



CANDIDATE SAFETY BOOKLET

INTRODUCTION

We ask that you take a few moments to review the following information issued to ensure that you have a solid understanding of safety, how to keep yourself and those around you safe.

STARTING A NEW ASSIGNMENT

It is important when starting any new assignment that you feel comfortable and have been equipped by Edge Personnel with the knowledge to be successful in placement. To this end we have endeavoured to outline some steps which will assist you in your assignments.

Whilst on assignment you are deemed as an employee of Edge Personnel and we have a responsibility to you, your health and safety and your rights. We want you involved in the process and require your commitment and involvement in ensuring that we are mutually working to achieve a healthy and safe environment where you work.

In any place of business on occasion there are issues. It is vital that you remember that Edge Personnel are your employers and will at all times have your best interests in mind. Please remember that should you have **any** concerns whilst on assignment for Edge Personnel to communicate them to us and we will take all steps necessary to resolve.

WORKPLACE HEALTH AND SAFETY

Every workplace/site to which you are placed has Workplace Health and Safety policies and each workplace is covered by the Workplace Health and Safety, Act 2011 and all sites and workplaces have an appointed WHS Officer. This person is an important person for you to know and will be introduced on induction to the workplace either in person or indicated on the sites notice board.

It is the host client's responsibility to ensure that:

You are provided with a safe working environment and that their policies and procedure for safe systems of work are provided and maintained and up to date.
All site equipment and substances are provided and maintained in a safe condition.

You also need to be provided with all information and work instructions and receive the necessary training to ensure your placement success. WHS is a very important part of the process.

During your placement it is your responsibility to ensure that:

Site specific WHS policies and procedures are followed to protect you and others from injury or near misses by adhering to the specified methods of workplace instructions and by complying with directions. It is important to remember when in doubt, don't and communicate any concern with Edge Personnel.



All equipment provided on site for your safety is used e.g. face/hearing/foot any other PPE protection is utilised for your safety is utilised and that you follow any reasonable instruction in relation to safety at work.

When you were inducted at Edge Personnel and indeed when you complete a site specific induction with the host client during your WHS training and questionnaire you were provided information on how to perform your duties within the workplace and how working together we can aim to achieve a safe work environment.

It is our responsibility to ensure that a WHS inspection is completed on each work site to which we place contractors and we take great care in ensuring that the client to which we supply have the same WHS objectives as Edge Personnel This is an ongoing commitment which warrants your assistance whilst on site. If you have any concerns big or small whilst on assignment, please bring it to our immediate attention. If you are asked to perform duties other than you were assigned with Edge Personnel bring it to our immediate attention.

It is paramount whilst working on any assignment that you know we are committed to your safety. When you are on assignment you must make yourself familiar with the workplace processes and procedures and apply those WHS policies and procedures whilst on assignment. Do not perform any duties to which you feel uncomfortable or any which you consider to be unsafe. And, indeed do not perform any task which puts you or other workers in harm's way, communication is the key to safety so ensure your communicated with us.

SAFETY RULES AND REGULATIONS

At Edge Personnel we take safety seriously and are committed morally and legally in our commitment to you whilst on assignment. Day to Day incidents and near misses happen in every-day life on the roads, in the home and at work. Whilst on assignment you will come into contact with a variety of people, supervisors, team members, site visitors along with coming in contact with site specific machinery, equipment and vehicles including forklifts any of these listed can impact on your health and safety.

Our commitment and that of your supervisor is to ensure that there is on site have rules and regulations to minimise/eliminate all identified risks. You have the right to request any information pertaining to site WHS policies and to participate in training and notifications of site specific WHS issues.

As per instruction during interview and induction should you fail to comply with site specific safety processes and policies your assignment may be terminated. This is also highlighted in your employment contract and summary of assignment issued at the start of your assignment.



ACCIDENT REPORTING

Any incident, accident or near miss (potential risk for accident) must be reported immediately to your supervisor and Edge Personnel. If first aid is required you will be treated in the first instance by the site first aide officer, if required the first aide officer will ensure transportation to a doctor or hospital, your supervisor will ensure Edge Personnel is informed for all necessary actions and care.

Whilst working if you are injured you must:

- Do not under any circumstances place yourself or others at further risk/danger.
- Ensure that you or a team member seeks out immediate assistance.
- Seek urgent and immediate attention from your supervisor.
- Do not under any circumstances return to work if you feel that you will be putting yourself or others at risk/danger.
- Notify us.

On notification of injury Edge Personnel will take the following steps.

- First and foremost, we will ensure that you are okay and that you have the appropriate treatment.
- We will contact your emergency contact listed on your paperwork.
- We will investigate the accident and ensure you agree on the circumstances.
- We will take affirmative actions to ensure that risk measures are put in place,
- Your health and well-being is first and we will be in regular contact and coordinate medical and rehabilitation plans.

ANY ACCIDENT OR NEAR MISSES MUST BE REPORTED TO EDGE PERSONNEL IMMEDIATELY

ALCOHOL & DRUGS

You must not and morally cannot for your safety and the safety of others be under the influences of alcohol or drugs whilst on assignment as you will endanger your own safety the safety of others. All sites and workplaces have strict enforceable drug and alcohol policies in place. Arriving on site under the influence of drugs or alcohol or taking drugs or alcohol onto site will be subject to immediate termination of your employment.

If you have to take prescribed medications whilst on site you must notify us and your supervisor, however you cannot and must not put yourself or others in danger if on prescribed medications that may impact your ability to operate machinery. Please ensure you read the prescribed medicines label and understand the restrictions.

Edge Personnel is dedicated to ensuring the workplace is safe and free of accidents, as far as possible. Therefore, the consumption of alcohol and the use of drugs (prescribed or not prescribed) will be strictly monitored. To this end, a system of **Random Breath Testing and Blood/Urine Testing**, (at the discretion of management) has been introduced and monitored to eliminate and minimise activities which may have an adverse effect on the Health & Safety of employees and others.



A reading of Zero (0) alcohol, as prescribed by Legislation, must be recorded at the time of testing before a person will be allowed to commence or recommence their normal duties.

ACCESS/WALKWAYS/EXITS

During site inductions you will be given clear communications on emergency exits and evacuation processes. To ensure in case of emergency you must ensure that your work area does not obstruct or is clear in doorways and emergency exits ensuring escape plans are not obstructed.

DUTIES

You have a commitment to ensure your own safety and the safety of others at work making sure you take all reasonable steps and care to abide and implement WHS safe practices. You will be notified during interview, on the offer of a position and in the summary off assignment of your duties prior to placement. If these duties do not align with the duties, you are completing on site it is imperative that you notify Edge Personnel immediately.

DANGER TAGS

Lock out tags are clearly marked, and you must not remove nor attempt to remove lock out tags or danger tags. These tags indicate that machinery is not safe to operate.

ELECTRICAL

Only a qualified site electrician is to work/repair or conduct maintenance on electrical devises. You must also ensure that you do not attempt to enter switchboard areas or electrical out of bound areas.

EMERGENCY EXITS

During you site induction you will be informed on the emergency evacuation procedures and the location of emergency exits for use in an emergency.

PPE REQUIREMENTS

All sites and workplaces have assessed risks and when and where applicable employees must wear protective clothing. It is in your best interest to follow site specific guidelines on sites. Within food processing/manufacturing environments you must ensure that you wash your hands prior to eating or drinking if you experience any irritations to any area of your skin, eyes etc please ensure it is reported to your supervisor or you seek first aid if required. All sites and workplaces will provide all necessary hand washing requirements.



CLOTHING

Loose clothing causes accidents it can be caught in machinery so ensure your clothing is specific to the tasks you are performing. In trades and food processing environments, jewellery cannot be worn. Sites will provide specific PPE for welding and protective clothing if required for the such tasks.

FOOTWEAR

You must ensure on industrial sites that you are wearing steel capped boots you cannot wear thongs or casual footwear.

GLOVES

Safety gloves are supplied on site for tasks which may risk hand damage. You must wear gloves when instructed for your own safety.

HAIR

Sites and workplaces have specific requirements for hair and where necessary will supply hair nets or request the hair is tied back.

HEARING PROTECTION

Hearing protection is supplied on site and if provided must be worn. All risks have been identified and it is paramount to your health and safety that you ensure hearing protection is worn.

SAFETY GLASSES

All employees using a grinder are required to wear a full-face shield or welding helmets while using a grinder. All grinders are fitted with a form side handle, these handles must not be removed under any circumstances. Standard full-face shields are available from the store.

Safety glasses are compulsory and must be worn at all times when in the workshop. Failure to comply with any Health & Safety Directives of this company will result in disciplinary action.

CHEMICALS HANDLING

Your supervisor is responsible for chemical handling. All chemicals are to be treated as dangerous and not to be handled. The site will have specific chemical handling guidelines which you must at all time adhere to for your own safety and the safety of others.

Material Safety Data Sheets are available for the use of all employees and are available in the first aid room and WH&S Officer's office. These sheets describe hazardous substances in the workplace, their health effects on the person using them and the precautions to be taken for safe use of these products.



All workers are advised to be aware of the dangers to your health while performing your work and take note of how to minimise these dangers.

USE OF WORKSHOP AND YARD MACHINERY

Only licensed operators are permitted to use these machines. There is to be no riding on the load or vehicle by the worker while the operator is using the machine.

CERTAIN MACHINERY IN THE WORKPLACE REQUIRES THE OPERATOR TO BE LICENSED.

- Slewing Crane
- Yard Cranes
- Forklift
- Gantry Cranes (When lifting over 5 Tonners)
- Work Vehicles (UTES etc.)

GUARDS

Guards on machinery ensure that the machinery and its moving parts are protecting the operator. You must not tamper with or remove machinery guards under any circumstance.

Any site electrical equipment/machinery should never under any circumstances be altered.

WELDING

You must ensure for your safety that you wear all appropriate PPE during any welding process – masks/goggles, apron, welding helmets, gloves etc and you must ensure appropriate utilisation of welding areas. Long Cotton Drill PPE must be worn if completing any welding tasks.

SMOKING

All sites and workplaces will have strict and enforceable no smoking areas, you can only smoke in designated smoking areas. You must ensure your butts are properly extinguished. All sites will have the appropriate firefighting equipment which you must not move except in the case of fire.

FIRE PROCEDURES

During your induction you would have received specific instruction in the case of fire. You must follow procedure and ensure your safety and the safety of others,

Remember site supervisors and site Fire Wardens are trained in this process and to ensure your safety.



FLOORS

Spillage is a slip accident waiting to happen so clean up any spills immediately and report any potential slip/falls risks to your supervisor.

FOOD AND DRINK

Safe food handling and practices are important at home and at work consume food and drink in designated areas only.

FIRST AID

If an injury occurs it must be logged in the first aid logbook located in the first Aid office. The First Aid Officer is to be notified to carry-out the necessary treatment. If the injury requires treatment from a local Doctor. A record of injury from will be filled out. This form must also be filled out if the employee is claiming compensation from a work-related illness. When the employee is to attend a local Doctor the appropriate Work Cover and rehabilitation paperwork are to be sent with the employee to Doctor.

GRIEVANCE

Any issues great or small regarding your safety and WHS must be reported.

HEALTH

You are not expected to work if you are ill, fatigued or under any stress these conditions cause limitations in your ability to perform your duties safely.

If you have been in contact with anyone that has an infectious disease it is imperative that you contact Edge Personnel immediately to discuss risks and if you will require testing or a clearance to return to work.

Edge Personnel will let you know if you are required to secure a clearance to return to normal duties if you have been sick or injured.

WORK/SITE INSTRUCTIONS

WHS site specific instructions have been implemented for a reason and you must follow work and site WHS instructions.

LADDERS

Movable ladders will be tagged for safe use you must not use any other means to climb up to high storage areas.



MANUAL HANDLING

Manual handling risks have been identified on site however no individual is the same as to what tasks they can complete whilst completing manual handling.

- You must not lift, carry, move, push, or pull any object which you deem heavy or awkward.
- All boxes should have weights lists on the label.
- Follow all procedures with lifting.
- Talk to your supervisor about equipment available to assist.
- When in doubt DON'T lift.

All employees are to use chain hoists, gantry cranes etc, that have been provided to move or slide steel either on the work benches or on the floor.

The correct lifting technique must be adopted when manual lifting is required

FROM THE CODE OF PRACTICE FOR MANUAL HANDLING

For lifting, lowering, or carrying loads:

- In seated work it is advisable not to lift more than 45 kg's
- Some evidence shows that the risk of back injury increases significantly with objects above the range of 16-20 kg's, therefore from the standing position, it is advisable to keep the load below or within the range.
- As weight increases from 16 kg's up to 55 kg's, the percentage of healthy adults who can safely lift lower or carry the weight decreases. Therefore, more care is required for weights above 16 kg's up to 55 kg's in the assessment process. Mechanical assistance and/or team lifting arrangements should be provided to reduce the risk of injury associated with these heavier weights.
- Generally, no person should be required to lift, lower, or carry loads above 20kg's, unless mechanical assistance or team lifting arrangements are provided to lower the risk injury.
- Apart from lifting or lowering and carrying objects many tasks in industry involve the use of force to push or pull, hold, or restrain objects. Care should always be taken while performing these tasks. Position yourself in the correct posture as to reduce the risk.

THREFORE: NO MATTER HOW URGENT THE JOB IS, THE CORRECT SAFETY MEASURES AND COMMON SENSE MUST BE OBSERVED.

OVERTIME AND WEEKEND WORK

Awards/Collective agreements are clear on working hours and overtime and there are restrictions on how long a shift can be whilst working any overtime or completing weekend work all WHS policies and procedures are still in force. Edge Personnel will monitor your overtime, hours between shifts and breaks.



SPEED LIMITS- site specific speed limits applicable

Speed limits are site specific please observe and comply with all listed speed limits.

UNSAFE CONDITIONS & PROCEDURES

It is imperative that you report any unsafe conditions or procedures, if you have concerns talk to the supervisor or ring Edge Personnel.

WORKING ALONE

Working alone on site is not allowed, this is for safety reasons, if you are requested to work alone, please report immediately to Edge Personnel.

DO'S AND DON'TS

Please ensure you do:-

- Follow site processes and procedures.
- Advise unsafe conditions and practices.
- Follow instructions.
- Practice and implement WHS instructions.
- Wear all required PPE.
- Be safe and encourage others to be safe.

Please ensure you don't:-

- Put your health and safety at any risk.
- Use unsafe machinery/hand tools etc.
- Use unsafe electrical equipment including frayed cords.
- Lift any weight which you deem heavy.

OBLIGATIONS OF WORKERS AND OTHER PERSONS AT A WORKPLACE

A worker or anyone else that a workplace has the following obligations at a workplace.

- To comply with the instructions given for workplace health and safety at the workplace by the employer at the workplace and, if the workplace is a construction workplace, the principal contractor for work health and safety at the workplace.
- For a worker – to use personal protective equipment if the equipment is provided by the worker's employer and the worker is properly instructed in its use.
- Not to interfere with willfully or recklessly or misuse anything provided for work health and safety at the workplace.
- Not to willfully place at risk the workplace health and safety of any person at the workplace.
- Not to willfully injure himself or herself.



EMERGENCY ACTION PLAN

Emergency procedures designed to cover situations are as described below

- EVACUATION
- FIRE
- MEDICAL EMERGENCY

The sectional supervising staff will be responsible for ensuring all personnel have been accounted for, should an evacuation be necessary.

EVACUATION

In the event that the workshops have to be evacuated, the following procedure must be strictly adhered to:

Should a major emergency situation arise, a signal of at least one (1) minute duration will be given to signal an immediate and orderly evacuation of the premises. All personnel are to assemble in Evacuation Assembly Area 1 or Area 2 depending on circumstances (i.e.; prevailing winds, smoke position of fire or threat), a head count will then be undertaken by the supervisor prior to anybody leaving the site.

FIRE

The procedure in the event of fire is:

Do not panic

Sectional supervisors are to instruct someone to notify the Fire Brigade (000) and give them the following information.

- Brief Description of incident.
- Location (address, Part, or workshop)
- If an ambulance is required.
- Extent of fire and other hazards (Acetylene bottle, Paint on the fire etc.)

Fire extinguishers are situated around workshop as shown on the plan.

MEDICAL EMERGENCY

Supervisors and **Work Health & Safety Officer** must take control of any situation. The supervisor or **WH&SO** will instruct one person to contact nearest First Aid Officer if electrical power is involved DO NOT TOUCH THE INJURED WORKER Switch off the power source before carrying out first aid.

DO NOT MOVE THE INJURED WORKER unless there is risk of further injury.



Edge Personnel

Queensland's People Partner

Thank you for taking the time to review this information. If you ever have any concerns in regard to your health and wellbeing during an assignment, please contact one of the Edge Team at any time on

07 3607 2700