

2.0 SCOPE

To ensure that all contractors & subcontractors are aware

of; □ The conditions & scope of work.

- Brisbane Alarm Monitoring Security Services Pty Ltd WHS and commercial requirements.
- Compliance requirements for Brisbane Alarm Monitoring Security Services Pty Ltd WHS procedures.

3.0 PROCEDURE

3.1 A PRINCIPAL CONTRACTOR MUST BE APPOINTED BY THE OWNER (Clause 210)

The principal contractor must have the authority to carry out work on behalf of the owner, and to discharge the responsibilities imposed on a principal contractor by the WHS Regulations.

A Principal Contractor must be appointed to any place of work at which:

- construction work is undertaken and the cost of the work exceeds \$250,000, or
- high risk construction work is undertaken and the cost of the work does not exceed \$250,000, or
- demolition work or asbestos removal work for which a licence is required under legislation to carry on the business of that work is undertaken (regardless of the cost of the work).

Construction work in or around gas or electrical installations is deemed to be “high risk construction work”. Because the definition of “construction work” is so broad, being inclusive the construction, alteration, renovation, repair, maintenance and demolition of all types of buildings, it can be assumed that most of the work undertaken by electrical workers is “high risk construction work”.

Brisbane Alarm Monitoring Security Services Pty Ltd has established, implemented and maintains procedures for administration of contracts and the role of principal contractor and subcontractor on construction sites.

Note that a person cannot be appointed as a principal contractor unless the person is responsible for the construction work at all times until the work is completed.

The owner may be the principal contractor but the builder will typically be appointed as the principal contractor on large construction job and projects. It is preferred that the electrical contractor is appointed the principal contractor on small electrical jobs and this should be a term of contract with the owner/client.

3.1.1 Display construction sign

An owner must ensure that signs, that are clearly visible from outside the site and on which the name and contact telephone numbers (including an after hours emergency telephone number) of the principal contractor are stated, are placed on each construction site. Brisbane Alarm Monitoring Security Services Pty Ltd has a suitable sign that should be posted if the job extends beyond the day and particularly where the property is left unattended.

3.2 ROLE OF PRINCIPAL CONTRACTOR ON CONSTRUCTION SITES

3.2.1 Preparation of a Site Specific Safety Management Plan

The principal contractor must prepare a WHS management plan (Clause 226) if the cost of work is over \$250,000. In addition to the above the principal contractor must:

3.2.2 Availability of the safety management plan on site

The principal contractor ensures that a copy of the work health and safety management plan should be available for inspection by any worker or person working at the site or by WHS representatives or (if the workers so agree) by a union.

3.2.3 Provision of the safety management plan to subcontractors

The principal contractor provides a copy of relevant parts of the plan to the subcontractor before the subcontractor commences work. If any change is made to the safety management plan during the course of the construction work, a copy of any part of the plan that has been changed and that is relevant to a subcontractor is provided to the subcontractor as soon as practicable after the change is made.

3.2.4 Ensure workers have appropriate induction training (Clause 213)

The principal contractor and subcontractors have an obligation to ensure that all workers have received appropriate induction training before that person can commence work on the site. Induction training may typically have four components:

- Upon commencement (and from time to time) workers are provided company induction.
- All workers must hold the WorkCover issued WHS Construction Induction Training Certificate.
- Workers have site-specific induction training where appropriate.
- Workers have job specific induction training where appropriate.

3.3 ROLE OF PRINCIPAL CONTRACTOR WHERE THERE IS NO SUBCONTRACTOR

If there are no subcontractors for the construction work, the principal contractor must:

- undertake an assessment of the risks associated with the work to be carried out and prepare a written safe work method statement that includes a copy of the assessment of risks, and
- maintain and keep up to date the statement, and
- ensure that the work is carried out in accordance with the statement, and
- if a risk to the health or safety of a person arises because of non-compliance with the statement, ensure that work is stopped immediately and not resumed until the statement is complied with (unless an immediate cessation of work is likely to increase the risk to health and safety, in which event the principal contractor must stop the work as soon as it is safe to do so).

3.4 RESPONSIBILITIES OF SUBCONTRACTORS ON CONSTRUCTION SITES

Under the WHS Regulations the definition of construction work is very broad, including renovation, repair and maintenance of any building. The definition of high-risk construction work includes construction work (eg maintenance) on or near to an electrical installation and therefore much electrical work can be deemed to be high-risk construction work. The subcontractor has certain obligations (section 104 WHS Regs 2013)

3.4.1 Subcontractor to provide written safe work method statement (WHS Regs section 289)

A principal contractor for the construction work ensures that each subcontractor, before commencing work at a place of work, provides the principal contractor with a written safe work method statement for the work to be carried out by the subcontractor. The SWMS is reviewed prior to the subcontractor / service provider commencing work.

3.4.2 Maintain safe work method statement

A subcontractor must maintain and keep up to date the subcontractor's safe work method statement for a place of work, and must provide the principal contractor with any changes made to the safe work method statement.

3.4.3 Subcontractor to comply with the safe work method statement and the WHS Act and Regulation (Clause 227)

A principal contractor must ensure that:

- a subcontractor is directed to comply with:
 - o the safe work method statement that the subcontractor has provided, and
 - o the requirements of the WHS Act and this Regulation, and
- the activities of a subcontractor are monitored to the extent necessary to determine whether the subcontractor is complying with:
 - o the safe work method statement that the subcontractor has provided, and the
 - o requirements of the relevant Acts and Regulations, and

- if the subcontractor is not so complying, the subcontractor is directed to take action immediately to comply with the safe work method statement or the requirements of the Act and this Regulation, or both, and
- if a risk to the health or safety of a person arises because of the non-compliance, the subcontractor is directed to stop work immediately and not to resume work until the safe work method statement or those requirements, or both, are complied with, unless an immediate cessation of work is likely to increase the risk to health and safety, in which event the subcontractor must be directed to stop work as soon as it is safe to do so.

3.4.4 Subcontractor prepare written risk assessment (WHS Reg 289)

The subcontractor undertakes an assessment of the risks associated with the work to be carried out and prepare a written safe work method statement that includes a copy of the assessment of risks.

The following additional requirements apply to construction work where the cost exceeds \$250,000, or where demolition work or asbestos removal work for which a licence is required under Chapter 10 of the WHS Regulations to carry on the business of that work is undertaken (regardless of the cost of the work).

3.4.5 Don't commence work until the principal contractor provides safety management plan

A subcontractor must not commence construction work at a place of work unless the subcontractor has been provided by the principal contractor for the construction work with a copy of the parts of the work health and safety management plan for the place of work that are relevant to the subcontractor.

3.4.6 Don't commence work until the principal contractor provides induction training

A subcontractor must not commence construction work at a place of work unless the subcontractor has completed induction training with respect to work health and safety as specified in the work health and safety management plan for the place of work.

3.4.7 A worker is not to commence work until completed induction training

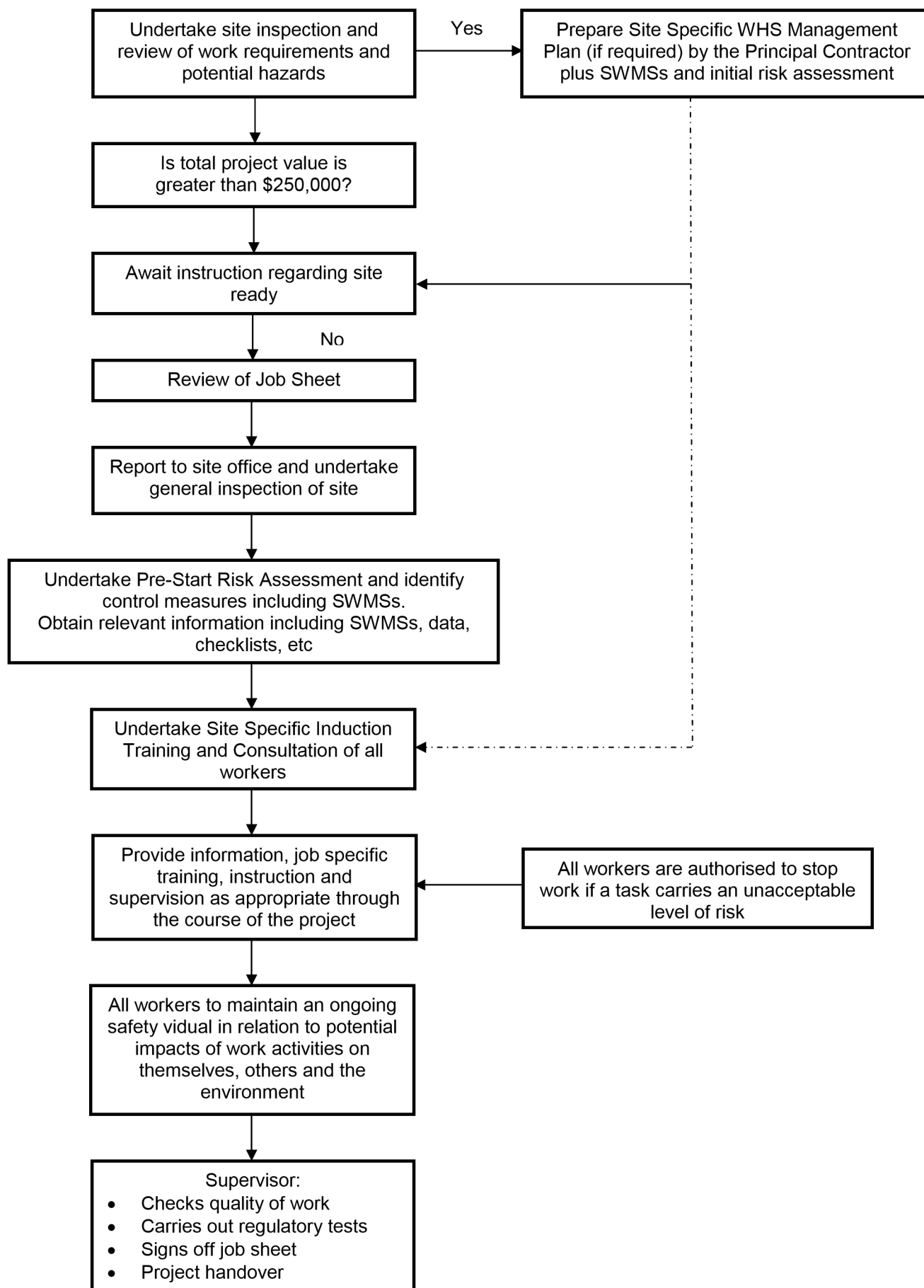
A subcontractor must not allow a worker of the subcontractor to start work at a place of work at which construction work is carried out unless the worker has completed induction training with respect to work health and safety as specified in the work health and safety management plan for the place of work.

3.4.8 Subcontractor to provide principal contractor information

A subcontractor must provide the principal contractor for the place of work with any information known to or records held by the subcontractor concerning hazardous chemicals or atmospheric monitoring or health monitoring that is required by the WHS Regulations to be entered in the register of hazardous chemicals or kept for the place of work.

3.5 WHERE Brisbane Alarm Monitoring Security Services Pty Ltd IS THE PRINCIPAL CONTRACTOR

(Refer to above)

FLOWCHART - PROJECT MANAGEMENT

MO-014 CONSULTATION AND COMMUNICATION

1.0. PURPOSE

To provide a structured mechanism and procedure for the purposes of consultation and communication for workers and sub-contractors of Brisbane Alarm Monitoring Security Services Pty Ltd

2.0 SCOPE

This procedure applies to Brisbane Alarm Monitoring Security Services Pty Ltd operations and its workers.

3.0 PROCEDURE

The management systems provide documented procedures, agreed to by workers, for worker involvement and consultation in WHSE issues. Information regarding the consultative arrangements is made available to interested parties.

The management of Brisbane Alarm Monitoring Security Services Pty Ltd ensures that workers have, where appropriate:

- a) been involved in the development, implementation and review of policies and procedures to identify hazards and assess and control the risks;
- b) been consulted where there are any changes that affect workplace WHSE;
- c) selected those who will represent them on WHSE matters; and
- d) been informed as to who is/are their WHSE representative(s) and specified management representative(s).

Those representing the workers receive training appropriate to effectively undertake their involvement in the development, implementation and review of WHSE arrangements.

3.1 WORKER CONSULTATION

The model WHS Act and Regulations require businesses to address workplace health and safety through a process of risk management and consultation. In order to consult with workers, businesses are required to set up consultation arrangements and develop consultation procedures. There are three options for consultation arrangements:

Arrangement	Number of workers	Requirement
WHS representative (HSR)	any size	at least one worker requests an election
WHS committee	any size	requested by: • a HSR, or • five or more workers at the workplace
Other agreed arrangements	any size	agreed to by both the employer and workers (in a small workplace it may be a regular safety meeting with workers)

3.2 CONSULTATIVE ARRANGEMENTS

The consultation arrangements in place at Brisbane Alarm Monitoring Security Services Pty Ltd are “other agreed arrangements” as detailed below:

Brisbane Alarm Monitoring Security Services Pty Ltd is committed to consulting with workers when decisions are being considered that may affect their health, safety and welfare at work. Decisions, which could affect WHS issues include:

- planning for new premises or modifying existing premises
- purchasing new plant, equipment or chemicals

- planning, designing or changing work tasks or jobs
- changes in legislation, standards or codes of practice, including the NECA Red Book
- using contractors in the workplace
- investigating incidents or accidents
- developing emergency procedures
- determining or reviewing workplace amenities
- determining or reviewing consultation arrangements
- assessing, reviewing and monitoring risks to health and safety from work
- eliminating or controlling risks to health and safety from work.

Any procedures that are developed to encompass these activities incorporate consultation. Consultation involves appropriately informing workers, and inviting and considering their responses. Sufficient action must be taken to secure workers responses and to give the workers views proper attention. Consultation involves more than a mere exchange of information. Workers must be contributing to the decision-making process.

Consultation arrangements are monitored and reviewed to ensure that they continue to meet the needs of the workplace. Brisbane Alarm Monitoring Security Services Pty Ltd keep records of consultations regarding the management systems for future reference.

Where it is impractical or unreasonable to consult on some decisions such as purchase decision or task change, workers will be consulted at induction, scheduled meetings or prior to introduction.

The purpose and processes of consultation are presented to all workers at time of company induction.

The purpose of consultation is to:

- Share all relevant information with workers – for example, if Brisbane Alarm Monitoring Security Services Pty Ltd is going to change a work task, workers need to be informed of any risk to health and safety that may arise and what will be done to eliminate or control these risks.
- Involve affected workers in the risk assessment process and then outcomes are communicated at the sitespecific induction.
- Give workers reasonable time to express their views – workers need adequate time to assess the information given to them, obtain relevant safety information and consult with fellow workers to enable them to form their views.
- Address safety concerns that may be raised during the course of the job.
- Where an workers representative is required, the appointment will be by the workers and workers are informed of the appointment. The person so appointed is appropriately trained for the task to be undertaken.

Brisbane Alarm Monitoring Security Services Pty Ltd values the views of workers and takes those views into account when the decision is made to resolve the matter. If agreement cannot be reached, the responsible person will explain how the workers concerns have been addressed.

Consultation occurs both in formal meetings and informally through the normal processes of training, supervision and communications. Consultation is part of the normal process of risk assessment undertaken with workers and contractors prior to the commencement of each job. Some formal meeting that occur are:

3.2.1 Review and acceptance of consultative arrangements

The above arrangements for the involvement and consultation of workers have been reviewed and accepted by the workers.

3.2.2 Management / worker meetings

Management / worker meetings cover a broad range of operational issues and safety and injury management is one agenda item, which provides the opportunity to address any current safety concerns. It also provides the opportunity for workers to review procedures along with suggestions through an improvement request.

3.2.3 Safety meetings

The management conduct regular safety meetings to discuss the safety performance of the company, procedural compliance, development, implementation and review. The meetings follow an agenda along the following lines:

- Business arising from the previous meeting
- Review of safety performance, including:
 - o Hazards identification, assessment and risk control (including SWMSs)
 - o Pro-active Safety Performance. Eg Results of safety audits, meetings held, and training conducted, inspections completed, etc
 - o Re-active Safety Performance. Eg Statistics relating to lost time injuries, medical treated injuries, first aid injuries, “near hit” incidents etc.
- Training requirements
- Procedural reviews
- Audit program
- Review of site toolbox meeting minutes
- Review of subcontractor compliances
- The construction program of activities, where safety issues are to be addressed. Eg bulk material deliveries and access to site etc
- New Business.

The minutes of the meeting are recorded, with action and completion dates noted where appropriate. On completion, the minutes are distributed to those in attendance, displayed on a notice board and filed for future reference.

3.2.4 Toolbox talks

Toolbox talk meetings are held with all site workers in attendance. Depending on the size of the project, subcontractors may be included in the main contractors meetings or as individual organisations with the minutes of their meetings being forwarded to the main contractor for review. The toolbox meeting is a forum where any safety issue can be raised and addressed. The meeting is generally conducted at least monthly, with the results of the discussions and list of attendees being recorded on the Toolbox Attendance Form. The topic, summary of discussion and agreements are recorded along with those in attendance.

3.2.5 Supply authority interactions

Processes are in place for consultation with the owner of overhead electrical lines for work which is not LV and could reasonably involve events mentioned in MO-010.

MO-015 TRAINING, COMPETENCIES AND QUALIFICATIONS

1.0. PURPOSE

To detail the method by which Brisbane Alarm Monitoring Security Services Pty Ltd provide such instruction, training, information and supervision as may be necessary to ensure the health, safety and welfare of their workers while at work.

2.0 SCOPE

This procedure applies to Brisbane Alarm Monitoring Security Services Pty Ltd operations and its workers.

3.0 PROCEDURE

The organisation has, in consultation with workers, identified training and learning needs in relation to performing work activities competently, including WHSE training. The following procedures are in place to ensure that WHSE competencies are developed and maintained.

Workers are assessed as competent on the basis of skills achieved through education, training or experience, to perform assigned tasks taking into account the WHSE obligations, hazards and risks associated with the work activities.

Procedures for providing WHS training take into account:

- the characteristics and composition of the workforce which impact on work health safety, environmental and quality management; and
- responsibilities, hazards and risks.

Brisbane Alarm Monitoring Security Services Pty Ltd ensures that all workers have undertaken training appropriate to the identified needs and the training is carried out by persons with appropriate knowledge, skills and experience in health, safety, environmental and quality as well as training.

The WHS legislation requires employers (PCBUs) to provide such instruction, training, information and supervision as may be necessary to ensure the health, safety and welfare of their workers while at work. An employer must also ensure that any person who may be exposed to a risk to health or safety is consulted and informed of the risk and is provided with the instruction, training, information and supervision necessary to ensure the person's health and safety.

Fundamental to the implementation of our documented management systems and the company Work Health and Safety Policy objectives are the communication of the safe procedures and practices to our workers and the fullest participation and training of the workers, including management and supervisors.

3.1 RECORD LICENCES, QUALIFICATIONS, TRAINING AND COMPETENCIES

A workers training record is established and maintained for each worker. The record registers details of the workers assessed training needs as well as information on skills, competencies, qualifications and experience including formal courses and training, licences, certificates, induction and relevant adhoc training.

Record forms include:

- Worker licence and certification record
- Record of training & consultation
- Toolbox/pre-start talks

3.2 NEEDS ANALYSIS

From time to time the management will review the competencies and capabilities of each worker to identify training needs. This may include refresher training for workers within a certain group or for specific activities. Records of training sign-off are maintained in the office.

The review may be undertaken in consultation with workers and provides an opportunity to assess quality of delivery and suitability of previous training.

Identified training needs are scheduled and primarily delivered in house in the form of induction, safety meeting or toolbox talks by a competent person.

Where workers are from a non-English speaking background and/or have special needs or disabilities, or have specific language or literacy requirements, Brisbane Alarm Monitoring Security Services Pty Ltd will make arrangements to provide appropriate resources, where appropriate.

3.3 INSTRUCTION AND TRAINING

Work must not be performed unless those performing the work have received appropriate and adequate instruction and training in all aspects of the job. This is particularly important for trainees and apprentices and in particularly juniors and others without basic trades training.

Electrical workers undertaking electrical work should only be engaged for duties consistent with their qualifications and training, and appropriate supervision must be provided to ensure that they carry out their duties in a lawful and competent manner.

Records are be kept of training that is provided to both electrical and other workers.

3.4 PROVISION OF INFORMATION

Electrical workers and other relevant workers must always have, on request, access to risk assessments, safe work method statements and safe working procedures at the workplace or electrical worker's base. Each electrical worker is provided with a current copy of the NECA Red Book.

Information may include:

- the results of any applicable risk assessment;
- safe work method statements;
- a review of such a risk assessment and/or safe work method statement or safe working procedure; □
SDSs and any other relevant WHS information.

3.5 WORK ACTIVITY INDUCTION

Workers are inducted in the activities they are to undertake prior to commencing work. The level of induction will be commensurate with the risks and potential exposure.

Training content should be based on the hazards, risks and control measures identified by the risk management process for the relevant activity. The principal reference document is the NECA Red Book and SWMSs.

Content should be determined by the persons in control of the work, in consultation with other duty holders, during the planning and preparation stage.

Work activity WHS induction training includes at some the following health and safety topics:

- common hazards, risks and control measures involved in carrying out the work activity
- participation in the hazard identification, risk assessment and control process
- relevant WHS legislative responsibilities, codes of practice or standards and their application to the work activity
- an industry sector overview of WHS work activity performance using data such as workers compensation/injury records, lost time etc. to identify high risk activities or hazards
- safe work methods to be used including control measures being implemented to prevent injury
- correct use, handling, storage and transport of plant (including tools, equipment and personal protective equipment) in accordance with the manufacturer's recommendations
- correct use, handling, storage and transport of materials and hazardous chemicals, including the provision and use of Safety Data Sheets
- electrical safety
- appropriate use and working from a stepladder.

MO-016 SITE INDUCTION

1.0. PURPOSE

To detail the method by which Brisbane Alarm Monitoring Security Services Pty Ltd provide such instruction, training, information and supervision as may be necessary to ensure the health, safety and welfare of their workers while at work.

2.0 SCOPE

This procedure applies to Brisbane Alarm Monitoring Security Services Pty Ltd operations and its workers.

3.0 PROCEDURE

3.1 CONSTRUCTION WHITE CARD

It is a regulatory requirement that all persons undertaking construction work must have successfully attained the WorkCover construction induction certificate (White Card). There is reciprocal recognition of construction induction certificates issued between the construction induction Cards in each jurisdiction.

Confirmation of workers having obtained a current and up-to-date White Card is confirmed during the company induction.

Sub-contractors are confirmed to having been issued with a White Card during procurement of services.

3.2 SITE INDUCTION

Workers, subcontractors, service providers and visitors engaged or in attendance on site will attend, where applicable, the site / project induction course prior to commencing work. The level of induction will be commensurate with the expected period of attendance and potential exposure and may be conducted by Brisbane Alarm Monitoring Security Services Pty Ltd or the client/principal contractor.

Training content should be based on the hazards, risks and control measures identified by the risk management process, the nature of the work, the workplace and individual site.

Content should be determined by the persons in control of the project or site, in consultation with other duty holders during the planning and preparation stage.

Site induction should include the following health and safety topics (but not limited to):

- any site-specific hazards and risk control measures involved in carrying out the work as identified by the risk assessment process
- regulatory requirements or codes of practice relevant to any site-specific hazards
- site orientation including location of safe access/egress, amenities, first aid, security requirements
- site specific safety rules and procedures including notification of changes to the work site
- on-site consultation and reporting arrangements, and details of relevant authorised workers
- accident, emergency and evacuation procedures and associated equipment on site.

3.3 WORK ACTIVITY INDUCTION

Workers are inducted in the activities they are to undertake prior to commencing work. The level of induction will be commensurate with the risks and potential exposure.

Training content should be based on the hazards, risks and control measures identified by the risk management process for the relevant activity. The principal reference document is the NECA Red Book and SWMSs.

Content should be determined by the persons in control of the work, in consultation with other duty holders, during the planning and preparation stage.

Work activity WHS induction training may include some the following health and safety topics:

- common hazards, risks and control measures involved in carrying out the work activity
- participation in the hazard identification, risk assessment and control process

- relevant WHS legislative responsibilities, codes of practice or standards and their application to the work activity
- an industry sector overview of WHS work activity performance using data such as workers compensation/injury records, lost time etc. to identify high risk activities or hazards
- safe work methods to be used including control measures being implemented to prevent injury
- correct use, handling, storage and transport of plant (including tools, equipment and personal protective equipment) in accordance with the manufacturer's recommendations
- correct use, handling, storage and transport of materials and hazardous chemicals, including the provision and use of Safety Data Sheets
- electrical safety
- appropriate use and working from a stepladder.

The Site Specific Safety Management Plan shall be used for the site induction training when available.

3.4 TOOLBOX TALKS

Ongoing training and consultation is provided through Toolbox talks. These can take various forms usually addressing the immediate project activities or a sequence of relevant topics and are held on site between supervisory staff and workers to discuss potential hazards, action plans to reduce risks, general housekeeping, safe work method statements (***task specific***), safe work practices (***task specific***) and emergency procedures applicable to the site or whenever there are changes to risk assessments or new information about health and safety risks becomes available.

3.5 RECORDS

Where a site office is established, the records for training at that site are maintained on site and at convenient stages through large projects and at the completion of the project, the records are returned to the office for appraisal and retention.

MO-017 Company Induction

1.0. PURPOSE

To detail the method by which Brisbane Alarm Monitoring Security Services Pty Ltd provides such induction training to all workers.

2.0 SCOPE

This procedure applies to Brisbane Alarm Monitoring Security Services Pty Ltd operations and its workers.

3.0 PROCEDURE

3.1 COMPANY INDUCTION

Company induction covers the WHS, environmental, quality, human resources and administrative issues, procedures and policies as detailed in the documented management system manual. Each worker confirms that they have read and understood the requirements of Brisbane Alarm Monitoring Security Services Pty Ltd regarding these safety policies, procedures and practices by signing the workers training record.

This training is extensive and is conducted over the first few months of employment, commensurate with the risk to health and safety in the work activities concerned. Workers are not expected to work unsafely and they should raise any concern regarding lack of training with their supervisor.

3.2 CONTENT

3.2.1 Induction Sequence

The four parts of the Safety Induction Training Guide deal with subject matter directly related to the skills and knowledge required by the participant to work safely and efficiently in a workplace.

- Part One - Introduction
- Part Two – Company Policies
- Part Three – Roles and Responsibilities
- Part Four - General and Workplace Safety

3.2.2 Part One. “Introduction”

Participants learn the aims objectives and assessment methods, an overview of both their and their workplace, including identification of key Brisbane Alarm Monitoring Security Services Pty Ltd workers.

3.2.3 PART 2 - “Company Policies”

Company and Workplace policies pertaining to;

- Occupational Health Safety and Rehabilitation

3.2.4 PART 3 “Roles and Responsibilities”

The following subject matter should be included -

- Responsibility of management
- Responsibility of supervisors
- Responsibility of the individual
- Other applicable responsibilities from legislation and/or client requirements.

3.2.4 PART 4 – “General workplace health and safety”

The following subject matter should be included:

- Workplace layout
- Emergency procedures and equipment
- Evacuation and assembly points

- Staff and Toolbox safety meetings
- Personal protective equipment
- Safety inclusions from 'house rules'
- Workers licences and specific training
- NECA Redbook
- Applicable Work Health and Safety legislation.

Task Specific company procedures/safe work practices

- Risk management
- Incident/accident reporting
- Asbestos safety
- Safe Work Method Statements
- Manual handling
- Electrical safety
- Heights safety
- Noise awareness
- Confined space
- Electrical Safety

3.3 ASSESSMENT

During safety induction training, participants should be assessed to evaluate comprehension, by;

- oral questioning
- a written questionnaire
- practical demonstration and application of the actual task / process whilst under close supervision

Note: Consideration must be given to determining a person's competency with regard to literacy, if in doubt seek advice from the Compliance Code for Communicating Health and Safety across languages".

On introduction to the workplace, Management should continue the assessment by;

- observation of work methods
- questions, and
- performance appraisal

The inability to meet the required assessment standards must involve further training. New workers should not be permitted to commence work unless the Supervisor is satisfied that they possess the necessary skills and competency to perform safely.

MO-018 PURCHASING AND PROCUREMENT

1.0. PURPOSE

To provide guidance for purchase of goods and services to ensure conformance to specified OH & S requirements before any purchase is made for or on behalf of Brisbane Alarm Monitoring Security Services Pty Ltd.

2.0 SCOPE

This guideline applies to the purchase, hire or lease of all goods and services including, but not limited to, the following:

- plant and equipment and materials
- PPE to Australian Standards
- general operating supplies
- emergency equipment
- subcontractors, including labour hire
- service provider including consultants

3.0 PROCEDURE

Our concern is to procure product and services from reputable suppliers, capable of on-time delivery, suitable for safe, compliant, convenient and reliable use and value for money.

We aim to stock service vehicles appropriately and otherwise hold as little materials in stock as possible, apart from consumables and certain bulk products. Product for each project is purchase as required. Orders for the purchase of product and services are normally placed on a standard Brisbane Alarm Monitoring Security Services Pty Ltd Purchase Order form.

Before any purchase is made the following factors (associated with the supplier, product or service and the outcome or installation) are considered:

- Are the requirements, specifications and conditions (including WHS) clear and unambiguous?
- Is the selected supplier capable of doing the job?
- Are tender requirements fulfilled?
- Does the machinery, tools, equipment, appliance, containers and associated services meet with Australian Standards and legislative requirements?
- What hazards are associated with the product, health, safety and environment?
- What potential WHS risks may be introduced to the worksite from the use or supply of plant and materials?
- What risks will the product introduce in terms of use, storage and transport?
- What control measures and strategies need to be implemented to control the identified hazards and risks?
- Does the supplier / contractor understand and meet their legislative obligations?
- Will the process of delivery compromise our safety obligations and commitments?

This information can often be obtained from the supplier or manufacturer prior to purchase and is a factor in selection of supplier or contractor. The ability to comply with the organisation's WHS specifications for the provision of plant, materials and services will be assessed and any plant and materials identified as having potential WHS risk shall be registered.

Any issues are discussed with management and the workers involved. Any need to obtain information, implement work systems, instructions, training or other control measures to ensure the health and safety of workers is planned.

Purchasing documentation also requires that all suppliers identify that all products supplied comply with Statutory Regulations, in particular the WHS Act, and legislation for Hazardous chemicals, Noise, Dangerous Goods, Environmental, Waste Minimisation and Management, and to Australian Standards where applicable.

Where appropriate the service provider will be provided with relevant project and/or site management plans and safe work method statements, or provide such documentation for their work. Documentation supplied by the service provider will be reviewed to confirm a standard that is comparable to those of Brisbane Alarm Monitoring Security Services Pty Ltd.

Incoming plant, chemicals or other product are inspected to purchase order specifications.

3.1 PURCHASE ORDERS

Signing of the purchase order (or any requisition form) is a commitment to pay the supplier for delivery of specified product and confirmation that:

- specified purchase requirements in relation to supplier capability, expectations and anticipated use are adequate
- safety and environmental risk considerations and criteria are addressed
- evaluation of selected supplier has been evaluated in relation to the requirements and as confirmed suitability.

3.2 SAFETY DATA SHEETS

Safety data sheets (SDS or what used to be known as "MSDS") are provided by the wholesaler / supplier at the time of delivery of hazardous chemicals and should be reviewed by all involved prior to use. Workers on site must have ready access to SDS.

Most suppliers make their SDS for their product available on their website or copies may be obtained at the time of purchase.

Chemicals and hazardous chemicals are packaged, handled, stored and transported in accordance with the requirements of the SDS for that product.

3.3 MAXIMUM LENGTH OF LADDERS

Maximum length of ladders listed in AS1892 : 1996 parts 1 and 3, and AS1892 : 1992 part 2 are:

Metal ladders and reinforced plastic ladders:

- 9m industrial (Single)
- 15m industrial (Extension)
- 6.1m industrial (Stepladder)
- 5m (Trestle) Timber ladders:
- runged 9.2m or cleated 4.9m (Single)
- 15.3m (Extension)
- 5.5m industrial
- 2.4m domestic
- 5.5m platform (Stepladder)
- 5.1m (Trestle)
- Industrial ladders have a load rating of 120kg.
- Domestic ladders have a load rating of 100kg.

Domestic ladders should not be used in an industrial environment.

3.4 ACTION FOR NON-CONFORMING PRODUCT

The labelling will effectively quarantine the product, however, where a designated quarantine area exists, and where practicable, the product will be placed in that designated area.

The product will be retained in quarantine and integrity protected until the appropriate disposition of product is determined. Such disposition typically includes return, disposal, repair and/or replace.

MO-019 INTERNAL AUDIT

1.0 PURPOSE

To conduct internal audits at planned intervals to determine whether the Safety Management System

- conform to the planned arrangements, requirements of quality and to the management system requirements established by the organisation, and is effectively implemented and maintained.

2.0 SCOPE

This procedure covers the requirements associated with regular internal audits of the WHS Management System & documentation including:

- Planning and scheduling of audits, inspections, conduct of the audit.
- Audit reports and corrective action.

The procedure also covers the regular and routine day-to-day inspections of work areas and the actions needed to correct deficiencies for Brisbane Alarm Monitoring Security Services Pty Ltd.

3.0 PROCEDURE

The purpose of the audit is to confirm:

- planned arrangements for the safety, environmental and quality system.
- the systems are properly implemented and maintained.
- the systems are effective in meeting policy as well as objectives and targets for continual improvement.
- procedures for controlling all relevant documents and data are reviewed, revised as necessary and approved for adequacy by competent and responsible workers.
- risk assessment methodology are effective and up to date.
- legal and other requirements are kept up to date.
- collect necessary information to allow management to carry out an effective evaluation.
- provide information to management and workers.

This manual and associated documentation may be used as a checklist for the audits.

3.1 AUDIT / INSPECTION METHOD

3.1.1 Desktop

Review the procedures and documentation to confirm that all the issues raised in relevant specifications (eg Checklists, AS4801, Department of Commerce and critical components of AS9001, AS14001 and Safety Map) are addressed.

3.1.2 Functional

Review the procedures and documentation to identify the records that are required to provide the objective evidence that what the procedures say you do is what you do. Ensure that suitable proformas are in place and that retention periods are in place, as appropriate.

3.1.3 Compliance

What you say, is what you do. Compliance is the ultimate objective. The procedures say that certain things happen at given times or upon certain occurrences. The actions and records are expected to reflect this expectation.

3.2 AUDIT FREQUENCY

Each area of the management systems is audited internally at least once a year and synchronised with any scheduled external audit.

Internal audits of the management systems are planned to approximate the following schedule. In order to facilitate priority issues, any matters may be held over or brought forward to another period provided each area is covered off within the year. The routine of follow-up allows for critical areas to be audited more frequently, if required.

3.3 STEPS IN INTERNAL AUDIT PROCESS

Typical steps in the internal audit process are:

- Schedule a time and advise those likely to be involved.
- Review reference material and confirm how changes impact the business – do procedures or forms need updating?
- Obtain or prepare checklist – in a mature management system the system manual might be the checklist.
- Confirm that procedures and pertinent report forms are in place.
- Are the appropriate people aware of their roles in relation to a given procedure?
- Are records filled in adequately and kept in an orderly manner?
- Take note of and make reference to evidence looked at (eg date of form).
- Note C or N (Compliance or Non-compliance).
- Write audit report to management inclusive of all non confirmances

3.4 AUDIT FINDINGS

Audit findings requiring further action will be entered into the corrective action register and actioned by the responsible manager.

MO-020 ELECTRICAL ISOLATION (LOCKOUT AND TAGOUT)

1.0 PURPOSE

Provide a detailed procedure for workers that are required to isolate sources of power before commencing work.

2.0 SCOPE

This procedure covers all workers required to perform electrical isolation of power before commencing work

3.0 PROCEDURE

There is a general prohibition on working energised (live) on electrical installations and equipment. The key exceptions are electrical testing, faultfinding and commissioning where all appropriate safety steps must be taken.

Wherever practical, workers are required to isolate prior to commencing work.

A fundamental principle is that the point of isolation should be under the control of the person who is carrying out the work on the isolated conductors.

No-one should operate an isolator or knowingly use equipment where the isolator is in the off state and has a control mechanism attached.

3.1 PLANNING AND PREPARATION BEFORE WORKING ON ENERGISED CIRCUITS

Before work is commenced the following control measures, preliminary steps must be applied:

- must ensure the following before electrical work on energised electrical equipment commences:
 - o a risk assessment is conducted in relation to the proposed electrical work;
 - o the area where the electrical work is to be carried out is clear of obstructions so as to allow for easy access and exit;
- the risk assessment must be:
 - o conducted by a competent person; and
 - o recorded.

3.2 CONSULTATION

Consultation with management or persons in control of the workplace in relation to:

- the timing and duration of the work
- possible disruption to supply
- notification of affected persons
- some sites or equipment may have more stringent isolation procedures, which may include access permits,
- Except for the purpose of disconnection or reconnection through fuse wedges or circuit breakers for a consumer premise, entity poles and structures are not accessed unless authorised by the entity.

This consultation may occur prior to the day workers performing the task in relation to:

- work process and timing
- Hazards/risks and Safe Work Method Statements
- any other trades or work groups that may be affected

3.3 IDENTIFY CIRCUIT

- Identify the circuits to be isolated (*it may be necessary to isolate adjacent equipment*)

- Identify the fuse, switch or circuit breaker to be isolated (*in situations where isolation points are accessible by other persons at the workplace ensure that the isolation method or system is not able to be inadvertently or easily compromised*)
- Identify the voltage and fault ratings that may be present

3.4 SWITCH OFF

Follow appropriate site shutdown procedures.

3.5 LOCK

Where possible, a padlock is used to lock out switches and/or circuit breakers to enable work to be carried out.

- preferably, a separate lock is attached for each person involved in the work (*a hasp can be used to facilitate multiple locks*)
- otherwise, the single lock key is to be held by the job supervisor.

3.6 TAG

Danger tags must be:

- durable and securely attached to the isolator/control switch or device.
- clearly state
 - o the warning
 - o dated and signed by the worker or workers
- clearly visible to ensure inadvertent restoration of the power does not occur.
 - o Danger tags are not required when using dedicated personal isolation locks.
- only be removed by the signatories to the tag.
 - o If unavailable follow removal procedure.
 - o Follow re-energisation procedure.

3.6.1 Unfinished work:

If the work is incomplete, for example at a change of shift, the last person removes their danger tag or lock and replaces it with a warning tag e.g. out of service or caution.

When work is resumed, the person in charge of the work removes the warning tag (out of service or caution) and each person then applies their danger tag and/or lock.

3.7 TEST FOR DE-ENERGISED

Testing must be carried out to confirm the relevant circuits have been de-energised and the status of any other relevant conductors in the work area.

- After isolation and prior to any work commencing, testing for "dead" shall be carried out. o Testing for de-energised must be by positive contact with the electrical conductor.
- Test lamp or meter (and leads) are
 - o appropriately rated for the voltage and fault rating
 - o checked before and after 'testing for dead' to ensure they are functioning correctly.
- High voltage isolation shall be carried out as per procedure for work on high voltage equipment and systems.
- Never assume an exposed conductor is dead (**TEST EVERY TIME BEFORE YOU TOUCH**)

3.8 ADDITIONAL PRECAUTIONS

In addition in the case of high voltage isolation it is a requirement to bond the earth to the neutral and active conductors.

3.8.1 Bonding Of Conductors

Temporary bonding (that is, short-circuiting the de-energised phases with neutral and earth) should be used where it is safe to apply. Suitable PPE and safety apparel should be used when attaching or removing temporary bonding conductors.

- **Attaching** - first connect the temporary bonding conductors then attach to the general earth before any attempt is made to attach them to any de-energised component portion of the electrical installation.
- **Removal** of the bonding conductors must be carried out in the reverse order (ie remove the temporary bonding conductors first from each of the de-energised phases, then neutral, then earth).

3.8.2 Disconnect And Tying Back

In certain situations (eg when removing wiring such as in a strip out or demolition) it may be more practical to secure the isolation by physical disconnection and tying back the cabling at the source, thus isolating the work site. Confirm isolation by testing and tag.

3.8.3 Warning - Auxiliary Circuits And Alternate Sources Of Supply

There are potential safety issues with auxiliary services such as:

- Emergency supplies,
- Uninterrupted power supplies (UPSs)
- Solar
- Emergency lighting is normally connected to the supply side of the main switch or breaker. That section of the switchboard may well be live.
- Care must be taken to properly identify circuitry before isolating to ensure satisfactory precautions are made regarding all potential sources of power. Auxiliary circuits or functions such as Automatic Sequence Starting, Fail-safe Start-up Systems, Remote Control Systems, Emergency Power Supply Systems, and other technologies may override a single isolation. They could switch into service if not effectively isolated.
- Remember that the point of supply shown on the circuit diagram may be in error. Check thoroughly for potential secondary sources of supply.
- Solar power systems should be isolated and it should be recognised that a solar panel array has a voltage output at all times when exposed to sunlight. Inverters and power factor correction units will need to be discharged even after they have been isolated as they may have a charge stored in internal capacitors.

3.8.4 Altering Isolation For Testing, Fault Finding And Re-Energising

It may be necessary to change an isolation point to allow for testing or fault finding on energised parts, for example testing that may be required before returning electrical equipment to service and commissioning new electrical equipment.

Any testing or fault finding on energised parts must be carried out in accordance with requirements for energised electrical work.

If electricity supply is restored to part of the circuit then the restoration of electricity supply in safe work practices must be followed.

3.8.5 Restoring Power

All reasonable steps must be taken to ensure that restoring electricity supply following isolation does not pose risks to health and safety at the workplace. For example:

- appropriately terminating all conductors

- carrying out appropriate testing on any new, altered or repaired electrical equipment, for example tests for insulation resistance, earth continuity, polarity, correct connection and function testing
- removing safeguards, including temporary bonds and short-circuiting devices
- notifying all workers working on the electrical equipment and other affected workers at the workplace that electricity is to be restored
- taking precautions as appropriate to ensure that other electrical equipment is not inadvertently energised
- following procedures for removing any locks (or other control mechanisms), tags, notices and safety signs, and
- carrying out a visual inspection to ensure that all tools, surplus material and waste has been removed from the workplace.

When electricity is restored tests must be carried out to confirm that polarity is correct, actives are switched and, where applicable, phase sequences are correct before electrical equipment is used. This is covered in AS/NZS 3017:2007 Electrical installations – Verification guidelines.

3.8.6 Re-Energising The Circuit After Lockout And Tagout

The lock preventing operation of the fuse-switch or circuit breaker is removed as follows:

- Make safe, including ensuring that there will be no exposed conductors or situations that might place persons or equipment at risk of injury or damage.
- Inspect and test the cabling and connected equipment to confirm safe to be energised.
- Ensure all danger tags have been removed from the fuse-switch or circuit breaker.

Note: the danger tags and personalised locks are to be removed by the person that placed them, or if that is not possible by the controlling supervisor after full checks and clearances.

- After energisation undertake checks to confirm, as far as is practicable, that the installation is operational and/or otherwise safe.

Prior to energisation and on completion of the works, a visual check of work area is to be done to ensure that all tools and waste has been removed from switchboards, electrical enclosures, etc.

Complete and submit the electrical installation “Certificate of Compliance” as required for your jurisdiction.

3.8.7 De-Isolation Process

- Ensure all workers are clear and cannot be injured.
- Remove the isolation lock and tag.
- Restore energy source (de-isolate).
- Check again that workers are clear.
- Test operation of equipment.
- Hand equipment control back to the relevant management and/or supervision.

Note: If at any time, concerns or doubts are raised or defects in the isolation system are noticed, the worker must make the area safe and seek immediate advice from the Supervisor.

3.8.8 Removal Of Another Person's Isolation Lock And Tag

If a person leaves the workplace without removing their lock, the Supervisor shall contact the person concerned to determine why the equipment was left locked out.

If the equipment is safe, the person will be required to return to work and remove the lock.

If the person cannot be contacted, only the Supervisor shall remove the tag and lock and then only with the permission of their management.

This removal process requires:

- If no confirmation of the locality of the person then the relevant trades or skilled person in charge of the process, system, plant/equipment shall fully inspect the isolation points, affected are (of isolation), to ensure the operation can be de-isolated and put back in service;

- Inform the supervisor of the condition of the affected operation;
- Log all details of the de-isolation process;
- Remove the affected isolation lock and tag;
- Fully test and then energise the operation;
- Hold the affected isolation lock/s and tag/s as evidence of the process.

3.8.9 Leaving Unfinished Work

If work is left unfinished, the workplace must be left in a safe state including, for example, by:

- terminating any exposed conductors
- physically securing any exposed conductors or surrounding metal work
- tagging, taping off the electrical equipment and the workplace area
- informing affected persons at the workplace the work is not complete and advising of potential hazards
- taking any necessary precautions to ensure that electrical equipment cannot become inadvertently reenergised
- ensuring that the status of switchboards and electrical equipment are clearly and correctly labelled
- handing over adequate information to workers taking up the unfinished work to allow them to continue the work safely.

3.9 SAFE WORK PRACTICES FOR TESTING

The selection and use of appropriately rated and protected test equipment (meter and leads) is critical.

The general rule-of-thumb is that the closer you are to the power source, the higher the category number, and the greater the fault current and also the potential danger from transients.

- If working close to utility mains and associated equipment then use Cat IV for meter and leads.
- If working behind the primary over current protection equipment and electricity meters then use Cat IV or Cat III for meters and leads.
- Use test leads with double insulation, shrouded input connectors, finger guards and non-slip surfaces.

The following safe work procedures are derived from information published by Fluke Corporation (www.fluke.com/library).

- Work on de-energised circuits whenever possible. Use proper lock-out/tag-out procedures. If these procedures are not in place or not enforced, assume that the circuit is live.
- On live circuits, use protective gear:
 - o Use insulated tools
 - o Wear safety glasses or a face shield
 - o Wear insulated gloves; remove watches and other jewellery
 - o Stand on as insulated mat
 - o Wear flame resistant clothing, such as switching coat and pants over ordinary non-flammable work clothes.
 - o When making measurements on live circuits:
 - o Hook on the ground clip first, then make contact with the hot lead. Remove the hot lead first, the ground lead last.
 - o Hang or rest the meter if possible. Try to avoid holding it in your hands, to minimise personal exposure to the effects of transients.
 - o Use the three-point test method, especially when checking to see if a circuit is dead. First, test a known live circuit. Second, test the target circuit. Third, test the live circuit again. This verifies that your meter worked properly before and after the measurement.

Apprentices and trainees are not permitted to work on live equipment other than testing.

MO-021 ISOLATION OF ENERGY SOURCES (LOCKOUT AND TAGOUT)

1.0 PURPOSE

Provide a detailed procedure for workers that are required to isolate sources of power before commencing work.

It includes, energy sources such as, but is not limited to:

- Air pressured systems, pneumatic;
- Fuel energised;
- Spring or vacuum loaded;
- Hydraulic systems;
- Hazardous chemical conveyance systems;
- Steam.

2.0 SCOPE

This procedure covers all workers required to isolate energy sources before commencing work

3.0 PROCEDURE

3.1 THE GENERAL ISOLATION PROCESS

- Identify the process, system, plant/equipment to be isolated.
- Have approval to work from relevant management and/or supervision.
- Confirm that effectiveness of isolation can be proven.
- Isolate the equipment using Safety Lock and Danger Tag.
- "Test for Dead" that the equipment is isolated.

3.2 ISOLATION OF ENERGY SOURCES

Whenever you could be endangered in your work by the presence or operation of equipment, plant or machinery, flow of electricity, steam, gas, compressed air, liquids or any other form of energy such as springs, you are required to take preventative action.

You must isolate the potential danger, prevent others from operating the source by locking out the isolator, tag the switch or isolating device, and test to ensure it is safe for you to proceed. Confirm that test equipment is working correctly both before and after test. Refer to Chapters 8.

3.3 ISOLATION FROM STORED MECHANICAL ENERGY AND HAZARDOUS CHEMICALS

- Before any work is commenced on, or entry made to equipment under pressure or vacuum, the pressure shall be returned to atmospheric level.
- In pneumatic and hydraulic drives, the power supply must be isolated, pressure vented, vent lines and drain valves isolated, and any lines or valves that may leak and pose a hazard must be broken and/or slip plates inserted.
- Exhaust, let down or drain valves must be locked and tagged in the "open" position.
- Any moving parts that could cause injury through free movement or could fall, even though disconnected from sources of motive power, shall be physically restrained and tagged. Blocks, wedges or lashings shall be used as appropriate.
- Prior to initial break in and positive isolation, hazardous materials shall be removed from the systems to be worked on. After isolation, consideration shall be given to the removal of residual hazards by flushing, draining or purging and tests carried out as appropriate.

Note: Where there is a hazardous material leaking past a valve or slip plate, a double block and bleed isolation must be installed or a length of supply line or pipe must be removed and slip plates installed.

MO-022 LIVE ELECTRICAL WORK

1.0 PURPOSE

We have a “**No live work policy**” that permits live work under special and explicit circumstances. The following pages detail requirements for when it is intended to work on or near to live energised electrical installations and equipment.

2.0 SCOPE

This procedure applies to workers who, under special and explicit circumstances are required to work on or near live energised electrical installations and equipment.

3.0 PROCEDURE

3.1 SPECIAL REQUIREMENTS FOR WORKING ON ENERGISED (LIVE) CIRCUITS

Accredited Service Providers (ASPs) should refer to the Distribution Network Service Providers (DNSP) requirements for all high voltage and contestable work, including testing.

Working on energised circuits and apparatus can be implemented in situations where it is necessary in the interests of safety and the risk of harm is greater only: Specific activities that can be justified under legislation are:

- a) it is necessary in the interests of health and safety that the electrical work is carried out on the equipment while the equipment is energised, (eg hospitals), or
- b) it is necessary that the electrical equipment to be worked on is energised in order for the work to be carried out properly, (eg testing, fault finding and commissioning), or
- c) it is necessary for the purposes of testing to determine the status of energisation, or
- d) there is no reasonable alternative means of carrying out the work.

3.2 PLANNING AND PREPARATION BEFORE WORKING ON ENERGISED CIRCUITS

Before work is commenced the following control measures(Part 3 Div 1 Electrical Safety Regs 2013) must be applied:

- (1) **<Company>** ensures the following before electrical work on energised electrical equipment commences:
 - (a) a risk assessment is conducted in relation to the proposed electrical work;
 - (b) the area where the electrical work is to be carried out is clear of obstructions so as to allow for easy access and exit;
 - (c) the point at which the electrical equipment can be disconnected or isolated from its electricity supply is:
 - (i) clearly marked or labelled; and
 - (ii) clear of obstructions so as to allow for easy access and exit by the worker who is to carry out the electrical work or any other competent person; and
 - (iii) capable of being operated quickly;
 - (d) the person authorises the electrical work after consulting with the person with management or control of the workplace.
- (2) For the purposes of subregulation (1)(a), the risk assessment must be: (a) conducted by a competent person; and (b) recorded.
- (3) Subregulation (1)(c) does not apply to electrical work on electrical equipment if:
 - a) the work is to be carried out on the supply side of the main switch on the main switchboard for the equipment; and
 - (b) the point at which the equipment can be disconnected from its electricity supply is not reasonably accessible from the work location.

3.3 IN UNDERTAKING THE WORK, ENSURE THAT:**3.3.1 Unauthorised access to equipment being worked on**

<Company> ensures that only persons authorised by the person conducting the business or undertaking enter the immediate area in which electrical work on energised electrical equipment is being carried out.

3.3.2 Contact with equipment being worked on

<Company> ensures that, while electrical work is being carried out on energised electrical equipment, all persons are prevented from creating an electrical risk by inadvertently making contact with an exposed energised component of the equipment.

3.4 WORK IS TO BE CARRIED OUT SAFELY

- (1) A person conducting a business or undertaking must ensure that electrical work on energised electrical equipment is carried out:
 - (a) by a competent person who has tools, testing equipment and personal protective equipment that:
 - (i) are suitable for the work; and
 - (ii) have been properly tested; and
 - (iii) are maintained in good working order; and
 - (b) in accordance with a safe work method statement prepared for the work; and
 - (c) subject to subregulation (5), with a safety observer present who has the competence and qualifications specified in subregulation (4).
- (2) The person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the person who carries out the electrical work uses the tools, testing equipment and personal protective equipment properly.
- (3) For the purposes of subregulation (1)(b), the safe work method statement must:
 - (a) identify the electrical work; and
 - (b) specify hazards associated with that electrical work and risks associated with those hazards; and
 - (c) describe the measures to be implemented to control the risks; and
 - (d) describe how the risk control measures are to be implemented, monitored and reviewed.
- (4) For the purposes of subregulation (1)(c):
 - (a) the safety observer must be competent:
 - (i) to implement control measures in an emergency; and
 - (ii) to rescue the worker who is carrying out the work, if necessary; and
 - (b) the safety observer must have been assessed in the previous 12 months as competent to rescue and resuscitate a person.
- (5) A safety observer is not required if:
 - (a) the work consists only of testing; and
 - (b) the person conducting the business or undertaking has conducted a risk assessment under regulation Part 3 Div 1 (18) that shows that there is no serious risk associated with the proposed work.

3.5 RECORD KEEPING

- (1) This regulation applies if a person conducting a business or undertaking prepares: (a) a risk assessment under regulation S299; or (b) a safe work method statement.
- (2) Subject to subregulation (3), the person must keep:
 - (a) a copy of the risk assessment until at least 28 days after the work to which it relates is completed; and

- (b) a copy of the safe work method statement until the work to which it relates is completed.
- (3) If a notifiable incident occurs in connection with the work to which the assessment or statement relates, the person must keep the assessment or statement (as applicable) for at least 2 years after the incident occurs.
- (4) The person must ensure that, for the period for which the assessment or statement must be kept under this regulation, a copy is readily accessible to any worker engaged by the person to carry out electrical work to which the assessment or statement relates.
- (5) The person must ensure that, for the period for which the assessment or statement must be kept under this regulation, a copy is available for inspection under the Act.

3.6 FURTHER PRECAUTIONS WHILE WORKING ON ENERGISED CIRCUITS

While working on energised circuits, the electrical worker must ensure that all of the necessary planning and preparation precautions outlined above have been taken and that:

- (a) the work is done very carefully and in an unhurried, considered manner (haste can be hazardous);
- (b) the employer's safe work method statement and safe working procedures are rigorously followed;
- (c) all exposed conductors are assumed to be energised;

Energised conductors should be fitted with temporary or fixed isolation barriers or insulation where necessary to prevent inadvertent contact or flashovers.

- (d) an awareness of the voltage to earth of all exposed conductors is maintained; this also include the neutral conductors;
- (e) fire-fighting equipment that is suitable for electrical fires is at the site and is readily accessible;

Using PPE to work on an energised installation does not guarantee safety. The use of PPE must be supported by training in how to select the correct type of equipment, and by necessary care and understanding to ensure that the PPE meets its performance standard when used.

3.7 SAFETY OBSERVER

3.7.1 Working on energised circuits - legislative requirement for safety observer

The Regulation requires that a safety observer must be present when performing electrical work on energised circuits except when testing (subject to confirmation in Risk Assessment).

In this situation, the safety observer must be competent in electrical rescue and cardiopulmonary resuscitation.

3.7.2 Testing energised circuits

Where a risk assessment determines risks of harm are low, a safety observer is not necessary when testing is to be carried out on an energised circuit or equipment, or where the circuit could be energised (eg test for isolated). Otherwise the precautions for live work must be followed.

3.7.3 General principles

When a safety observer is used as part of a safe system of work as required by the WHS Regulation the following should apply:

- The safety observer's role is to be clearly communicated and understood. Their role is to be hazard and risk aware and to continually observe that safety procedures are carried out by the electrical worker/s performing the work and warn the worker/s of danger, including inadvertent contact with energised electrical circuits and apparatus.
- The safety observer must be able to warn and if necessary stop the work before the risks become too high.
- The safety observer must not carry out any other work or function that compromises their role as a safety observer, ie the safety observer must not observe more than one task at a time.
- The safety observer must be able to communicate quickly and effectively with the electrical worker/s performing the work.

- The safety observer must be capable of providing assistance in the case of emergency as well as being competent to perform electrical rescue and cardio-pulmonary resuscitation, as required.
- The safety observer must be suitably attired with personal protective equipment appropriate to the situation.
- The safety observer must not have any known temporary or permanent disabilities that would adversely affect their role and performance.

The presence of a safety observer is one of the risk control measures to ensure electrical safety when electrical work on energised circuits and apparatus is being carried out.

MO-023 ELECTRICAL INSPECTION AND TESTING

1.0 PURPOSE

Provide a detailed procedure for the inspection and testing of test equipment, electrical installations and apparatus's. Testing must be performed by a Licensed Electrician or trained competent person in accordance with AS3012:2010 Electrical Practices for Construction Work.

2.0 SCOPE

This procedure covers all workers required to test and inspect electrical installations, testing test equipment, and electrical apparatus's

3.0 PROCEDURE

3.1 TESTING THE TEST EQUIPMENT

When working on electrical equipment, ensure that the testing apparatus used for that equipment is appropriately rated for the voltage and conditions including prospective fault current levels in the circuit to be measured:

- Category II or lower instruments are not suitable for industrial use.
- Category III instruments are suitable for measurements performed in the building installation.
 - o Examples for use of Cat III are measurements on distribution boards, circuit-breakers, wiring, including cables, bus-bars, junction boxes, switches, socket-outlets in the fixed installation, and equipment for industrial use and some other equipment, for example, stationary motors with permanent connection to the fixed installation.
- Category IV instruments are suitable for measurements performed at the source of the low-voltage installation.
 - o Examples for use of Cat IV are electricity meters and measurements on primary over-current protection devices and ripple control units.

Whilst an instrument with a 600 volt rating is suitable for 240/415 volt applications, a 1000 volt rating is preferred.

Ensure that the test equipment is operational both before and after testing the electrical installation. This is particularly important when testing to confirm electrical isolation.

3.2 ESSENTIAL INSTRUMENTS FOR ELECTRICAL TESTING

- Insulation resistance tester

An insulation resistance tester, which maintains output of 500v dc (+20%, -10%) at 1M ohm, is recommended.

- Ohmmeter

A digital ohmmeter (numerical readout) or an analogue ohmmeter (scale and pointer type) that indicates 2 ohms at not less than 25% of a scale is recommended.

3.3 EQUIPMENT CHECKS

All electrical equipment is checked from time to time, and particularly after extended periods of storage, to ensure they remain operational and safe.

Before undertaking any tests of equipment, ensure that the equipment is correctly set, functional and in good condition.

Instrument accuracy can be checked against a range of standard resistors eg 0.5, 1, 2, 20, 10K, 1M and 10M ohm.

Contact probes, test lamps and leads should be checked for damage to insulated parts, continuity and sound connections.

3.4 ELECTRICAL INSPECTION AND TEST PLAN

This document will be prepared where required on major projects and in accordance with client specifications where the level of risk involved is high. Where appropriate the inspection plans will:

- specify the standards against which inspection, testing and servicing will be conducted
- specify particulars of the inspection, testing and servicing programs
- assign responsibility for inspection, testing and servicing
- specify the competencies required by persons conducting inspection, testing and servicing
- specify arrangements for identifying the test status of plant, equipment and materials
- specify the requirements for the accuracy and calibration of testing equipment □ specify where the records will be kept

3.5 INSPECTION, TESTING AND SERVICING

Electrical work and servicing is undertaken to the relevant jurisdictional legislation and to AS3000 Wiring Rules and Service and Installation Rules and in accordance with the requirements of the relevant electricity supply authority.

Inspection and test is carried out to confirm compliance to work standards and safety requirements and to AS3017 *Electrical installation – testing and inspection guidelines* as appropriate.

AS3019 provides details for **periodic inspection** of existing installations and recommends that normal installations should be tested at least each ten years. And businesses should be tested on a four year program.

Where appropriate the results and outcomes are recorded on the *Certificate of Compliance – Electrical Work* (CCEW) by the responsible licensed electrician and copies distributed through the office. The customer copy may be given directly to the customer on do and charge jobs. The CCEW certificate is a confirmation that the installation has been checked and tested and is safe for connection to the electricity supply. To achieve this, a qualified electrician carries out the following checks and tests, as appropriate:

- **Visual Inspection** - is carried out whilst referring to a plan (to ensure a systematic check to pick up any omissions and to verify that the work complies with the requirements of the applicable standards).
- **Earth Resistance and Continuity Tests** - this test includes the main earthing conductor, protective earth conductor and bonding conductor.
- **Insulation Resistance Test** - this test is necessary to ensure that the insulation resistance between live parts/conductors and earth is adequate.
- **Polarity Test** - used to ensure correct connection of active, neutral and earthing conductors.
- **Correct circuit connections** - this test checks earthing conductors do not carry current during normal operation and no short circuit exists.
- **Fault Loop Impedance** - measures the fault loop impedance of each circuit to verify the protective device will operate.
- **Verification of RCD (residual current device) operation** - testing of RCDs is carried out to ensure that the RCD operates.
- **Testing and tagging** of electrical apparatus

3.6 TESTING AND TAGGING OF ELECTRICAL APPARATUS

The requirements for testing and tagging of plug connected electrical equipment are detailed in Part 6 Electrical Safety Regulation(100-120). Equipment in use on construction sites and in areas assessed as a hostile work environment shall be routinely tested.

Electrical apparatus is tested in accordance to the procedures detailed in AS3012:2010 for Construction Work or AS3760, unless otherwise stipulated. For Construction sites and the equipment we use the Inspection and Test Intervals will be as follows:

- Residual Current Devices (RCDs):

Pushbutton test (by user):

Portable - After connection to a socket or before connection of equipment, and at least once every day in use.

Non-portable fixed - 1 month

Operating time (RCD tester):

Portable - 3 months.

Non-portable fixed - 12 months

- Test leads and appliances, with all tests to be logged in record book: **Every three months.**

The results are to be recorded on the Electrical Equipment (and Extension Lead Check) Register.

Site Management will ensure that all Subcontractors on site also complete monthly electrical inspections.

The Subcontractor is to provide **<Company>** with evidence of the testing by a Licensed Electrician or trained competent person in accordance with AS3012:2010 Electrical Practices for Construction Work.

3.7 FIRE DETECTION/ALARMS AND EMERGENCY EXIT LIGHTING INSPECTION AND TEST

Electrical contractors may be involved in the installation, maintenance and inspection of emergency lighting, exit lighting and fire/smoke/heat detection and alarms for both residential and commercial premises. These installations may require certifying in accordance with a "fire safety schedule" issued to the property owner by the Council or Fire Brigade. The "fire safety schedule" should be displayed in the building and it is appropriate that the electrical contractor obtains or sights a copy of the schedule to confirm work requirements.

The following forms assist in the process of reporting and certification:

- Final/interim fire safety certificate - form 15
- Annual/supplementary fire safety statement - form 15A
- Contractor's fire inspection report - form 17
- Instruction fire safety measures - form 18 The standards typically required are:

Automatic Fire Detection and Alarm System

- AS3786 Smoke Alarms
- Smoke Alarms / Accommodation
- Primary supply from external power source and has stand-by supply
- Building Code of Australia spec E2.2A - Commercial
- Building Code of Australia spec 3.7.2.2 – Residential

Emergency Lighting

- AS2293.1 System Design – Installation and Operation
- Building Code of Australia Clause E4.2 and E4.4
- AS/NZS 2293.2 – System Inspection and Maintenance

Exit Signs

- AS2293.1 System Design – Installation and Operation
- Building Code of Australia Clause E4.5 and E4.6
- AS/NZS 2293.2 – System Inspection and Maintenance

At the completion of the building stage or periodically in accordance with the schedule and/or as requested by the developer/owner/agent, the electrical contractor will report satisfactory inspection and test to the required standard on form 17. It is the responsibility of the developer/owner/agent to complete, sign-off and submit (and display) the appropriate certificate or statement. Form 18 is designed to assist in this process.

3.8 Testing/examination by electricity entity

Where work is required to be tested/examined by an electricity entity, the entity is notified asap after completion of works

MO-024 DANGER TAGS

1. 0 PURPOSE

The procedure is to provide information on isolation and tagging of plant or equipment in such a way as to prevent inadvertent energisation and/or use.

2.0 SCOPE

Any item of plant or equipment owned or under the control and management of <Company>.

3.0 PROCEDURE

Danger tags shall be available for all activities and operations, and may be used by any person who identifies defective tools, plant, equipment or unsafe situation.

Any person can place danger tags when plant or equipment is identified as being defective or unsafe.

3.1 DANGER TAGS CAN BE PURCHASED FROM ANY SAFETY SUPPLIER

Upon becoming aware of an unsafe item of plant or equipment, it is the responsibility of that person to place a danger tag on the equipment in a prominent position.

Where an ignition key is required to operate that item, the tag should be affixed to the key, and if necessary, the key removed from the ignition.

Brief details of the nature of the fault or defect must be noted on the reverse side of the tag, together with the name of the person completing the details, and the date.

The details are also to be entered in the relevant project's defect register by the person placing the tag and/or the person's supervisor.

Where the item of plant or equipment is supplied with a logbook, a corresponding note must be entered in the logbook on the day/date the deficiency is identified.

Once a tag is placed, the relevant supervisor or maintenance worker must be notified.

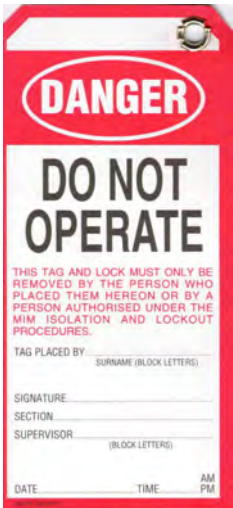
3.2 A DANGER TAG MAY ONLY BE REMOVED BY:

- ❑ **The person who placed the danger tag on the plant/equipment.**

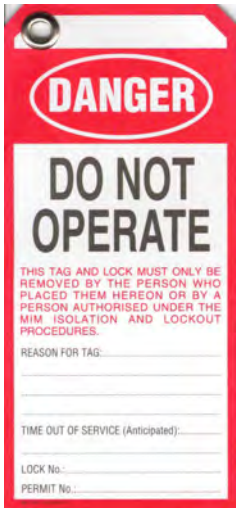
Any other person who removes a Danger Tag, or who operates tagged plant or equipment, may be subject to immediate termination of employment.

In the event of that person/s not being available the supervisor may investigate the circumstances and all safety issues and following enquiry and satisfying themselves of all safety aspects may remove the tag.

3.3 SAMPLE DANGER TAGS



DANGER TAG
For the protection of workers
To be completed and attached to the isolation point and lock.
Each person working on the equipment must have their own tag and lock attached.
This tag is also to be used when isolating under the Authority To Isolate Permit.



MO-025 ULTRA VIOLET RADIATION PROTECTION

1.0 PURPOSE

To provide procedural guidelines to reduce the risk for all workers who are working in an outdoor environment that may be exposed to Ultra Violet Radiation.

2.0 SCOPE

This procedure applies to all workers who are involved in or working on Brisbane Alarm Monitoring Security Services Pty Ltd operations and activities

3.0 PROCEDURE

3.1 Duties and Responsibilities Site/Project Managers and/or Supervisors:

- Shall conduct a UVR exposure risk assessment to determine the tasks most likely to expose workers to UVR, in consultation with the workers involved.
- Provide and maintain a working environment that minimises the risk of workers being exposed to UVR in line with the results of the UVR Exposure Assessment
- Workers must follow the procedures and directions to minimise their exposure to UVR and report to their supervisor any difficulties in complying with the procedures.

3.2 CONTROL STRATEGIES

3.2.1 Use of Natural or Artificial Shade.

Where practicable, shade created by permanent objects such as trees, buildings, and other structures should be used. If these are not available, the use of canopies, tents, screens, and other portable structures are to be utilised.

Note: UVR burn (Sunburn) can still occur in shaded areas, due to reflections and cloud scattering effects of UVR. Therefore this option must be exercised with other UVR management options.

Driving and plant/equipment operations will require, where possible, that all windows on the vehicle/plant/equipment are fully wound up to minimise the effects of UVR as the window glass will reduce the radiation exposure to the occupants.

3.3 ADMINISTRATIVE MEASURES

Where possible, reorganise outside work activities during the heat of the day (10:00am and 3:00pm) to minimise UVR exposure when the sun is at its most intense. Alternatively, if this is not viable, UVR control measures as outlined in 4.2.1 are to be applied.

3.4 PERSONAL PROTECTION

3.4.1 Clothing

Factors to be considered for appropriate clothing to screen out or reduce the effects of UVR is critical. Selection of light-weight close weave cotton clothing is the preferred requirement. This type of material allows evaporation of sweat, air - flow producing a cooling effect, and less UVR exposure to the skin. Heavier cotton clothing will make the wearer warmer and may possibly induce heat stress. Clothing made of synthetic material may allow the UVR to penetrate and cause burns. This is more significant when operations involving welding, oxy/acetylene other associated welding processes are conducted.

3.4.2 Hats/Head Protection

Broad brim hats (8cm wide), will provide adequate head and face protection. Additional and just as effective, are Foreign Legion style caps with side and neck protection.

Where hard hats (safety helmets) are required, they are to be fitted with the sunshade brim attachment. If the attachment is considered a hazard due to work conditions, the brim shall be removed and other measures used.

This can take the form of insert neck and side cotton head covers.

3.4.3 Sun-Screens (UV Block)

Sun-Screen protection creams and lotions are to be selected according to the skin type and working conditions of the individual. A high sun-protection-factor (SPF) broad spectrum sun-screen greater than 30+ is desirable so that it will block a greater range of UVR.

Sensitivity to certain types of sun-block or sun-screen lotions will need to be checked. This can be identified by reviewing or referring to the individual's medical screening records or in consultation with the medical authority that conducts the individual's pre-employment medical. Under no circumstances is sun-block or sunscreen lotion to be issued if there is any doubt in this regard. The person concerned must be consulted and only then the appropriate item (lotion) issued.

Sun-screen lotions or creams are to be applied at least 15 minutes prior to the start of any outdoor work and re-applied every 2 hours or according to the direction on the container. In hot or humid conditions a more frequent application may be required. Instructions on the container must be read and understood by the user to avoid heat stress and sunburn. Another factor that must be taken into account is that over-application may lead to reduction in sweating and cause either heat stress and/or dehydration.

3.4.4 Lip Protection

Forms of lip cancer are very common when left unprotected. This is due to the fact that lips are not as well protected by melanin (the body's natural sun protection). Therefore Lips must be protected by a combination of appropriate sun-screen and head protection.

3.4.5 Eye Protection

Eye protection from UVR is a requirement, especially in highly reflective working environments. Sunglasses that comply with AS1067.1 are to be selected in consultation with workers and the work being performed.

3.5 HEALTH SURVEILLANCE

Management at all levels have an obligation to provide training, awareness and education on the vital importance of early detection of potential skin cancers (melanoma etc.) regardless of the duration spent in an outdoor environment.

The following subjects should be included in the program.

- Recognition of potential skin cancers.
- Promotion of safe and healthy work practices in line work instructions and-
- Provision of information regarding self-screening for skin cancer.

3.5.1 Health Surveillance Process

The following process must be followed regarding health surveillance:

- Workers initially to self-screen after training for skin cancers. The information can be provided in information / education package focusing on high - risk areas. (ears, face, neck, shoulders, hands, arms.)
- If abnormalities are detected by the individual or by another person, they must be encouraged and/or instructed to seek medical advice.

MO-026 NOISE MANAGEMENT

1.0 PURPOSE

To provide an understanding of the requirements of OH&S Legislation and applicable AS/NZS standards to manage the hazards associated with noise.

2.0 SCOPE

This procedure applies to all workers and Sub-contractors working for Brisbane Alarm Monitoring Security Services Pty Ltd.

3.0 PROCEDURE

3.1 PLANNING AND PREPARATION

Due to the risks involved with noise, a Job Safety Analysis must be developed in consultation with all participating workers to identify, assess and control the hazards prior to work commencing.

The following is a list of some of the types of hazards that must be considered before commencing work:

- Is the noise too loud that it will damage hearing either temporarily or permanently?
- Will the noise cause stresses, which will in turn, affect physical and mental well being?
- Will the noise cause accidents, because people can't hear warnings?
- Will the noise cause neighbours to complain to the EPA or council?

3.2 NOISE EXPOSURE

For constant noise levels the exposure measurement is easy to calculate, but if the level varies the level must be sampled repeatedly over a well-defined sampling period. Based on the level samples, it is possible to calculate a single number, called Leq, which represents an equivalent continuous level in dBA, which has the same hearing potential as the varying level.

A Daily Noise Dose must never exceed one for an eight-hour working day.

The following are equal to a daily noise dose of 1.0:

58 dBA	over eight hours
88 dBA	over four hours
91 dBA	over two hours
94 dBA	over 60 minutes
109 dBA	over 2 minutes

It is important to note that for every increase of 3 dB the "safe" exposure period is halved.

For the correct method of carrying out noise measurement and assessment refer to Section 2 of AS1269.

3.2.1 Noise Control Measures

There are 3 methods for the management of controlling noise:

- Substitute for quieter equipment;
- Engineering or Administrative controls;
- Personal Protective Equipment

3.2.2 Engineering Controls

Engineering Controls include:

- modifying machinery eg. anti-vibration mounting, sound proof enclosure;

- isolating operator from noisy equipment;
- good maintenance of machinery.

3.2.3 Reduction along the path

Noise can travel from source to listener along three paths:

- directly to listener through the air;
- by reflection off or diffraction around object; or
- by vibration conducted along solid object.

Noise can be reduced along the path to the listener by:

3.2.4 Distance

Sound spreading in open air and measured at a certain distance from the source is reduced by about 6 dB for each doubling of that distance. Sound is reduced less when spreading in a room.

3.2.5 Placing a Barrier between the Source and Listener or Enclosing the Noise Source

The following points must be remembered when designing an enclosure:

- Use a dense material, such as sheet metal or plasterboard, on the outside
- Use an absorbent material on the inside. A single hood of this type can reduce the sound level by 15-20 dB(A)
- Install mufflers on cooling air opening during enclosure of electric motors etc.
- Install easily opened doors as required for machine adjustment and service.

3.2.6 Control of Noise from Vibrating Surfaces

Vibration in machines often results from slippage or loosened bolts. In such cases, repair or replacement can reduce the disturbance.

- Isolate the floor from machine vibrations (absorbent material).
- Place large and heavy machines, which will not be vibration isolated, on separate bases. They can be put on a separate piece of ground without contact with the remainder of the building.
- Provide vibration isolation of machine surfaces to reduce sound emission. Fasten plates to the machine face by flexible means in order to reduce the vibrations of the surfaces. Plates with special damping design can be used.

3.2.7 Absorbing Reflection

In any workplace with hard materials on the ceiling, walls and floor, almost all the sound, which strikes the surfaces, is reflected. The sound level goes down at first as you move away from the machine, but after a certain point it remains practically unchanged. A better sound environment can be obtained by coating the ceilings and walls with effective sound-absorbing material. Reductions of between 2 and 15 dB can be achieved by lining existing walls and ceilings with absorber.

3.2.8 Sound Insulating Separate Rooms

With automation of machines and processes, remote control from a separate room may become desirable.

Some control measures may include:

- constructing the control rooms with materials having adequate threshold limit
- providing good sealing around doors and windows
- providing openings for ventilation with passages for cables and piping equipped with good seals. The control room will need adequate ventilation and possibly air conditioning in hot areas. Otherwise, there is a risk that the doors will be opened for ventilation, which would spoil the effectiveness of the room in reducing the noise level.

3.2.9 Maintenance

In some cases, a noise hazard will be created or made worse by a lack of maintenance. Parts may become loose, creating more noise because of improper operation or scraping against other parts. Grinding noises may also occur as the result of inadequate lubrication.

It is especially important to provide proper maintenance of noise control devices, which are added or built into machinery. If for example a muffler becomes loose or worn out, it should be fixed or replaced as soon as possible.

3.2.10 Administrative Controls

In noisy industries, workers can be protected by job rotation so that the time that an individual spends in very noisy areas is limited to an acceptable level.

A good equipment maintenance program must be adopted to keep noise levels to a minimum as excessive wear of machine parts increases noise levels.

3.2.11 Selection, Provision and Use of PPE

There are two basic types of hearing protection:

- earmuffs
- earplugs

There are many varieties of these two basic types of protectors, each giving different amounts of protection. The SLC80 (Sound Level Conversion) rating on the hearing protective package gives an overall indication of the amount of attenuation provided by each particular hearing protector. The higher the SLC80 rating, the greater the protection.

The SLC80 rating is subtracted from the noise level to determine the sound level reaching the ear.

The following points must be kept in mind when selecting hearing protection:

- only use hearing protectors which comply with AS1270
- each worker must be individually fitted to determine the best possible hearing protectors for that person
- the SLC80 rating is not a quality rating but simply a measure of attenuation provided:
- the hearing protectors selected must be appropriate for the noise levels in the workplace.
- earmuffs, which are highly attenuating, will also be tightly clamped. If noise levels are not very much above acceptable limits then such an effective pair of earmuffs will not be required and probably will not be worn, because they can be uncomfortable.
- workers must be consulted with and preferably hearing protection trailed before being purchased to help ensure wearers comfort and satisfaction.
- workers must be trained in wearing hearing protection and educated in the effects of noise

3.3 AUDIOMETRY

Under statutory and legislative requirements all workers must have an audiometry (hearing) test every two years of employment. It is also an Brisbane Alarm Monitoring Security Services Pty Ltd requirement that all new workers have an audiometry test as part of their pre-placement medical.

Typical Noise Levels			
Source of Sound	Decibels	Source of Sound	Decibels
Rustle of leaves in breeze	10	Air drill	90-105
Average Whisper	25	Band Saw on sheet metal	106
Country Residence	30-40	Pop Group – electric guitar	96-105
City Residence	30-55	Boiler factory	105-115
City Office	40-70	Circular Saw	100-116
City Street	50-81	Motor & propeller of plane – 6m	120
Average Factory	70-110	Drop hammer	100-130
Subway train passing through local station (express)	95	Level of painful sounds	130
Public address system	90-96	Jet engine	140

MO-027 EXCAVATION AND TRENCHING

1.0 PURPOSE

To provide procedural guidelines for excavation & trenching operations for Brisbane Alarm Monitoring Security Services Pty Ltd to ensure that;

- Risk to the health & safety of any person affected by these operations is minimised □
Environmental risks are identified & managed.
- All documentation & necessary plans & permits are approved & in place at the time of the work order issue.

2.0 SCOPE

Applies to all excavation & trenching work carried out on Brisbane Alarm Monitoring Security Services Pty Ltd work sites of depths of 1.5 metres and greater.

3.0 PROCEDURE

3.1 PLAN AND PREPARATION

Prior to any excavations or trenching operations, the relevant documentation is to be;

- Identified
- Reviewed
- Approved
- Controlled for issue.

This will consist of, but is not limited to;

- Work issue order
- Risk management procedure
- All necessary digging permits
- Plans from relevant authorities identifying all buried services.
- Approval from these authorities to proceed once these services are found.
- Environmental approval (if necessary).

3.2 HAZARD/RISK CONTROL

3.2.1 Identify Risks

Prior to commencement of activities in any excavation or trenching activities, all risks to the health & safety of any person working or affected by these operations are to be;

- Identified by probability, risk level & consequence.
- Documented using J.S.A process.
- Managed and/or controlled.
- All workers involved are made aware of these risks & how they are to be managed.

3.2.2 Buried Services

Utilising the information detailed in the relevant authority's plans, all buried services are to be;

- Identified
- Marked out as their approximate location
- Plotted line of the excavation or trench marked in relation to these services.

- Utilise & reference information from the “Dial Before You Dig” phone number prior to commencement of excavation or trenching operations.

3.2.3 Environment

All environmental risks & controls are required to be;

- Identified
- Quantified
- Managed.

The area of operations to be surveyed for environmental aspects and the probability and consequences of any of these if uncontrolled or ignored, impacting on the site & surrounding area. These will include but are not limited to;

- Fluid or solid waste in the area of operations.
- Contamination probability from ruptured or damaged buried services.
- Ingress of water from any source.
- Spoil from Excavation or Trenching operations contaminating the surrounding area.
- Spoil from Excavation or Trenching operations leaching into the local streams or water table.

The second part of the environmental review process for the site is the inspection of all plant, equipment and components required for the Excavation or Trenching activities.

These will include but are not limited to;

- Mechanical excavation/trenching plant for fluid leaks and atmospheric pollution □ Manual and mechanical equipment for fluid leaks and/or prior contamination.
- Components required for the excavation/trenching operations secured to prevent environmental pollution.

3.3 ADMINISTRATION

All permits and applications are to be signed off prior to work commencing and are to be archived post completion for a period not less than 5 years.

3.4 OPERATIONS

Upon start up at the Excavation or Trenching Site, there are a number of controls & actions that are required to be put into place prior to the actual operation itself.

3.5 PROTECTION TECHNIQUES

Excavation processes to include ladders 9m intervals for occupied trenches deeper than 1.5m

Processes are in place to secure trenches of a depth of 1.5m or more to prevent unauthorised entry.

3.4.1 Site Set Up

- Inspect the site for any manhole locations, signs, star pickets or valves and to determine where the buried cables are within the operations vicinity and surrounding area. Refer to the relevant plans submitted for guidance. Any items not included on the plans must be noted. Mark the locations of all these services & their routes in proximity to the planned excavation/trench route.
- Any plans or indication of Optical Fibres in the area of operations will require an exclusion zone of 5 metres for any mechanical excavation/trenching operations. The 5 metre exclusion zone is to be marked clearly.
- Mark out the route of the excavation or trench and barricade or install warning barrier tape if the risk exposure to workers, members of the public and/or visitors is identified.

- Where practical, the exclusion zone for any person or equipment not involved in these activities is 15 metres. This exclusion zone also applies to vibrating equipment while excavation/trenching operations are in progress.
- Review the topographical lay out of the excavation/trenching. If water ingress from any source is identified as a risk, ensure that bunding or appropriate prevention measures are in place to prevent flooding of the site once operations have commenced.
- Where the excavation/trenching operations are to cross pathways, travel ways, roadways or any access situation, traffic & pedestrian diversion including barricades, signage, and where necessary a traffic plan & system is to be put into place prior to commencement.

3.5.2 Commencement of work

Once the excavation/trenching have started, there are ongoing risks and compliance requirements to ensure that the operation can/will continue efficiently. These are but are not limited to;

- All spoil heaps from the operation not to be placed any closer to the edge a distance that is one third of the excavation/trench depth. (Example: A trench with a depth of 1.5 metres will require the spoil to be placed 0.5metre from the edge as a minimum distance) Restrictions due to locality, & area layout may dictate that alternative placement of spoil heaps be addressed.
- Note: Depending on the stability of the ground where excavation/trenching operations are taking place may also determine greater distances for deposition.
- The ground strata will determine the controls required for the sides of the excavation/trench. A risk assessment is required once these factors are identified & management controls initiated. Where necessary, the sides may require;
 - Benching or
 - Battering or
 - Shoring
- Tools equipment, components, & other items required for the operations are to be placed outside of the spoil heaps. Under no circumstances is any item to be placed at the edge of any excavation or trench.
- Request Service Supervisor on-site if necessary.
- Excavate with hand tools to determine the physical location of the cable, and an additional 200mm depth should be excavated to cater for the cable cover.
- If the plan states that 'Optical Fibres are in this area', then there is to be no mechanical excavation, no heavy machinery with 5m of optical fibre cable, hand excavations (pothole) only, to identify the cables before any excavations commence.
- If the asset is damaged throughout the course of the work, performed by Brisbane Alarm Monitoring Security Services Pty Ltd, then initially the worker will contact their immediate supervisor, and further excavation work to be suspended. The supervisor will then contact the relevant authority and notify them of the damage.
- If the asset is located and found to be pre-damaged. The worker will contact their immediate supervisor; the supervisor will then contact the relevant authority and notify them of the damage.

MO-028 SAFE USE OF LADDERS

1.0 PURPOSE

To determine whether use of a ladder for a work task is the most practicable solution available, assessment using the hierarchy of control should be carried out first. Where ladder usage is deemed to be the appropriate for the work task, the guidelines for the safe use of ladders must be followed. Where these guidelines cannot be followed other means must be used to perform the task.

2.0 SCOPE

A ladder should be primarily used for gaining access to areas above or below ground, or other levels not provided with permanent access. It is important to realise that there are limits to the safe use of a ladder. Most accidents occur because these limits are exceeded by users.

3.0 PROCEDURE

3.1 DUTIES OF EMPLOYERS (PCBU) (INCLUDING SUBCONTRACTORS WITH WORKERS)

Where a fixed or portable ladder is used to control the risk of a fall, the worker must ensure that the ladder;

- is appropriate for the task to be undertaken; and
- is appropriate for the duration of the task; and □ is set up in a correct manner.

Falls can take place when people are working from ladders.

Portable ladders are only used where other methods of working at height are not practicable. Remember that fall protection and emergency procedures are required to be established prior to the task being undertaken.

The fall height is the distance from the level at which a person's feet are supported on the ladder to the level below. To avoid falls from ladders it is necessary to ensure a risk assessment is carried out where it is intended to undertake any such work from a ladder.

Generally, ladders are only appropriate for short duration, light tasks, such as painting a downpipe, repairing a gutter or carrying out minor electrical installations.

The chief hazard when using a ladder is falling. A poorly selected, designed, inspected, maintained or improperly used ladder may collapse under the load placed upon it and cause the worker to fall.

A ladder is an appliance of two side rails joined at regular intervals by crosspieces on which a person may step / stand to work, ascend or descend.

3.2 TYPES OF PORTABLE LADDERS

3.2.1 Stepladder

A self-supporting, portable ladder, non-adjustable in length, having flat steps and hinged back and in many cases a flat platform at the top broader than the ladder steps.

3.2.2 Collapsible Stepladder Platform

A self-supporting, portable ladder, non-adjustable in length, having flat steps and hinged back similar to a stepladder however having a work platform at the top broader than the steps e.g. 600mm x 600mm approximately and a handrail around approximately two thirds to three quarters of the working platform.

3.2.3 Single Ladder

A non self-supporting portable ladder, non-adjustable in length, consisting of but one section. Its size is designed by overall length of the side rail.

3.2.4 Extension Ladder

A non self-supporting portable ladder adjustable in length consisting of two or more sections and controlling ropes or wires and pulleys enabling the adjustment in length.

3.2.5 Multipurpose

Designed with moveable hinging and folding to be compatible as a self supporting step ladder, a non self supporting single straight ladder or self supporting as a limited work platform / bench.

Note: These guidelines do not apply to trestle ladders or trestle ladder components, nor do they apply to what is commonly referred to as a step platform [non collapsible chariot] which is similar to a stepladder platform however it generally has a larger working platform and handrails on all four sides or a self closing gate with steps leading up to the platform.

3.3 SELECTION OF LADDERS

Employers must make sure that portable ladders are correctly selected for the task to be undertaken. In doing this, employers must have regard to the duration of the task, the physical surroundings of where the task is to be undertaken and the prevailing weather conditions. For example, metal ladders or metal reinforced ladders must not be used for live electrical work or where an electrical risk exists.

Typically ladders used for construction work should be of robust design and construction. **Accordingly, ladders used for construction works must be industrial grade, not domestic grade.**

Only industrial ladders may be used at the workplace. Industrial ladders must have a load rating of 120kg or more.

The maximum lengths of ladders are listed in the AS/NZS 1892:1996 Parts 1 and 3 and AS/NZS1892:1992 Part 2.

No metal ladder and no ladder reinforced with wire shall be used in the vicinity of any electrical conductor or of any electrified equipment or apparatus as such use may result in a person receiving an electric shock.

3.4 INSPECTION

Ladders should be regularly inspected by a competent person. Ladders with any of the following faults should not be used and be replaced or repaired or destroyed:

- timber stiles warped, splintered, cracked or bruised
- metal stiles twisted, bent, kinked, crushed or with cracked welds or damaged feet
- rungs, steps, treads or top plates which are missing, worn, damaged or loose
- any rung or tread depends for its support solely on nails, spikes or other similar fixing device
- tie rods missing, broken or loose
- spreader bars / hinges that are damaged, broken or do not work for the purpose intended
- ropes, braces, or brackets which are missing, broken or worn
- timber members which, apart from narrow identification bands, are covered with opaque paint or other treatment that could disguise faults in the timber

Proper inspection, set up and use of ladders is essential in preventing accidents. Even a good ladder can be a serious safety hazard when used by workers in a dangerous way.

Ladders shall be inspected frequently and those which have developed defects shall be **tagged or marked (Dangerous, Do Not Use) and removed from service for repair or destruction.**

Ladders must be fitted with rubber (or similar non slip material) feet to prevent slipping.

3.5 SITE SET UP

A ladder must be set up on a surface that is solid, stable and secure and capable of supporting the ladder and its load. Do not erect a ladder on a slippery surface; its stability depends on the friction at the base of the ladder.

Ladders shall be securely fixed at the top and foot so that they cannot move either from their top or from their bottom points of rest. If it is not possible to secure a ladder at both the top and bottom then it shall be securely fixed at the base. If this is not possible, then a person shall stand at the base of the ladder and secure it manually against slipping.

Ladders shall be placed with a secure footing, even surface when possible, or they shall be tied off at the top, middle and bottom to prevent slipping.

Ladders used to gain access to the roof or other area shall extend at least **900mm above the roof so it provides a point of support when stepping on the roof.**

Where possible, ladders being used as access should be set up at right angles to the working surface to allow workers to step off the ladder rather than having to step around or over the ladder.

The base of the ladder should be placed so that it is 1 metre away from the building for every 4 metres of height to where the ladder rests against the building. This is known as the **4 to 1 rule**.

i.e. If the top of the ladder is at 8 metres the base should be 2 metres from the building.

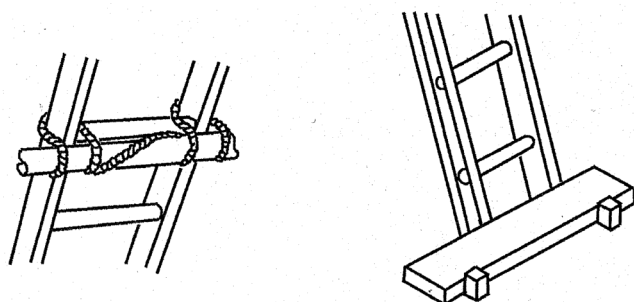
Ladders set up in public thoroughfares or other places (where there is potential for accidental collision with the ladder) must be provided with effective means to prevent the displacement of the ladders due to collisions, for example, use of adequate barricades.

A ladder should never be 'walked' by the person standing on the ladder. Walked describes the action of a person standing at the top of a ladder who, by moving his body, causes the bottom of the ladder to lift the ends of the stiles alternately to cause the ladder to move. This is a very dangerous practice, since the ladder is not under proper control.

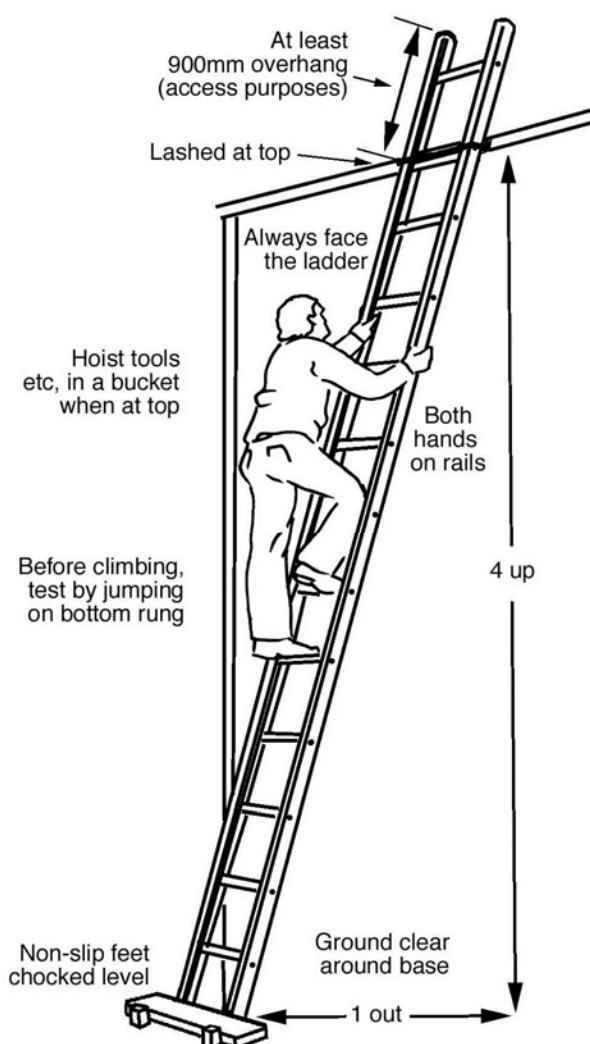
3.6 SECURING

Any ladder used at a workplace must be set up on a surface that is solid and stable, and set up so as to prevent the ladder from slipping. Slipping of ladders can be prevented by:

- placing single and extension ladders at a slope of 4 to 1, and setting up stepladders in the fully opened position
- securing single and extension ladders at both the top and bottom



3.7 SOME EFFECTIVE WAYS OF SECURING A LADDER



3.8 SAFE USE OF LADDERS

Persons using ladders should not:

- handle or use ladders where it is possible for the worker or the ladder to make contact with power lines
- use metal or metal reinforced ladders when working on live electrical installations or where an electrical risk exists
- set up the ladder in places, such as driveways and doorways, where a person or vehicle could hit it without appropriate safeguards such as, the erecting of a barrier or locking the door shut.
- use a stepladder near the edge of an open floor, penetration, or on scaffolding or an EWP to gain extra height
- over-reach (the workers belt buckle should remain within the ladder stiles throughout the work)
- use any power (air, hydraulic, electric or battery) equipment or tool, specifically designed to be operated with two hands and which may require the operator to brace themselves against the high level of torque exerted by the tool. e.g concrete cutting saw, angle grinder, power saw, large impact drill, impact / jack hammer
- carry out work such as arc welding or oxy cutting unless step platforms or other temporary work platforms are not feasible and the task is of short duration and a safe work procedure is followed.
- use tools requiring the use of both hands and dynamic movement such as axes and crowbars
- use tools which require a high degree of leverage type force which, if released, may cause the user to over balance or fall from the ladder such as stillsons or pinch bars
- work over other people or allow anyone else to be on the ladder at the same time

- stand higher than the second tread below the top plate of any stepladder □ short ladders shall not be spliced together to make long ladders.
- ladders shall never be used in the horizontal position as scaffolds or work platforms unless designed specifically for that purpose.

3.9 DO'S AND DON'TS FOR LADDER USE

DO NOT stand on the top platform or first step down from the top of a regular stepladder as you have **NO** support.

- Use both hands when climbing or descending ladders.
- Persons using ladders should wear fully enclosed slip resistant footwear at all times on the ladder
- Metal ladders should never be used near electrical wiring or where there is the potential for electrical shock or electrocution
- Only one person at a time may use or work from a single ladder.
- Always face the ladder when ascending or descending it.
- Only a "trestle ladder" shall be used to support a plank upon which a person has to work.
- Ladders shall not be joined together to form a longer ladder unless the longer ladder conforms with the strength and rigidity requirements
- A ladder shall not be used as a guy, brace, tom, strut, beam, skid, or for any use other than its correct use as a ladder.
- When there is significant traffic on ladders used for building work, separate ladders for ascent and descent should be provided, designated and used.

5.0 STEP LADDER USAGE

A person may carry out light duty work that requires the simultaneous release of both hands from a stepladder under the following circumstances –

- where the step ladder will be used only in the fully opened position
- the height at which a person is supported for working is limited to accessing the ceiling or soffit of the floor above which the stepladder is positioned, or be restricted to 2.0m elsewhere;
- the person carrying out the work and the stepladder will remain stable throughout the intended work;
- the person had the use of both hands to grip the stepladder when ascending and descending [tools to be carried in a belt or passed up by others];
- the person does not work from above the third step from the top of the stepladder;
- the nature of the work allows the person to lean forward towards the stepladder;
- where the work involves hand tools –
 - o the tools are used as intended to be used in their normal operating position; o their use does not negate guarding or other safety features on the tools;
 - o all tools are supported by the person undertaking the task, e.g. in a tool belt or tool bag, and are not supported from the stepladder unless designed for the purpose;
 - o the tools, and the manner in which they are used, do not cause the centre of gravity of the person operating them to be shifted from the stable position of leaning towards the stepladders; and
 - o the tools are relatively lightweight, battery operated and free of cords or hoses.
- the nature of the work, and the position of the stepladder, does not require the person to overstretch; and
- the work does not cause fatigue - it is of short-term duration and conducted in an ergonomic manner.

An inability to comply with any of the above requirements would indicate that a stepladder is inappropriate for the work in hand and it should be replaced by a more suitable work platform.

MO-029 HEALTH SURVEILLANCE

1.0 PURPOSE

The purpose of this procedure is to determine the need for health surveillance and ensure the early detection of any adverse health changes due to exposure any substance or process during work activities.

2.0 SCOPE

Brisbane Alarm Monitoring Security Services Pty Ltd will ensure that hazards and risks are identified at both a company and site level. Identification of hazards and risks.

2.0 DEFINITIONS

"health monitoring" means the monitoring of persons to identify changes (if any) in their health hazardous chemical because of exposure to certain substances.

"risk to health", in relation to a chemical, means the likelihood that the chemical will cause harm to health in the circumstances of its use.

3.0 PROCEDURE

Brisbane Alarm Monitoring Security Services Pty Ltd has identified those situations where workers health monitoring is required and implemented appropriate systems. Systems are in place to ensure that workers have access to their own individual results.

Where specified by legislation, the health of workers how have been exposed to specific hazards is monitored and recorded.

3.1 DUTY TO PROVIDE HEALTH MONITORING (R.368)

A person conducting a business or undertaking must ensure that health monitoring is provided to a worker carrying out work for the business or undertaking if:

- the worker is carrying out ongoing work at a workplace using, handling, generating or storing hazardous chemicals and there is a significant risk to the worker's health because of exposure to a hazardous chemical referred to in Schedule 14, table 14.1, column 2, or
- the person identifies that because of ongoing work carried out by a worker using, handling, generating or storing hazardous chemicals there is a significant risk that the worker will be exposed to a hazardous chemical (other than a hazardous chemical referred to in Schedule 14, table 14.1) and either:
 - o valid techniques are available to detect the effect on the worker's health, or
 - o a valid way of determining biological exposure to the hazardous chemical is available and it is uncertain, on reasonable grounds, whether the exposure to the hazardous chemical has resulted in the biological exposure standard being exceeded.

Note. *The biological exposure standard is published by Safe Work Australia.*

3.2 DUTY TO INFORM OF HEALTH MONITORING (R.369)

A person conducting a business or undertaking who is required to provide health monitoring to a worker must give information about the health monitoring requirements to:

- a) a person who is likely to be engaged to carry out work using, handling, generating or storing a hazardous chemical, and
- b) a worker for the business or undertaking, before the worker commences work using, handling, generating or storing a hazardous chemical.

Clauses 370-378 provide further requirements relating to health monitoring.

MO-030 CONFINED SPACE

1.0 PURPOSE

To detail the requirements and procedures for entry into confined spaces and to detail known hazards associated with entry into certain defined confined space situations.

2.0 SCOPE

This procedure applies to all relevant workers including subcontractors and company workers in the case where there is not a suitable client Confined Space Procedure to follow.

This procedure sets out requirements when work is to be carried out in a confined space and follows the requirements set out in Australian Standard 2865.

3.0 DEFINITIONS

“confined space” means an enclosed or partially enclosed space that:

- (a) is not designed or intended primarily to be occupied by a person; and
- (b) is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and
- (c) is or is likely to be a risk to health and safety from:
 - (i) an atmosphere that does not have a safe oxygen level; or
 - (ii) contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion; or
 - (iii) harmful concentrations of any airborne contaminants; or
 - (iv) engulfment, but does not include a mine shaft or the workings of a mine.

“entry, by a person into a confined space”, means the person's head or upper body is in the confined space or within the boundary of the confined space.

Entry Permits

An entry permit is the final step in obtaining authority to enter a confined space. This authorisation comes from the employer and is provided once the risk assessment is completed. Entry into a confined space is not permitted without an entry permit. The permit is a written form of notification, which indicates that the following items have been considered:

- the work to be done and its location;
- possible hazards involved;
- testing the atmosphere;
- continual monitoring of the atmosphere and ventilation;
- conditions of working area such as heat, noise or any likely change in conditions;
- safety clothing and equipment needed to perform the work safely;
- total number of personnel required;
- safety and emergency precautions.

4.0 PROCEDURE

4.1 PLANNING AND PREPARATION

Due to the risks involved with confined space entry a Risk Assessment must be developed in consultation with all participating workers to identify, assess and control the hazards prior to work commencing.

The following is a list of some of the types of hazards that must be considered before entering a confined space:

- oxygen deficiency
- oxygen excess

- contaminants
- moving equipment
- flooding
- electric shock
- explosion and fire
- suffocation by solids
- additional factors.

These categories must be reviewed for the procedures for testing the atmosphere of a confined space prior to entry.

4.2 VENTILATION

The decision whether to force air into a confined space or exhaust it out depends largely on the nature of the space and the contaminants that are likely to be present.

Supervisors are to ensure that no person will enter a confined space unless the atmosphere within the space has been positively identified and appropriate protective measures implemented.

4.3 CONFINED SPACE ENTRY

All entry points to a confined space must be sign posted and barricaded off to prevent entry by unauthorised workers.

There are two types of conditions of entry used:

- Free Entry - conditions favourable to enter and work in a confined space without the need for personal breathing equipment.
- Restricted Entry - entry permission is given only to persons wearing approved supplied air or selfcontained breathing equipment.

4.4 ENTRY WITHOUT BREATHING APPARATUS MUST NOT BE PERMITTED IF:

- The hydrocarbon level is above 5% of Lower Explosive Level (LEL)
- The oxygen level is less than 19.5% or greater than 23.5%
- The carbon monoxide level is greater than 25 ppm
- The hydrogen sulphide level is greater than 10ppm
- The level of any other atmospheric contaminant is above its Time Weighted Average (TWA).

Evaluate all tasks to be performed, particularly those that may create changes in conditions within the space.

4.5 WORKERS (MEDICAL AND PHYSICAL REQUIREMENTS)

Any phobias, history of panic or mental illness of workers entering the confined space should be known before entry and should preclude entry.

4.6 SUPERVISION

Supervisors must ensure that the types of emergencies likely to occur in confined spaces are identified as part of a risk assessment and safe work method statement. Consideration must be given to the following:

- Evacuation or self rescue situations
- Incidents with moderate injury where the person is evacuated but requires first-aid or medical treatment outside the confined space.
- Incidents where entry by first aiders is necessary to treat injured person before removal from the confined space.
- Incidents where assistance is required from outside to rescue the person(s) from the confined space.
- Incidents requiring the rescue team to enter the confined space to rescue the person(s) within the space.

4.7 WORKER / CONTROL AND MANAGEMENT.

If workers must enter a confined space there must be a comprehensive confined space program that includes the following:

- Attend and successfully complete an accredited confined spaces training course to ensure they are competent and are aware of what is a confined space and what risks may be present.
- Identification and signage for all known confined spaces
- Hazard identification
- Hazard control
- Ventilation, cleaning and purging of the confined space
- An entry permit system
- Atmospheric testing in the confined space
- Appointment of a person or persons (Stand-By Person) outside the confined space that is trained to ensure that adequate communication, support, first-aid and rescue services are available to the person within the confined space.
- An emergency response plan
- The provision of appropriate respiratory devices

4.8 PRIOR TO ENTRY OF THE CONFINED SPACE, THE CONFINED SPACE ENTRY PERMIT MUST BE SIGNED BY:

- The individuals entering the confined space
- Their immediate supervisor
- The gas tester
- The standby workers

A copy of this permit must remain on-site throughout the job, on completion it will be kept on record at the site.

4.9 THE PERSON WHO ENTERS THE CONFINED SPACE MUST HAVE RECEIVED ADEQUATE TRAINING AND INSTRUCTION IN THE FOLLOWING:

- the use of respiratory protective devices;
- the use of suitable first aid and rescue equipment (including confined space fall-arrest harness and winch);
- the use of any other equipment provided for the work in the confined space; and
- safe procedures for working in confined spaces.

5.0 CONFINED SPACE FALL ARREST HARNESS

This harness will be used for work in confined spaces wherever there is a risk of free fall.

The confined space fall-arrest harness will comply with the requirements of all fall-arrest harnesses as described in AS/NZS 1891.1 and, in addition, will include:

- wrist straps which enable the wearer's arms to be raised above the head to facilitate rescue and which will be readily detachable from the wrist; and
- lifting attachment points fitted to the harness in a manner that will retain the wearer in a head-up position when being lifted.

MO-031 SAFETY DATA SHEETS (SDS)

1.0 PURPOSE

To ensure that current, up-to-date Safety Data Sheets are available in all locations and situations where they are needed.

2.0 SCOPE

This procedure covers the requirements associated with the preparation, storage and availability and distribution of Material Safety Data Sheets (MSDS).

3.0 PROCEDURE

Brisbane Alarm Monitoring Security Services Pty Ltd recognise the potential risks associated with chemicals and ensure that current, up-to-date Safety Data Sheets (SDSs) are available in all locations and situations where they are needed.

3.1 OBTAINING SDS

An SDS in accordance with model WHS Regulations is obtained, purchased or prepared for each chemicals, raw material, intermediate, or accessory material (including solvents, detergents, cleaning agents, etc).

Purchasing procedures include a specific requirement to request and obtain the appropriate Safety Data Sheets from supplier of materials.

SDS's (including those produced in other countries) include, as a minimum, the following information:

- Date of issue and manufacturers or suppliers details;
- Material name and details;
- Safe uses and recommended methods of use;
- Description, ingredients and properties of the material;
- Hazards associated with the material;
- Precautions for use;

3.2 ACCESS TO SDS

The relevant SDS's shall be easily available to all workers performing work involving such materials, or workers who may be exposed to such materials. This may be done by means of hard copies or access via a computer.

Where SDS's are available only on a computer, consideration shall be given to distribution of the information to workers who, through the nature of their work, do not have ready access to a computer.

Safety Data Sheets distributed shall be controlled documents.

3.3 SDS TO CUSTOMERS AND CONTRACTORS

The appropriate SDS's shall be given to customers, contractors and others who may need them.

3.4 UPDATES AND RECORDS

Arrangements shall be established to ensure all Safety Data Sheets are kept up-to-date, that is replaced every 5 years. Superseded Safety Data Sheets shall be kept in accordance with the records keeping requirements.

MO-032 FORKLIFT SAFETY

1.0 PURPOSE

To define a standard demarcation code so that walkways, roadways and other areas are clearly marked allowing workers and vehicles to move without risk to health, safety and damage.

This procedure does not apply to offices, lunchrooms, switch-rooms, control rooms and other rooms that have floor coverings or that have floors of dirt, fines or similar material.

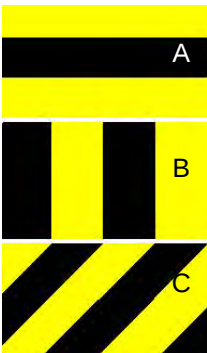
2.0 SCOPE

This procedure applies to all workers operating forklifts

3.0 PROCEDURE

- All workers shall use demarcated areas as directed by this procedure.
- Where possible at all times a physical barrier will be erected and in place permanently, so as to ensure that pedestrians and forklifts cannot interact causing injury.
- Access ways, including walkways and roadways shall be clearly marked and free of obstruction.
- A standard walkway shall be 1 metre wide (0.6 metre minimum at any point) and its route shall be clear of obstacles such as doors, open windows and other protrusions.
- Acceptable roadway demarcation shall include paint, windrows, marker posts, tyres and barriers.
- All forklifts will be fitted with audible and visual indicators such as warning lights and horns.
- Operators will ensure all loads are lashed and secure and that when travelling tines are as low to the ground as is practicable.
- All surfaces will be in good condition to ensure there are no pot holes or uneven areas that may jolt or cause a load being carried to fall or tip.
- No other vehicles will be allowed to operate in the same area as the forklift.
- Delivery drivers of trucks are not permitted to supervise in the area of mobile forklifts.
- All workers working in the immediate vicinity to forklifts will wear fluoro vests.
- Where floor areas are marked to illustrate their purpose (eg. work area, walkway, and storage area) this shall be by a 75 mm wide line or border, of the designated colour, that adjoins the golden yellow demarcation line (see attachment for workplace example).
- Demarcation lines and painted areas shall be maintained so they are always clearly visible
- Painting of handrails shall only occur if they are already painted. New, galvanised stairs and handrails need not be painted.
- Each use of the golden yellow/black combination to alert workers to specific hazards shall be approved by the relevant Manager.

3.1 PLANT DEMARCATION COLOUR CODES

Colour *	Apply to:
golden yellow black letters (AS2700-Y14)  	used alone or with black to indicate where caution is required, including where radiation hazard exists: • basic demarcation line (75 mm wide on floor) • location and width of access ways • mobile plant and equipment • barricade markings and temporary barricades • flashing lights, stacking demarcation • low pulley blocks and crane hooks • corner marker for storage piles • machine and traffic guards • traffic markings, parking bays • fixed ladders and cages • top and bottom tread of stairs where caution needed • handrails (all rails and kickboard, if painted now) • flammable liquid cabinets (labelling in black required, see example left) • drawing attention to hazards created by removal of guards/covers (eg. paint inside of guard) • rooms or areas where radioactive materials are stored or handled
golden yellow/black 75 mm horizontal, vertical or 45° strips (AS2700-Y14) 	hazard identification, for best attention in difficult environments (should not be over-used to detract from its value): • hazard identification (eg low head room, height change, drop into pit, beams and low pipes, low doorways) • pillars, posts or columns that might be struck • road speed humps • barrier rails SELECT FROM STYLES SHOWN LEFT: A. small circular/irregular/non-flat shaped vertical objects (eg. post, column, duct, pipe) B. small circular/irregular non-flat shaped horizontal objects (eg. pipe, rail, duct, beam) C. flat objects (eg. large tanks, walls, floors, steel beams)
jade (AS2700-G21) 	□ walk-ways (on floor) as 75 mm strip on each inner edge
silver-grey (AS2700-N24) 	□ lay-down and storage areas (on floor) as 75 mm strip on each inner edge (except where bordered by walls)

Colour *	Apply to:
bright blue (AS2700-B23) 	□ work areas (on floor) as 75 mm strip on all edges (except where bordered by walls)
signal red (AS2700-R13) 	used to identify or indicate location of danger, fire protection equipment and apparatus and stop buttons and emergency stop controls: • fire alarms and boxes • boxes for fire suits • positions of fire extinguishers • position of fire hose, reels (other than on hose itself) • fire pumps • valve locations for all fire services • sprinkler piping and hydrants • location of other equipment to be used in an emergency keep clear areas - below fire or electrical installations: • have an area 1000 mm standard (at least 800 mm) out from wall kept free on the floor below them • width of marked floor area to extend 250 mm each side of the equipment to minimum 1000 mm • fully painted (within the golden yellow demarcation outline) • marked with words 'KEEP CLEAR' in white Arial font upper case, 150 mm high
signal red/white 75 mm @ 45° stripes (AS2700-R13) 	• fire equipment (wall marking) • 1800 mm high from floor up wall (or 250 mm above equipment) and 250 mm each side of equipment if possible (minimum 1000 mm wide to match floor marking) • stripes from top right to bottom left

Colour *	Apply to:
orange (AS2700-X15) 	□ colour of electrical switchgear, services, conduit and allied fittings (not electric motors) DOES NOT APPLY IN OFFICES

jade/white 75mm @ 45° stripes (AS2700-G21) 	used with white to denote safety and indicating location of safety equipment (other than for fire-fighting), fully painted on wall and floor: • location of first aid equipment, including stretchers • location of respiratory protective equipment and rescue equipment • safety showers and eyewash location • exit signs (for sign only) • safety instruction signs • 1800 mm high from floor up wall (or 250 mm above equipment) and 250 mm each side of equipment (minimum 1000 mm wide to match floor marking) • stripes from top right to bottom left keep clear area below safety equipment: • have an area 1000 mm standard (at least 800 mm) out from wall kept free on the floor below them • width of marked floor area to extend 250 mm each side of the equipment to minimum 1000 mm • fully painted green and white stripes (within the golden yellow demarcation outline)
Colours shown are indicative only exact match may be difficult.	

MO-033 WORKING AT HEIGHTS

1.0 PURPOSE

To define the safe working procedure for working at heights

2.0 SCOPE

This procedure applies to all workers of Brisbane Alarm Monitoring Security Services Pty Ltd including subcontractors

3.0 PROCEDURE

Brisbane Alarm Monitoring Security Services Pty Ltd ensures that risks associated with falls from a height are controlled by provision and maintenance of:

- (i) a fall prevention device (such as a secure fence, edge protection, working platforms or covers) if it is reasonably practicable to do so;
- (ii) if (i) is not reasonably practicable - a work positioning system;
- (iii) if (i) or (ii) is not reasonably practicable - providing a fall arrest system (such as an industrial safety net, a catch platform or a safety harness system).

Where harnesses are used, the user will inspect all equipment (harness, straps, ropes, clips, clamps, etc) and anchor points prior to use.

3.1 WORKING ON ROOFS

Working at height on the roofs of buildings is a hazardous process with substantial risk of death or serious injury. In addition to falling from the edge of the roof, other hazards may exist from:

- working adjacent to overhead power lines;
- falling through the structural members of the roof;
- falling through an existing brittle or fragile roof;
- falling through a skylight or other penetration in the roof;
- falling through incorrectly installed roof safety mesh; or
- objects falling from the roof onto persons below, or
- RF exposure from antennas.

Factors to consider in a risk assessment should include the:

- harm that can be caused by exposure to the hazard
- number of people and the duration and frequency of exposure to the hazard
- capability, skill and experience of people exposed to the hazard.

Working at height is high risk; ensure that a risk assessment is undertaken, you have appropriate training, equipment and instruction for the job and that the appropriate control measures and protection is in place.

3.2 ELEVATING WORK PLATFORMS (SCISSORS LIFTS AND CHERRY PICKERS)

The use of scissors lifts and cherry pickers shall comply with the standard operating procedures. Only those personnel trained and certified are permitted to use EWP's with a boom length exceeding 11 metres.

3.3 WORKING ABOVE 2.0 METRES

When working within 3 metres of any potential edge of a fall in excess of 2.0 metres, measures must be initiated to restrict the fall by the provision of approved barriers or handrails. Where it is not possible to provide fixed barriers, the wearing of safety harnesses complete with safety lanyards must be worn. Lanyards must be fixed to an approved anchorage point.

3.4 FALL ARREST DEVICE

If a fall arrest device is provided for use, Brisbane Alarm Monitoring Security Services Pty Ltd ensures that:

- all anchorage points for the device are inspected by a competent person before their first use and then on a regular basis so they are capable of supporting the design loads, and
- if the load-bearing capacity of an anchorage point is impaired, the anchorage is immediately made inoperable so as to prevent its use, and
- any harness, safety line or other component of the device that shows wear or weakness to the extent it may cause the device to fail is not used, and
- all persons using the device have received training in the selection, assembly and use of the system, and
- adequate provision is made for the rescue of a person whose fall is arrested by a fall arrest device.
- Fall protection covers are used as a control measure and are of sturdy construction and are securely fixed in place such that a person will not fall through it or move it to expose the hole.
- Travel restraint systems used as a control measure are installed by a competent person in a manner that the load capacity exceeds a reasonably expected load in use.

3.5 FALLING OBJECTS

Brisbane Alarm Monitoring Security Services Pty Ltd ensures that risks associated with falling objects are controlled by use of the following measures:

- provision of safe means of raising and lowering plant, materials and debris in the place of work,
- provision of a secure physical barrier to prevent objects falling freely from buildings or structures in or in the vicinity of the place of work,
- if it is not possible to provide a secure physical barrier, provision of measures to arrest the fall of objects,
- provision of appropriate personal protective equipment.

MO-034 FATIGUE MANAGEMENT

1.0 PURPOSE

Fatigue affects a person’s health, increases the chance of workplace injuries occurring, and reduces performance and productivity within the workplace. This procedure explains how these factors and the way work is designed can be improved to address and reduce the risk of fatigue in the workplace.

2.0 SCOPE

General information for employers and workers (including volunteers) in any job or industry and can also be applied to suppliers, importers, manufacturers and independent contractors.

3.0 PROCEDURE

3.1 CAUSES OF FATIGUE

- It is normal to feel tired or drowsy after prolonged mental or physical effort at work.
- Fatigue, however, is more than feeling tired or drowsy.
- It is an acute and/or ongoing state of tiredness that leads to mental or physical exhaustion and prevents people from functioning within normal boundaries.
- Working long hours, with intense mental or physical effort, or during some or all of the natural time for sleep, can cause fatigue. All of these have obvious implications for workplace and public safety.
- Fatigue can also have long-term effects on health.
- Fatigue can be caused by work-related factors, factors outside work and/or a combination of both, and may accumulate over time.

Work-related factors	Factors outside work
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☐ roster patterns length of shifts poor work scheduling and planning length of time worked timing of shifts (e.g. night shift) proportionally increases the impact of fatigue insufficient recovery time between shifts long periods of time awake harsh environmental conditions type of work being undertaken (e.g. under-demand/over-demand) mentally or physically demanding work inadequate rest breaks ☐ ☐ ☐ ☐ ☐ ☐	☐ poor quality of sleep sleep loss ☐ social life family needs other ☐ employment travel ☐ time sleep disorders ☐
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3.2 EFFECTS OF FATIGUE

The effects of fatigue on health and work performance can be short term and long term. Short-term effects on an individual include impaired work performance, such as the reduced ability to:

- concentrate and avoid distraction
- think laterally and analytically
- make decisions
- remember and recall events and their sequences
- maintain vigilance
- control emotions
- appreciate complex situations
- recognise risks
- coordinate hand-eye movements, and
- communicate effectively.

Fatigue can also:

- increase error rates
- slow reaction times
- increase the likelihood of accidents and injuries, and
- cause micro-sleeps.

Long-term effects on health that are associated with shiftwork and chronic sleep loss may include:

- heart disease
- diabetes
- high blood pressure
- gastrointestinal disorder
- depression and/or anxiety.

3.3 FATIGUE COMPARED WITH BLOOD ALCOHOL CONTENT

- Being awake for 17 hours impairs performance to the same level as having a 0.05 blood alcohol content.
- Being awake for 20 hours impairs performance to the same level as having a 0.1 blood alcohol content.

3.4 CONTRIBUTING FACTORS

- The factors that contribute to fatigue also disrupt a person’s body clock.

- Body clock disruptions can have a significant impact on the effectiveness of certain medications, such as those used for asthma and diabetes.
- Quality of sleep is reduced as people get older, which means they are less able to cope with night shift and are at a greater risk of fatigue. Lack of sleep can also worsen depression and increase the chance of people with epilepsy having a fit.
- Although fatigue can accumulate over a long period of time, fatigue due to sleep loss is usually reversible after several nights of good quality sleep.

3.5 RISK MANAGEMENT –PREVENTING FATIGUE IN THE WORKPLACE

Risk management is a way of recognising that each situation has its own characteristics, and these circumstances should be assessed to decide the best way of improving health and safety. This is achieved through a staged process that includes identifying potential hazards; assessing the severity, consequence and likelihood of those hazards causing injury or illness; and selecting and implementing risk control measures.

3.6 CONSULTATION AND PREVENTING FATIGUE

Successful prevention of fatigue involves consultation between employers and workers and health and safety representatives and committees.

The points at which consultation must occur include:

- when the organisation identifies fatigue is a hazard in the workplace
- when the organisation checks how fatigue is currently managed
- when changes are proposed to work schedules and working procedures
- prior to new work schedules and working procedures being introduced
 - each step of the risk management approach
- when there are indications of fatigue affecting the health and safety of workers, and
 - after an incident (or 'near miss') occurs.

3.7 IDENTIFYING IF FATIGUE IS A HAZARD

1. Mental and physical demands of work

- Fatigue can arise from a number of interrelated factors. All factors present at your workplace should be considered.
- The mental and physical demands of work can contribute to a worker becoming impaired by fatigue in a number of ways. Concentrating for extended periods of time, performing repetitious or monotonous work and performing work that requires continued physical effort can, by producing mental and/or physical tiredness, increase the risk of fatigue. Mental fatigue and physical fatigue are different and a worker can experience them at the same time.

2. Work scheduling and planning

The way work is planned and scheduled (e.g. when workers are next required to work night work and extended shifts) can increase the risk of fatigue. Scheduling work in a way that fails to allow workers enough time for travel to and from work and/or physically recover and socialise can produce fatigue.

3. Working time

The time work is performed and the amount of time worked can impact on the risk of fatigue. Working at times when workers are biologically programmed to sleep (which can disrupt a worker's body clock) and working for long periods of time can produce fatigue.

4. Environmental conditions

Working in harsh and/or uncomfortable environmental conditions can contribute to the risk of fatigue in a number of ways. Heat, cold and vibration are some of the environmental conditions that can make workers tire quicker and impair performance.

5. Individual factors and factors outside work

In addition to the work-related factors that contribute to fatigue, it is important to identify factors that cause fatigue due to sleep deprivation.

These include:

- lifestyle – for example, having caring or child care responsibilities, voluntary work, having more than one job, level of fitness, social life or diet
- home environment – for example, noisy neighbours or a bedroom that is too hot or not dark enough for day-time sleep, and
- health conditions – for example, insomnia, sleep apnoea, or alcohol or drug dependence.

3.8 INTERACTION WITH OTHER HAZARDS

When taking a risk management approach to fatigue, it is very important to look at how fatigue can interact with other workplace hazards. Some hazards that can be increased when working extended hours are manual tasks and exposure to hazardous chemicals, dust and noise.

Manual tasks

- The risk of a musculoskeletal injury increases during an extended shift due to the cumulative effects of muscle fatigue, strains and sprains, i.e. the risk of injury is significantly higher during a 12-hour shift than during a normal eight-hour shift.
- Workers who perform repetitive manual tasks should have regular rest breaks.
- Injuries usually occur towards the end of a shift.

Exposure levels

- Exposure to hazards, such as noise, heat and chemicals, may also increase during extended working hours. Exposure should be carefully monitored and exposure levels adjusted. National and international exposure standards are usually based on five eight-hour days per week.
- Seek expert advice when adjusting exposure levels.

Exposure during a 10-hour work day, for example, may not equate to 1.25 times the exposure experienced during an eight-hour shift. The reduced recovery time after being exposed to a hazard during an extended shift also needs to be accounted for. Aim for best practice, keep all exposures significantly below the specified standards and allow for daily variations in exposure levels.

3.9 ASSESSING FATIGUE RISKS

Risk assessment is a way of deciding which hazards need to be addressed and in what order. Risk assessment should reveal:

- where, which and how many workers are likely to be at risk of becoming impaired by fatigue,
- how often this is likely to occur and the degree of harm that would result.

When assessing fatigue risk, it is important to recognise factors can be interrelated and therefore should not be considered in isolation. The risk assessment should place the fatigue risk factors in order of priority, and areas with the highest risk should be addressed first.

4.0 RISK ASSESSMENT METHODS

Risk assessment methods include:

- consulting workers on workloads and schedules – ask if they are having or have experienced work-related fatigue
- analysing an audit of working hours and ensure this includes comparing planned working hours with hours actually worked. Where appropriate, related issues to consider in the audit may include work-related travel and work completed outside of normal hours (e.g. when people take work home)
- reviewing workplace incident data in regard to the fatigue hazard factors. Ask:
 - o What is the likelihood that fatigue is contributing to the incidents?

- o What time of day do incidents occur?
 - o When incidents occurred, how long had the workers involved been working?
 - o Do the incidents often happen when a worker's body clock is low and concentration poor?
- consulting industry or worker associations who may be able to assist with risk assessments for type of work and workplace, and
- checking whether workers have had accidents (including transport) travelling home or on work-related journeys.

4.1 CONTROLLING FATIGUE RISKS

- The next step is to control any fatigue risks assessed as requiring risk controls.
- When deciding on risk controls, check whether any measures currently being used to address the problem are effective.
- Find out what others in your industry are doing to prevent fatigue and incorporate any appropriate risk control measures into your fatigue prevention program.
- Fatigue can arise from a combination of factors and therefore the most effective way to reduce the risk is to implement a combination of risk control measures.
- When selecting which risk control measures to implement, make sure the most effective measures are used.
- The best way to control fatigue risks is to eliminate the factors that cause it at the source. If that's not reasonably practicable, use measures that reduce the risk.
- Better planning and work scheduling (e.g. having a flexible work schedule to allow for both production targets and likely delays) are the best ways to reduce fatigue risks.
- The risk control measures outlined are listed in order of the measures that address the source of the risk (top of each section), down to measures that rely on work procedures for effectiveness (bottom of each section).

4.2 MENTAL AND PHYSICAL DEMANDS OF WORK

Measures that can be used to address the risks associated with the mental and physical demands of work include:

- use plant, machinery and equipment (e.g. ergonomic furniture, lifting equipment and anti-fatigue matting for repetitive tasks performed while standing) to eliminate or reduce the excessive physical demands of the job
- eliminate excessive mental and physical demands from the job
- redesign the job to include a variety of mental and physical tasks
- introduce job rotation to limit a build-up of mental and physical fatigue, and
- use rest periods (in addition to scheduled meal breaks).

4.3 WORK SCHEDULING AND PLANNING

Measures that can be used to address the risks associated with work scheduling and planning include:

- reduce the amount of time workers need to spend performing physically and mentally demanding work
- schedule safety critical work outside low body clock periods (i.e. not between 2am and 6am and, to a lesser degree, between 2pm and 4pm)
- manage workload and work-pace change caused by machinery breakdowns and planned and unplanned absences
- avoid working arrangements that provide incentives to work excessive hours
- include adequate rest periods in the work schedule and accommodate for napping and sleeping if necessary

- provide adequate breaks between shifts to allow workers enough recovery time (e.g. time needed for travelling, eating, sleeping and socialising)
- ensure there are adequate workers and other resources to do the job without placing excessive demands on staff, and
- ensure work demands gradually increase towards the middle of the shift and decrease towards the end.

4.4 WORKING AT NIGHT

Measures that can be used to address the risks associated with working at night include:

- consider whether night work is necessary and rearrange schedules so non-essential work is not carried out at night
- allow a 24-hour rest period between each set of shifts for night-shift workers
- keep sequential night shifts to a minimum (no more than four nights in a row)
- provide an adequate period of non-work following a sequence of night shifts
- allow regular night workers periods of normal night's sleep to catch up on their sleep debts
- ensure that rosters allow for at least two full nights' sleep after the last night shift
- arrange shifts so that day sleep is not restricted, and
- except for emergencies, give at least 24 hours' notice before night work.

Consider providing a longer period of notice so that workers have time to adjust their activities.

4.5 WORKING TIME

Measures that can be used to address the risks associated with working time include:

- develop a working-hours policy on daily work hours, maximum average weekly hours, total hours over a three-month period and work-related travel
- eliminate or reduce the need to work extended hours or overtime
- design working hours to allow for good quality sleep and enough recovery time between work days or shifts for travelling, eating, washing and sleeping
- eliminate or reduce the need to work long shifts for more than three consecutive days, and
- schedule work for hours when the risks may be lower – for example, complex and safety-critical tasks are best undertaken during normal day shifts when workers are less likely to be fatigued.

4.6 SHIFT WORK

Measures that can be used to address the risks associated with shift work include:

- avoid quick shift changeovers, such as finishing at 11pm and starting again at 7am
- control overtime, shift swapping and on-call duties
- use a forward-rotation shift system (i.e. morning to afternoon, afternoon to night)
- allocate shift workers consecutive days off, including some weekends, depending upon their fatigue risk level
- try to fit shift times in with the availability of public transport
- provide alternative transport at end of overtime/long shift
- limit shifts to 12 hours including overtime
- set shift rosters ahead of time and avoid sudden changes of shifts to allow workers to plan leisure time
- where split shifts are used, arrange timing so sleep of workers is not disrupted due to the times they are required to work
- set standards and allow time for communication at shift handovers, and
- offer alternatives to workers who may have difficulties adjusting to working hours

4.7 ENVIRONMENTAL CONDITIONS

Measures that can be used to address the risks associated with environmental conditions include:

- avoid working during periods of extreme temperature
- install heating devices in cold work environments
- install cooling devices and/or provide access to cooled areas in hot work environments
- provide shelter in hot work environments
- install ventilation and mechanical cooling devices in hot, confined work environments such as truck cabins
- provide adequate facilities for rest, sleep, meal breaks, onsite accommodation (if appropriate) and other essential requirements, such as bathroom facilities
- install adjustable, vibration-free seats in appropriate machinery and vehicles, and □ ensure the workplace and surroundings are well lit, safe and secure.

4.8 INDIVIDUAL FACTORS AND FACTORS OUTSIDE WORK

Ways to encourage workers to address individual factors and factors outside work include, provide training on fatigue management and providing them with information such as the tips set out below.

Sleep

- The best sleep is night sleep.
- If sleeping during the day, darken the room and allow more time than normal to fall asleep.
- Choose a quiet, peaceful place to sleep and adhere to a routine.
- Seven to eight hours uninterrupted sleep is adequate.
- Seek medical advice for excessive snoring, irregular breathing and insomnia.

Drugs and alcohol

- Avoid excessive consumption of alcohol – it affects quality of sleep.
- Avoid stimulants – they delay the need for sleep.
- Do not consume coffee or tea before going to bed.

Medical conditions

- If you have a medical condition, you should seek advice from your doctor if you are in a job that involves shiftwork or long working hours.
- Tell your employer about any medical conditions that may limit your ability to work or make you susceptible to fatigue.
- Ask your doctor for an alternative medication if it causes you drowsiness when you need to be awake.

Fitness

- Maintain a basic level of fitness.
- Exercise regularly.
- Keep your weight in check – obesity contributes to sleeping disorders.

4.9 EMERGENCIES AND UNEXPECTED EVENTS

Where applicable, planning for emergencies and unexpected events (e.g. staff shortages, plant breakdowns and situations where staff are called back to work) should address control measures to prevent fatigue and other risks outlined.

5.0 TRAINING AND INFORMATION

Preventing work-related fatigue should include training and information on:

- the OHS responsibilities of everyone in the workplace
- the body clock and how fatigue can affect it
- risk factors for fatigue
- symptoms of fatigue
- effective control measures for fatigue such as work scheduling
- procedures for preventing fatigue such as incident reporting
- effects of medication, drugs and alcohol
- nutrition, fitness and health issues relating to fatigue
- balancing work and life demands, and
- specific training and education for managers and supervisors.

Training should be arranged so it is available to all workers on all shifts. If workers must attend training outside normal shifts, it should be considered work time and rosters adjusted accordingly.

5.1 MONITORING AND REVIEW OF CONTROL MEASURES

To best prevent work-related fatigue, procedures must be monitored, evaluated and reviewed.

Have control measures been implemented as planned? Are they working? Are there any new problems?

In determining the frequency of the monitoring and review processes, consider:

- the level of risk – high-risk hazards need more frequent assessments
- the type of work practice, schedule or plant involved
- a regular review of the process for hazard identification, risk assessment and risk control to ensure the risks are effectively managed
- review incidents, near misses, injuries and other data, such as absenteeism and staff turnover rates to establish if they could be attributable to fatigue, and
- further review of control measures when methods, tasks, equipment, hazards, operations, procedures, rosters or schedules are introduced or the environment changes or there is any indication risks are not being controlled.

MO-035 ASBESTOS MANAGEMENT

1.0 PURPOSE

To provide a safe work procedure to ensure that asbestos containing materials (ACMs) and products can be removed safely, without risk to workers, contractors or the general public.

That is where there is no greater volume than 10 square metres of Asbestos to be removed which is in a non friable state. The person/s removing the Asbestos is to have the equipment and knowledge to carry out this task and be deemed to be a 'competent person' prior.

Only an approved Class A removalist is allowed to remove "Friable" Asbestos at any time.

2.0 SCOPE

General information for employers and workers (including volunteers) in any job or industry and can also be applied to suppliers, importers, manufacturers and independent contractors.

3.0 DEFINITIONS

'Asbestos' means the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals, including actinolite asbestos, grunerite (or amosite) asbestos (brown), anthophyllite asbestos, chrysotile asbestos (white), crocidolite asbestos (blue) and tremolite asbestos.

'Asbestos containing material' (ACM) means any material or thing that, as part of its design, contains asbestos.

'Asbestos-contaminated dust or debris' (ACD) means dust or debris that has settled within a workplace and is (or assumed to be) contaminated with asbestos.

'Asbestos removal work' means:

- work involving the removal of asbestos or ACM
- Class A asbestos removal work or Class B asbestos removal work as outlined in Part 8.10 of the WHS Regulations.

'Competent person' means a person who has acquired, through training, qualification or experience, the knowledge and skills to carry out the task.

4.0 PROCEDURE

ASBESTOS REMOVAL WORK

Removal of asbestos by a person who does not hold a Class A or Class B asbestos removal licence is permitted if the asbestos being removed is:

- 10 m² or less of non-friable asbestos (approximately the size of a small bathroom)
- ACD that is not more than a minor contamination and is associated with the removal of 10 m² or less of non-friable asbestos.

Friable asbestos materials must not be removed by a person who does not have a Class A asbestos licence.

A worker carrying out asbestos removal work, including a self-employed person conducting a business or undertaking, must be trained in the identification and safe handling of asbestos prior to carrying out asbestos removal work without a licence. An asbestos awareness course or the non-friable removal unit of competency would be considered appropriate training.

4.1 IDENTIFICATION

The person who is carrying out the task of identifying asbestos should have all relevant information so they can correctly identify where asbestos is located in the workplace.

There are a number of factors that may be taken into account to identify or assume that asbestos is present in a workplace. These include:

4.1.1 When was the building constructed

Asbestos was widely used as construction and insulation material in buildings until the late 1980s when bans on its manufacture and use were put in place. However, the use of asbestos was only completely prohibited on 31 December 2003. As the bans were not absolute prior to 2003 and building materials may have been stockpiled,

stored, or recycled and used, it is possible that asbestos may be present in buildings that were constructed up to 31 December 2003 and possibly later.

4.1.2 Were there any refurbishments or additions to the building prior to 31 December 2003

Any refurbishment or extensions to the original building prior to 1990 and potentially up to 31 December 2003 may have involved the use of asbestos. Even if the original parts of the building did not contain asbestos, it should not be assumed that subsequent additions have no asbestos.

4.1.3 What type of material was used to construct the building

The main construction materials used are made from timber, brick, steel and cement sheet. If cement sheet is present and was installed up until 1990, it is likely to contain asbestos bonded to the cement particles. For example, a roof made from corrugated cement sheeting is likely to contain asbestos. Areas of buildings that are prone to wet conditions may contain asbestos in the walls and floors due to its hardness and waterproofing qualities compared to other materials. For example, bathrooms, toilets and laundries may have asbestos sheeting or vinyl tiles. Likewise, pipes throughout the building that carry water and sewage may also contain asbestos.

4.1.4 Talk to designers, manufacturers or suppliers of plant, or refer to design plans

Asbestos may be present in specific parts of the plant in a workplace as it was used in gasket and friction brake products. Despite a large reduction in its use, chrysotile asbestos was still being used in some specific applications until recent years, including rotary vane vacuum pumps and in gaskets for certain types of equipment. If there is plant that was designed, built and installed prior to 1 January 2004, the supplier, manufacturer or designer of the plant should be consulted to find out if asbestos is present and, if possible, obtain this advice in writing. If this is not possible, review the design plans and seek advice from an experienced engineer or plant designer. Quality assurance systems or checks should be in place to confirm whether asbestos is present.

4.1.5 Talk to workers who have worked at the workplace for a long time

Speaking with experienced workers will assist in the identification process as they may be aware of the history of the building, including its age, construction, renovation or repairs, and may know where asbestos is located in the workplace.

4.1.6 Visually inspect the workplace to identify asbestos, ACM and inaccessible areas

A thorough inspection of all areas of the workplace must be conducted, including all buildings, structures, ceiling spaces, cellars, shafts, storage areas and wall cavities.

Material needs to be considered to contain asbestos unless proven otherwise if:

- it cannot be identified
- there is uncertainty as to whether it contains asbestos
- it is inaccessible.

The design plans for a building, structure, ship or plant may assist in identifying inaccessible areas, as would discussion with builders, architects, manufacturers of plant and maintenance workers. Knowledge of materials used in the construction of the building or experience and findings from inspections of similar sections of the building (or similar buildings) may also assist.

4.1.7 Take notes and photographs

Taking notes and photographs while the inspection is being conducted can assist in producing the asbestos register

4.2 INDICATING THE PRESENCE OF ASBESTOS

4.2.1 Labels

If labels can be used, a competent person should determine the number and positions of the labels required. The location of labels should be consistent with the location listed in the asbestos register.

If a risk assessment suggests asbestos may be disturbed or people are likely to be exposed and it is not reasonably practicable to label asbestos directly, a prominent warning sign must be posted in its immediate vicinity.

4.2.2 Warning signs

All warning signs should comply with AS 1319 Safety Signs for the Occupational Environment.

Any areas of a workplace that contain asbestos, including plant, equipment and components, should be signposted with warning signs to ensure the asbestos is not unknowingly disturbed without the correct precautions being taken. These signs should be weatherproof, constructed of light-weight material and

adequately secured. Signs should be placed at all the main entrances to the work areas where asbestos is present.

Where direct marking of asbestos is not possible, identifying the presence and location of asbestos to workers such as plumbers, electricians and carpenters before they commence work may be achieved by implementing a permit-to-work system. The presence and location of the asbestos should be entered on site plans and the asbestos register and be accessible to all workers to ensure they are aware of the presence of asbestos.

4.3 ASBESTOS REGISTER

The asbestos register is a document that lists all identified (or assumed) asbestos in a workplace. The asbestos register must:

- record any asbestos or ACM that has been identified or is likely to be present at the workplace from time to time. This would include:
 - the date on which the asbestos or ACM was identified
 - the location, type and condition of the asbestos; or
- state that no asbestos or ACM is identified at the workplace if the person knows that no asbestos or ACM is identified or is likely to be present from time to time at the workplace.
- A comprehensive asbestos register may also include:
 - details of any asbestos assumed to be in the workplace
 - results of any analysis that confirms a material at the workplace is or is not asbestos
 - dates when the identification was carried out
 - details of inaccessible areas.
- It may also be useful to attach photographs or drawings to visually show the location of the asbestos or ACM in the workplace.

If an asbestos register already exists at the workplace there is no need to create another one. The existing register can be reviewed and revised.

Persons conducting a business or undertaking who are carrying out or intend to carry out work at a workplace, should obtain the current asbestos register and identify any asbestos or ACM that they have management or control of (for example, asbestos in items of plant). The person with management or control of the workplace should be advised if any asbestos or ACM is identified and not included in the asbestos register for the workplace.

An asbestos register is not required if a workplace has been constructed after 31 December 2003 or if no asbestos has been identified.

If there is no asbestos register at the workplace but asbestos is identified during the course of any work being carried out, the person with management or control of the workplace should be advised who must then identify it (or ensure a competent person identifies it) and prepare a register.

As there will be no asbestos register at a domestic premise, the homeowner or landlord must be advised if asbestos is identified and appropriate action taken.

4.4 ASBESTOS MANAGEMENT PLAN

An asbestos management plan sets out how asbestos or ACM that is identified at the workplace will be managed, for example what, when and how it is going to be done.

An asbestos management plan must include:

- the identification of asbestos and ACM, for example a reference or link to the asbestos register for the workplace, and the locations of signs and labels
- decisions, and reasons for the decisions, about the management of asbestos at the workplace, for example safe work procedures and control measures
- procedures for detailing accidents, incidents or emergencies of asbestos at the workplace
- workers carrying out work involving asbestos, for example consultation, information and training responsibilities.
- Other information that may be included in the asbestos management plan is:

- an outline of how asbestos risks will be controlled, including consideration of appropriate control measures
- a timetable for managing risks of exposure, for example priorities and dates for any reviews, circumstances and activities that could affect the timing of action
- identification of each person with responsibilities under the asbestos management plan and the person's responsibilities
- procedures, including a timetable for reviewing and, if necessary, revising the asbestos management plan and asbestos register
- air monitoring procedures at the workplace, if required.

Asbestos Management Plans should be reviewed at least once every five years or:

- there is a review of the asbestos register or a control measure
- asbestos is removed from or disturbed, sealed or enclosed at the workplace
- the plan is no longer adequate for managing asbestos or ACM at the workplace
- a health and safety representative requests a review if they reasonably believe that any of the matters listed in the above points affects or may affect the health and safety of a member of their work group and the asbestos management plan was not adequately reviewed.

4.5 PERSONAL PROTECTIVE EQUIPMENT

4.5.1 Coveralls

Disposable coveralls with fitted hoods and cuffs should be worn. Coveralls with open pockets and/or velcro fastenings should not be used, because these features can be contaminated and are difficult to decontaminate. Fitted hoods should always be worn over the straps of respirators and loose cuffs should be sealed with tape. Disposable coveralls rated type 5, category 3 (prEN ISO 13982-1) or equivalent would meet this standard.

Non-disposable coveralls are not recommended and would require specialist laundering if used.

4.5.2 Footwear And Gloves

Laced boots should be avoided as they can be difficult to clean and asbestos dust can gather in the laces and eyelets. Laceless boots such as gumboots are preferred where practicable. If boot covers are worn, they should be of a type that has anti-slip soles to reduce the risk of slipping.

Safety footwear must be decontaminated before being removed from the asbestos work area or sealed in double bags, the exterior of which is decontaminated, for use only on the next asbestos maintenance task. Alternatively, work boots that cannot be effectively decontaminated should be disposed of as asbestos waste at the end of the work.

The use of protective gloves should be determined by a risk assessment. If significant amounts of asbestos fibres may be present, disposable gloves should be worn. Protective gloves can be unsuitable if dexterity is required. Personal decontamination including hand and fingernail washing should be carried out each time workers leave the asbestos work area and at the completion of asbestos maintenance and service work. Any gloves used must be disposed of as asbestos waste.

4.5.3 Respiratory Protective Equipment (RPE)

In general, the selection of suitable RPE depends on the nature of the asbestos work, the probable maximum concentrations of asbestos fibres that would be encountered in this work and any personal characteristics of the wearer that may affect the facial fit of the respirator (for example, facial hair and glasses).

A competent person should determine the most efficient respirator for the task.

A disposable Class P2 is most commonly used.

RPE should comply with AS/NZS 1716-2003 Respiratory Protective Devices and be selected, used and maintained in accordance with AS/NZS 1715-1994 Selection, Use and Maintenance of Respiratory Protective Devices. They must always be worn under fitted hoods. Face pieces should be cleaned and disinfected.

RPE should be used until all contaminated disposable coveralls and clothing has been vacuum cleaned and/or removed and bagged for disposal and personal washing has been completed. RPE should be properly stored when not in use.

4.6 TOOLS AND EQUIPMENT

Manually operated (non-powered) hand tools should be used wherever possible. If they will not provide sufficient physical force to perform the required operation, low-speed, battery-powered tools that are able to be used in conjunction with wet methods for dust control are preferred.

Battery-powered tools should be fitted with a Local Exhaust Ventilation (LEV) dust control hood wherever possible. If an LEV dust control hood cannot be attached and other dust control methods-including pastes and gels-are unsuitable, then shadow vacuuming techniques should be used.

Where power tools with dust suppression/extraction are used, exposure monitoring should be carried out to ensure the controls used are effective in reducing the generation of fibres. It is good practice to ensure that the levels of airborne fibres do not exceed one half of the exposure standard (0.1 fibres/ml). If more than half the exposure standard is exceeded, work should be stopped and improvements made to the controls being used.

The use of high-pressure water and compressed air is prohibited under the WHS Regulations as they can cause asbestos to become friable.

4.7 TRAINING

All workers and contractors involved in the removal work or carrying out asbestos related work shall undertake 'Asbestos Safety Online Training' covering the following topics:

- **The properties of asbestos** - different types of asbestos, why it is used in so many applications and its health impacts.
- **Asbestos and the legislation** - with reference sheets to the laws in each State and Territory
- **Asbestos in the workplace** - where you can expect to encounter asbestos in buildings and other work environments
- **Risk management** - addressing hazard identification (including reference to asbestos registers and asbestos plans), risk assessment and hierarchy of controls.
- **Equipment and PPE** - everything needed on site in order to work safely, with downloadable checklists and specifications
- **Work procedures** - sampling, fluffy asbestos, asbestos in the ground, setting up work areas with signage, etc., drilling, cutting, mounting boards, etc.
- **Decontamination of the site**
- **Safe disposal at authorised sites**

Records of all training must be kept while the worker is carrying out the work and for five years after the day the worker stops carrying out the work. These records must also be available for inspection by the regulator.

4.8 DECONTAMINATION

Decontamination for the work area, workers, PPE and tools used in asbestos removal work is an important process in eliminating or minimising exposure to airborne asbestos fibres, particularly to persons outside the asbestos removal work area.

To determine the appropriate decontamination procedure, the risks of each individual asbestos removal job should be assessed.

4.8.1 Decontamination Of Removal Work Area

There are 2 types of processes:

Wet decontamination, or wet wiping, involves the use of damp rags to wipe down contaminated areas. Rags should only be used once, although they may be refolded to expose a clean surface. The rags should be used flat and should not be wadded. If a bucket of water is used, the rags should not be re-wetted in the bucket as this will contaminate the water. If the water is contaminated, it must be treated as asbestos waste. Care should be taken to avoid any potential electrical hazards when using this procedure.

Dry decontamination involves carefully rolling or folding up and sealing plastic sheeting and/or vacuuming the asbestos removal area with an asbestos vacuum cleaner. Dry decontamination should only be used where the wet method is not suitable or poses a risk because of other hazards such as electricity or slipping.

Contaminated items, tools, equipment and clothing must not be removed from the removal work area unless they have been decontaminated or contained.

If an item is not able to be decontaminated, or is not suitable for decontamination, it should be placed in a sealed container and disposed of in accordance with the WHS Regulations. The sealed container must be decontaminated before it is removed from the asbestos removal work area.

4.8.2 Decontamination of Tools

All tools used during asbestos removal work should be fully dismantled (where appropriate), cleaned under controlled conditions and decontaminated using either the wet or dry decontamination procedures described above before they are removed from the removal work area. The method chosen will depend on its practicality, the level of contamination and the presence of any electrical hazards.

If tools cannot be decontaminated in the asbestos removal work area, or are to be reused at another asbestos removal work area, they should be:

- tagged to indicate asbestos contamination
- double bagged in asbestos labelled bags before removing from the asbestos removal work area.

The bags containing the tools must remain sealed until decontamination or the commencement of the next asbestos maintenance or service task where the equipment can be taken into the removal work area and reused under full control conditions.

PPE should be worn when opening the bag to clean or reuse the equipment or tools, and decontamination should only be performed in a controlled environment.

In some circumstances it may be better to dispose of contaminated tools and equipment, depending on the level of contamination and the ease of replacement.

4.8.3 Personal Decontamination Procedures

Personal decontamination involves the removal of all visible asbestos dust/residue from PPE and RPE. Personal decontamination must be undertaken each time a worker leaves the asbestos removal work area and at the completion of the asbestos maintenance or service work. Personal decontamination should be done within the asbestos removal work area to avoid recontamination. Personal decontamination should be carried out where a decontamination unit is not necessary such as during minor or small scale removal and maintenance work.

Asbestos-contaminated PPE must not be transported outside the asbestos removal work area except for disposal purposes. Before work clothes and footwear worn during asbestos removal work are removed from the asbestos removal work area for any reason, they should be thoroughly vacuumed with an asbestos vacuum cleaner to remove any asbestos fibres and the footwear should also be wet wiped.

RPE should be used until all contaminated disposable coveralls and clothing has been vacuum cleaned and/or removed and bagged for disposal and personal washing has been completed. Any PPE used while carrying out asbestos removal work must not be taken home by a worker.

Personal hygiene and careful washing are essential. Particular attention should be paid to the hands, fingernails, face and head.

4.9 DRILLING OF ASBESTOS CONTAINING MATERIALS AND WORKING ON ELECTRICAL MOUNTING BOARDS CONTAINING ASBESTOS

Equipment that may be required prior to starting work (in addition to what is needed for the task)	☐ A non-powered hand drill or a low-speed battery-powered drill or drilling equipment. Battery-powered drills should be fitted with a local exhaust ventilation (LEV) dust control hood wherever possible. If an LEV dust control hood cannot be attached and other dust control methods such as pastes and gels are unsuitable then shadow vacuuming techniques should be used - Disposable cleaning rags ☐ A bucket of water, or more as appropriate, and/or a misting spray bottle ☐ Duct tape ☐ Sealant ☐ ☐ Spare PPE ☐ A thickened substance such as wallpaper paste, shaving cream or hair gel ☐ 200 µm plastic sheeting ☐ A suitable asbestos waste container (e.g. 200 µm plastic bags or a drum, bin or skip lined with 200 µm plastic sheeting) ☐ Warning signs and/or barrier tape ☐ An asbestos vacuum cleaner ☐ A sturdy paper, foam or thin metal cup, or similar (for work on overhead surfaces only).
PPE	☐ Protective clothing and RPE (see AS1715, AS 1716). It is likely that a class P1 or P2 half face respirator will be adequate for this task, provided the recommended safe work procedure is followed.
Preparing the asbestos work area	☐ If the work is to be carried out at a height, appropriate precautions must be taken to prevent falls. ☐ Ensure appropriately marked asbestos waste disposal bags are available. ☐ Carry out the work with as few people present as possible. ☐ Segregate the asbestos work area to ensure unauthorised personnel are restricted from entry (e.g. close door and/ or use warning signs and/or barrier tape at all entry points). The distance for segregation should be determined by a risk assessment. ☐ If drilling a roof from outside, segregate the area below. ☐ If access is available to the rear of the asbestos cement, segregate this area as well as above. ☐ ☐ If possible, use plastic sheeting, secured with duct tape, to cover any surface within the asbestos work area that could become contaminated. ☐ Ensure there is adequate lighting. ☐ Avoid working in windy environments where asbestos fibres can be redistributed. ☐ If using a bucket of water, do not resoak used rags in the bucket, as this will contaminate the water. Instead, either fold the rag so a clean surface is exposed or use another rag.
Work on electrical mounting panels	☐ Providing the panel is not friable, maintenance and service work may include: replacing asbestos containing equipment on the electrical panel with nonasbestos equipment operate main switches and individual circuit devices ☐

	☐ pull/insert service and circuit fuses ☐ bridge supplies at meter bases ☐ use testing equipment ☐ access the neutral link ☐ install new components/equipment.
Drilling vertical surfaces	☐ Tape both the point to be drilled and the exit point, if accessible, with a strong adhesive tape such as duct tape to prevent the edges crumbling. ☐ Cover the drill entry and exit points (if accessible) on the asbestos with a generous amount of thickened substance. Drill through the paste. ☐ Use damp rags to clean off the paste and debris from the wall and drill bit. ☐ Dispose of the rags as asbestos waste as they will contain asbestos dust and fibres. ☐ Seal the cut edges with sealant. ☐ If a cable is to be passed through, insert a sleeve to protect the inner edge of the hole.
Drilling overhead horizontal surfaces	☐ Mark the point to be drilled. ☐ Drill a hole through the bottom of the cup. ☐ Fill or line the inside of the cup with shaving cream, gel or a similar thickened substance. ☐ Put the drill bit through the hole in the cup so that the cup encloses the drill bit, and make sure the drill bit extends beyond the lip of the cup. ☐ Align the drill bit with the marked point. ☐ Ensure the cup is firmly held against the surface to be drilled. ☐ Drill through the surface. ☐ Remove the drill bit from the cup, ensuring that the cup remains firmly against the surface.
	☐ Remove the cup from the surface. ☐ Use damp rags to clean off the paste and debris from the drill bit. ☐ Dispose of the rags as asbestos waste, as they will contain asbestos dust and fibres. ☐ Seal the cut edges with sealant. ☐ If a cable is to be passed through, insert a sleeve to protect the inner edge of the hole.
Decontaminating the asbestos work area and equipment	☐ Use damp rags to clean the equipment. ☐ Carefully roll or fold any plastic sheeting used to cover any surface within the asbestos work area, so as not to spill any dust or debris that has been collected. ☐ If necessary, use damp rags and/or an asbestos vacuum cleaner to clean any remaining visibly contaminated sections of the asbestos work area. Place debris, used rags, plastic sheeting and other waste in the asbestos waste bags/container. ☐ Wet wipe the external surfaces of the asbestos waste bags/ container to remove any adhering dust before they are removed from the asbestos work area. ☐ If there is an electrical hazard, use an asbestos vacuum cleaner to remove any dust from the mounting panel and other visibly contaminated sections of the asbestos work area.

	☐ If there is no electrical hazard, wet wipe with a damp rag to remove minor amounts of dust.
Personal decontamination should be carried out in a designated area	☐ If disposable coveralls are worn, clean the coveralls while still wearing RPE using a HEPA vacuum, damp rag or fine-water spray. RPE can be cleaned with a wet rag or cloth. ☐ While still wearing RPE, remove coveralls, turning them inside-out to entrap any remaining contamination and then place them into a labelled asbestos waste bag. ☐ Remove RPE. If non-disposable, inspect it to ensure it is free from contamination, clean it with a wet rag and store in a clean container. If disposable, cleaning is not required but RPE should be placed in a labelled asbestos waste bag or waste container.
Clearance procedure	☐ Visually inspect the asbestos work area to make sure it has been properly cleaned. ☐ Clearance air monitoring is not normally required for this task. ☐ Dispose of all waste as asbestos waste.