

OCCUPATIONAL HEALTH & SAFETY PROCEDURE		
OHS02	SAFEWORK PRACTICES	D/13/829

PURPOSE

To ensure the employees of Mindarie Regional Council are aware of their Occupational Health and Safety obligations and operating in a safe manner at all times.

PROCEDURE

Employees and contractors are required to operate in accordance with the General Safe Working Practices contained within this document.

All employees on induction will be issued a copy of this document describing Safe Work Practices. Employees will receive regular briefings in order to ensure their knowledge of this procedure is maintained and that the procedure is reviewed on a regular basis.

Safe Work Practices

Specific safe work practices have been developed for work activities in the following areas:

1. Landfill;
2. Workshop;
3. Resource Recovery; and
4. Administration buildings.

Documentation related to these specific safe work practices is contained within Annexure A of this procedure.

RESPONSIBILITY

The Chief Executive Officer is responsible for the implementation and monitoring of this procedure.

Managers are responsible for ensuring that this procedure is implemented throughout the organisation.

Legislation	WA OSH Regulations Part 3, division 3, subdivision 2 – Protection from Tobacco smoke. Tobacco Products Control Regulations 2006 – reg.8 – Prohibition of smoking in enclosed public places. WA dangerous Goods Safety (Storage and Handling of non-explosives) Regulations 2007
Reference/s	Emergency Management Procedure OHS01 Environmental Management Policy CP05
Attachment/s	General Safe Work Practices – Annexure A
Responsible Officer	Occupational Health & Safety
Review History	November 1998, February 2001, April 2011, 29/05/2013, 16/10/2014; 23/07/2015; 09/02/2016
Next Review Date	30/06/2020
Revision History	16/10/2014 – Purpose re-written. Procedure re-written. Safe Works Practices points 1 and 3 changes made. 09/02/2016 – changes made to Annexure A 17/11/2016 – Major revision, considerable changes throughout document. 31/05/2018 – Minor changes throughout document. 11/3/2019 - No changes to document

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ANNEXURE A

GENERAL SAFE WORK PRACTICES

1 RISK MANAGEMENT

MRC acknowledges the importance of a systematic approach to managing risks on site and as such aims to ensure that all identified risks are reduced to ALARP (As Low As Reasonably Practicable) levels. The identification of hazards and the assessment and management of risks in the workplace is a key component in this process and is managed through the use of Risk Assessments and Standard Operating Procedures (SOPs). All persons, including contractors, must adhere to a current risk assessment/SOP for the work being conducted to ensure that all hazards are identified and risks are reduced, so far as is reasonably practicable, prior to and during the course of the task.

Elimination and substitution are preferred controls as opposed to administration and personal protection since they result in a greater level of risk reduction, and are to be considered first and used wherever reasonably practicable.

It is recognised that contractors will operate different risk assessment and recording methodologies, however all risk assessment processes are to meet the following requirements:

- Assessments must be completed prior to work commencing
- Assessments must be reviewed and revised as regularly as necessary, in light of changing conditions (including those specific to a site), to ensure the controls remain effective
- Contractors are responsible for ensuring cooperation and coordination of risk assessments, controls and communication between contractors and subcontractors on site, such as ensuring that all subcontractors have SOP'S for all high risk construction work they conduct
- Contractors must undertake effective monitoring, review and audit of risk assessments and SOPS.

MRC SOP *OHS04 – Hazard Management* contains further information on the development of risk assessments.

2 COMMUNICATION

MRC operates a site wide secure radio network, commonly referred to as Channel 1, for the purpose of general operational communication and emergency management. This network is a locked channel requiring an MRC encoded radio in order to receive and transmit via this network. Wherever possible operations staff are to have on their person, or in the vicinity of their work area, an MRC Ch 1 radio for the means of enabling effective communication across this network between all staff.

Broadcasts on this network are commonly overheard by members of the public on site and as result staff are to remain mindful of the words used when transmitting. Transmissions are to adhere to the following principles;

- Be brief and to the point.

- Stay off the radio unless absolutely necessary.
- Plan what you want to say before you start speaking.
- Make sure the channel is clear before you start talking.
- Wait a full second AFTER you push-to-talk and BEFORE you begin to speak. This will insure the beginning of your message is heard.
- Speak ACROSS the microphone rather than into it to improve intelligibility. Use a natural speaking voice. To overcome loud ambient noise, shield the microphone from the wind, point it away from the source of noise or wait until the noise passes.
- DO NOT shout into the radio. It only distorts your transmission.

Handheld radios may be made available upon request to third parties dependent upon the nature of the work being conducted, radio availability and with the expressed permission of the area supervisor/manager.

Alternatively, UHF Ch 28 is used by landfill operations and contractors and is a public network that can be heard from outside the premises. Contractors accessing site are required to maintain a listening watch on Ch 28 where possible.

In the event of an emergency broadcasts will be made on both frequencies with Ch 1 the primary means of communication amongst staff.

3 INCIDENT REPORTING

All incidents, hazards and near miss events are to be reported in accordance with OHS06 – Safety and Health Incident Reporting. Further information regarding this requirement are contained within this document.

4 STOP WORK AUTHORITY

The ability to stop work where an employee believes on reasonable grounds to continue to work would expose them or any other person to a risk of imminent and serious injury or imminent and serious harm to your health is a legislative supported process contained within the Occupational Safety And Health Act (WA) 1984. MRC supports the exercising of this right on safety grounds when exercised in accordance with the requirements outlined in the Act, such as;

- Supervisors and OSH Reps must be informed as soon as possible following the Stop Work,
- Employees must not leave the workplace until authorised by their Manager (unless remaining on site is inherently hazardous),
- Should to the best of your ability consult with management and representatives to identify a safe solution to the identified hazard.

The key to successfully exercising any Stop Work Authority (SWA) is to maintain a continuous improvement focus ensuring the safety of all persons. Where an immediate solution cannot be identified the worker who exercised SWA should be kept informed about the process, including the conclusions and any changes or additional training that will be implemented.

If the supervisor is readily available and the affected person(s), equipment or environment is not in imminent danger, coordination of the stop work authority should be managed through the area supervisor.

5 SAFETY DEVICES

Some equipment in use by MRC has, either as a component installed by the manufacturer or as an addition after-market addition, safety devices designed to protect either the worker or machine from harm in the event of an unplanned event. Such devices include but are not limited to;

- a. Audible alarms or visual warning devices,
- b. Emergency shut off devices,
- c. Operator protection devices, e.g. seatbelts,
- d. Speed/rev limiting components,
- e. Dead man switches,
- f. Firefighting or fire suppression equipment.

Unauthorised tampering with, obstruction or bypassing of such devices is considered serious misconduct and is expressly prohibited.

6 CONFINED SPACES

There are a small number of locations on site which MRC defines as confined spaces. Work in confined spaces is expressly prohibited without Management approval and must be thoroughly planned and risk assessed before starting work.

Serious hazards can exist within confined spaces, including but limited to the build-up of asphyxiant gases and the development of explosive atmospheres. Contractors are responsible for the supply of all safety equipment necessary to perform work in confined spaces, including portable gas detection devices, escape breathing apparatus, harnesses and other escape equipment.

Entries to confined spaces must comply with *AS2865 Confined Spaces* and relevant OSH legislation and before starting any confined space work a 'Confined Space Entry Permit' must be issued by MRC.

7 HOT WORK

Hot work is defined as any activity resulting in the use or creation of naked flames, heat or sparks and must be risk assessed prior to task commencement. Whilst hot work is a routine task conducted in and around the workshop by workshop staff, hot work conducted outside of this facility may involve additional unforeseen hazards.

Particular precautions should be taken during hot work and the risks assessed. Risks such as building fabric, materials stored in proximity to the work, evacuation of third parties and provision of fire-fighting equipment and proximity to bushlands areas should be considered.

Specific precautions may need to be taken if hot work is proposed within a confined space, in the vicinity of gas pipes or during fire bans.

Staff and contractors are required to maintain a high standard of housekeeping, with flammable or combustible material being adequately controlled/stored for the duration of any hot work.

Prior to commencing hot work, an exclusion zone around the work area has been established using appropriate warnings, signage and barricading to ensure adequate protection to all persons, including members of the public. In some cases, a safety observer may need to be stationed in the area near the hot work for up to 30 minutes post last flame to ensure that no uncontrolled ignition occurs.

8 WORKING AT HEIGHT

Work at heights is not a routine task for MRC staff and as such these activities require strict controls to be in place prior to the commencement of work. Working at height is defined as any situation where there is a risk of a person falling;

- 3 or more metres from an open edge
- 2 or more metres from a scaffold, fixed stair, landing, suspended slab, formwork or exposed edge, or,
- Where otherwise indicated by a risk assessment.

If there is any risk of a person falling, a risk assessment must be completed and steps taken to eliminate or minimise the risk of the fall through the application of the control measures in order of priority based on the hierarchy of controls.

Where there is a risk of falling two or more metres, the risk assessment process must include the development of a SOP or JSA. These documents must identify the fall prevention strategies to be employed throughout the task to ensure the safety of all persons. This includes the management of safety zones underneath work being undertaken at height should items fall to the ground, in conjunction with tool lanyards where possible.

MRC requires measures such as fixed platforms and mobile work platforms to be used where practicable in preference to ladders or attached climbing techniques.

In all cases suitable fall prevention and/ or protection measures should be used, for example fixed barriers or safety harnesses and lanyards. Where the risk assessment requires the use of fall prevention/protection measures employees are to be trained prior to their use.

9 EXCAVATIONS

Excavation works, ranging from shallow trenching and simple foundation excavation to large and complex excavations have the potential to pose serious injury to staff and customers and in all cases must remain a planned activity.

All excavations and openings must be fully maintained with adequate structural support, and suitable access, egress and personal protection. Before commencing excavations greater than 1 metre, an assessment of the risks associated with the work to be performed must be conducted

and appropriate controls implemented, to eliminate or reduce harm, injury and potential environmental damage.

Deep excavations represent a particularly hazardous working environment. Advice on the use of shoring, trench boxes and other ground support techniques such as stepping the side of excavations or battering back must be provided by a competent person prior to task commencement.

In all cases where excavations are accessible to the public, suitable precautions to prevent falls or tampering with equipment and materials must be established.

10 TRAFFIC MANAGEMENT

MRC site operations comprises a unique interaction between heavy and light vehicles, customers, contractors and staff. As a result, all persons are responsible for managing traffic risks on roads and road verges that form part of, or are adjacent to, a work area under their control. Adequate precautions must be taken at all times to protect personnel, the site, associated plant, and the general public.

Where work will, or is likely to, cause an obstruction of any access road, both staff and contractors are required to develop and implement a risk assessment, which should where possible, minimise the disruption to site operations whilst ensuring adequate protection to workers.

Information and prior warning via the use of signage and safety cones should be used in all circumstances to clearly define the work area and maximise prior warning to approaching motorists.

Compliance with all displayed speed signs on site is mandatory, with the maximum speed on site limited to 20 km/h. Specific speed limits for individual areas are as follows;

- 10km/hour through the weighbridge.
- 20km/hour on all sealed site roads beyond weighbridge.
- 10km/hour on all unsealed roads and tipface.
- 10km/hour through Recycling and Transfer.

Contractors are to give way to MRC plant & equipment at all times whilst on the tip face with a policy of strictly no overtaking of plant or machinery to be adhered to at all times.

In the case of an incident where normal traffic flow is disrupted e.g. traffic accident or fire, staff should ensure that adequate direction is provided to contractors and members of the public in order to minimise disruption and prevent further incidents.

11 NOISE

Noise from construction and maintenance works are both a hazard to the workforce and can impact the wellbeing of visitors and surrounding communities.

11.1 OCCUPATIONAL NOISE

All persons must ensure that noise levels on site fully comply with statutory requirements. Where possible, personnel should employ low noise (i.e. suitably damped, silenced or acoustically treated) equipment for a task. Machinery used intermittently should be shut down or throttled back in the periods between work. Contractors are also responsible for providing, and ensuring the use of suitable hearing protection by their employees and subcontractors.

11.2 ENVIRONMENTAL NOISE

Contractors performing work on site are required to be mindful of neighbours when selecting appropriate locations for equipment such as portable generators and keep noise to a minimum outside of site operating hours. Contractors are responsible for ensuring compliance with the *Environmental Protection (Noise) Regulations 1997* and, where required, implement a Noise Management Plan prior to the commencement of works. All construction, demolition and maintenance work must also comply with AS 2436.

If work is carried out outside of site operating hours or at any time on a Sunday or public holiday, staff must ensure:

- It was reasonably necessary for the work to be done out of hours, on a Sunday or public holiday
- The equipment used is the quietest reasonably available and fixed plant is positioned to minimise noise impacts to neighbours
- Neighbours are advised of the work to be done at least 24 hours prior

In consultation with the MRC Environmental Team, consideration is given to whether a Noise Management Plan is required. Where required, plans must be submitted at least 7 days before commencing work and the plan must be approved by MRC.

12 TRAINING

The operation of heavy plant and machinery on site has the potential to cause considerable damage and/or harm to personnel and as such must only be operated by qualified persons. Prior to operating any machine on MRC premises the operator of that machine must hold a valid and in-date qualification/competency required for the machine in question.

Contractors must ensure that any persons operating under their control whilst on site comply with this requirement. Records of training and certificates of competence of all persons must be provided to the MRC representative upon request.

The permitting and/or directing of staff to operate any machine without the required training is prohibited.

13 HEAT STRESS

Heat stress poses a serious risk to staff and contractors whilst working on site and must be managed through the implementation of appropriate controls including the provision of cooling (where practicable), shelter, PPE, drinking water and rest periods.

To help reduce the risk of heat-related health problems at personnel should:

- Have regular cooling off or rest periods (work/rest ratios),
- Drink plenty of water (i.e. Stay hydrated – a poor diet and consuming alcohol or caffeine can cause dehydration),
- Wear appropriate sun protection such as long clothing and hats,
- Plan tasks to minimise activity during the hottest part of the day.

Employees should continue to work with their supervisors and co-workers to identify workable solutions to heat related risks on site. Further information is available via the Department of Health website.

14 FATIGUE

It is particularly important to identify fatigue risks which might arise when safety critical tasks are being carried out, such as tasks where the consequences of a mistake or error in judgment could result in serious injury. Tasks such as commercial driving and operating heavy plant and machinery are examples of functions that can be seriously impacted by the effects of fatigue.

It is the employee's responsibility to ensure that they remain fit for work at all times with respect to fatigue when conducting such tasks and report any concerns of fatigue to their Manager/Supervisor at the earliest opportunity.

Further information regarding Fitness for Work can be found in the associated SOP, *HRM06 – Fitness for Work*.

15 EMERGENCY RESPONSE

MRC maintains strict site-specific procedures for emergency response that are managed under a separate procedure, *OHS01 – Emergency Management*. Further guidance on site based emergency response requirements can be found in this document.

In order to ensure timely communication and subsequent response to emergencies staff and contractors in operational areas are not permitted to listen to audio equipment via the use of headphones, due to the potential to hinder an individual's ability to hear audio alarm/radio messages. The use of fixed audio equipment such as radios are permitted provided that the sound is maintained at a level that permits the hearing of audio alarms/radio messages by staff.

16 ABORIGINAL HERITAGE

Under the *Aboriginal Heritage Act 1972* (WA) it is an offence to alter or in any way damage an 'Aboriginal heritage site' as defined in the Act (registered or unregistered), namely places and objects of cultural significance customarily used by or traditional to the original inhabitants of Australia or their descendants. Damage to 'Aboriginal heritage sites' without the necessary approvals may lead to prosecution.

MRC has within its boundary such an area and all persons must remain aware of the restriction when working in such areas. If unsure of the location or the area specific restrictions discuss the task with your supervisor or site contact prior to the commencement of works.

17 LOCK OUT – TAG OUT

The isolation and tagging process that is used at MRC to protect persons from potential hazards associated with stored or uncontrolled energy contained within the equipment, such as but not limited to, hazardous energy in the forms of kinetic, electrical, thermal, chemical reaction or potential energy.

Out of service tags are an effective method of communicating with all persons who may come in contact with the item in question that a hazard exists and that the item is not to be operated.

Any person is permitted to tag 'Out of service' a piece of equipment considered of unsafe, however only qualified individuals are permitted to remove such tags.

SOP-WS04 – Lock Out – Tag Out contains further information on the management of isolations tags.

18 MANUAL HANDLING

Manual handling is any activity involving the use of muscular force (or effort) to lift, push, pull, carry, hold or restrain an object. Manual handling also includes any activity involving repetitive and/or forceful movements.

Identify the risks:

- a. Handling awkward shapes or big loads.
- b. Handling weights that are beyond the worker's capacity
- c. Over-reaching position (lifting from below mid-thigh or above shoulder height).
- d. Handling where the work surface is unstable.
- e. Repetitive or long duration manual handling.
- f. Carrying objects away from the body.
- g. Awkward twisting of the body.
- h. Obstructed pathways.
- i. Insecure grip and poor lifting position.

Safe Lifting

Prevention of manual handling problems is best achieved by good workplace design and the use of mechanical aids. If manual lifting is unavoidable, follow these principals to avoid back injury:

- a. Plan the lift.
- b. Wear suitable clothing, footwear, hand and other protective equipment.
- c. Consider your physical ability to handle the load. If in doubt, get assistance.
- d. Avoid lifting loads outside of individual limitations.
- e. Place your feet close to the object and keep a balanced position. Bend the knees in a semi squat to a comfortable degree and get a good handhold.
- f. Keep the natural curves in the spine while lifting (avoid bending at the hips).
- g. Use your leg muscles to lift the load (prevent sudden accelerations or jerky movements, and don't twist at the hips or shoulders during foot movement).
- h. Set the load down by using your leg muscles, lower the load by bending your knees in a semi squat to a comfortable degree.

Control the risks

- a. Redesign the task to eliminate or reduce the risk.
- b. Change the workplace layout e.g.: provide tables with adjustable work height.
- c. Prevent unnecessary handling and use smaller containers.
- d. Use mechanical aids for lifting and moving heavy objects.
- e. Provision of training for proper manual handling and the prevention of back injury.

19 ELECTRICAL SAFETY

- a. Regularly, and before use, inspect wiring, chords, plugs, tools and equipment for obvious external damage and look out for shorting or sparking fittings.
- b. Do not use electrical items where leads/ plugs are frayed or damaged. These items must be tagged as being OUT OF SERVICE and the Manager notified.
- c. Always get an electrical contractor to install, alter or repair electrical wires, plugs, switches, fuses or electrical machinery and equipment.
- d. To avoid shock, switch off power points before plugging and unplugging electrical equipment.
- e. Remove equipment from the power point by holding the plug, not by pulling the chord.
- f. Avoid using electrical equipment outdoors in wet conditions.
- g. Do not overload circuits by plugging in too many electrical appliances at once – use power boards that have RCD protection.
- h. Do not remove guards or covers from electrical switch gear.
- i. Ensure extension cords are positioned in work areas so they do not create a slip or trip hazard and are not exposed to physical damage.
- j. All electrical equipment must be tested and tagged by a competent person and checked during area inspections to ensure tag is within specified date.

20 PLANT SAFETY

Vehicles and mobile plant moving in and around workplaces are a cause of considerable occupational injuries and deaths in Western Australia. In particular forklifts are a major cause of serious injury as they are powerful, heavy and inherently unstable piece of equipment. They pose risks to both drivers and people walking in areas they are used in.

- a. Only trained and authorised staff may drive or operate plant.
- b. Employees operating plant must be trained in, and comply with the safe and correct methods of operation, as described in the plant operations manuals and MRC Standard Operating Procedures.
- c. 'Spotters' are to be used wherever a risk to staff, contractors or the public is present, or an increased likelihood of equipment damage has been identified.
- d. A minimum of 3 metre exclusion zone for all persons should be adhered to for all mobile plant, increasing as required for larger plant or for the individual items being lifted at the time.
- e. All operators are responsible for ensuring that basic maintenance of the equipment has been carried out before use (pre-start inspection).
- f. Any observed equipment fault or need for repair must be tagged as OUT OF SERVICE and reported to the Manager or Plant fitter without delay.
- g. Plant Operators are responsible for the general cleanliness of their equipment.
- h. The cab and floor shall be kept clear of tools, material and rubbish at all times.
- i. First aid kits provided with plant should be kept in good order, correctly stocked and be easily accessible.
- j. No person is to ride on plant equipment except in a driver or passenger seat, which is fitted with a seat belt.
- k. Seat belts must be worn at all times.
The Operators of heavy plant must complete a pre-start inspection before operating the equipment as detailed in the relevant SOP, WS03- Pre-Start Check List.
- l. Heavy plant should not be moved from a stationary position, until the operator has ensured that the surrounding area is clear of all people and plant, and given the appropriate warning signals by sounding the horn:
 - Once - Engine start
 - Twice - Move forward
 - Three times – Reverse
- m. Mobile phones are not to be used when operating any vehicle or plant on site unless operated via a hands free system.

21 USE OF COUNCIL PLANT TOLLS AND EQUIPMENT

Council resources, including plant, tools and equipment, are only to be used for their manufacturer designed and intended purpose and only in the course of an employee's duties. Personal use of council facilities is not permitted by any person.

22 FIRST AID

MRC maintains a number of first aid kits that are placed in key areas around site, notably;

- a. Inside all MRC buildings, mobile plant and vehicles.
- b. The MRC has trained First Aid Officers on site.

- c. All injuries and sickness must be reported to your Manager promptly.
- d. The relevant Manager is responsible for the determination of appropriate action for dealing with an injury or sickness
- e. In the event of an injury staff may refer to procedure OHS01 Emergency Management Procedure (Attachment A) Emergency Flip Charts for assistance and guidance.
- f. Defibrillators are available on site at Administration, Recycling, Transfer and the Workshop.

Medication, including analgesics such as paracetamol and aspirin, is prohibited from being stored in MRC first aid kits or dispensed by MRC staff, in accordance with National First Aid practices, because of their potential to cause adverse health effects in some people. Workers requiring prescribed and over-the-counter medications should carry their own medication for their personal use as necessary.

The use of supplies contained within these kits are to be reported to the Safety Officer at the first available opportunity to ensure timely resupply of deficient equipment.

23 HOUSEKEEPING

Poor housekeeping is the most common and most preventable cause of workplace injuries. This type of injury can be prevented by:

- a. Ensuring all walkways and access ways are clear of obstructions and trip hazards.
- b. Ensuring access to all fire fighting equipment remains clear.
- c. Ensuring all hoses, cables and leads are stored when not in use.
- d. Ensuring all tools and equipment are stored correctly.
- e. Cleaning up all non-hazardous spills immediately. (Refer to chemicals section for instructions on hazardous spills).
- f. Removing all combustible waste, scrap and off cuts regularly and, if necessary, sweeping up.
- g. Using waste bins and emptying them regularly.
- h. Chemicals and flammable materials being stored in purpose built cabinets and storage facilities.

24 PERSONAL HYGIENE

Waste facilities such as MRC are inherently prone to increased levels of bacteria and disease when compared to the surrounding environment due to the nature of the works conducted on site. Individuals, including contractors, must exercise a high degree of personal hygiene to limit the spread of germs and bacteria such as;

- Washing hands before eating, drinking or smoking,
- Wearing PPE wherever possible, in-particular gloves,
- Use of alcohol based hand rub to limit the spread of bacteria.

Whilst the history of personnel being adversely affected by germs and bacteria present in the waste delivered to site remains low, exercising sound personal hygiene practices is recommended as a precaution to protect ourselves and others from illness.

25 SMOKING

This Safe Work Practice applies to all MRC staff, contractors and the general public whilst working and or conducting business at MRC facilities.

Smoking is only to occur in designated areas.

Supervisors are to provide the initiative and follow up action necessary to maintain the safety of employees. They must ensure that individual employees are aware of the dangers of smoking and passive smoking. Further training and education should be available for employees, if requested.

26 HAZARDOUS ITEMS

Hazardous items on site include chemicals, asbestos products, compressed air, batteries, gas cylinders, needle/ syringes and munitions (including flares).

Safe work practices associated with these items are described below.

26.1 CHEMICALS

- a. All chemicals should be stored in purpose built cabinets or structures.
- b. Appropriate PPE must be worn when handling chemicals. This should include splash proof chemical goggles, PVC gloves and aprons.
- c. Only persons trained in the handling and sorting of chemicals are permitted to engage in this task.
- d. Follow the safe handling instructions on containers as described in Material Safety Data Sheet (MSDS).
- e. Contact your Supervisor if uncertain in regard to the practice for handling a particular chemical.
- f. There should be no smoking, eating or drinking near chemical storage areas.
- g. Maintain high standards of personal hygiene when working with chemicals.

26.2 COMPRESSED AIR

- a. Close supply valves before disconnecting air hoses.
- b. Wear protective goggles and gloves before using compressed air to clean plant. (The practice of cleaning plant with compressed air should be avoided where practicable).
- c. If compressed air has to be used for cleaning, anyone within 8 metres of the air outlet must wear eye protection.
- d. Ensure only competent people use air tools.
- e. Use only the correct type of hose and approved fittings for all air tools.
- f. Do not direct a stream of air at your body or at another person.
- g. Do not use compressed air to cool yourself or dust off your clothes or hands.
- h. Do not control the flow of air by crimping the hose.
- i. Do not indulge in practical jokes with compressed air.
- j. Ensure hoses are in good condition and couplings are properly installed.

26.3 BATTERIES

- a. Appropriate PPE must be worn when handling batteries as described in the relevant MSDS sheet. Commonly these should include splash proof chemical goggles, PVC gloves and aprons.
- b. Observe correct lifting practices.
- c. Carry batteries upright – consider use of mechanical aids.
- d. Do not short out batteries
- e. Store batteries for disposal at the appropriate location in the recycling or transfer station areas.
- f. Where batteries have caps missing, these batteries must be removed from general storage and placed in the household chemical sheds.

26.4 GAS CYLINDERS

- a. Do not open any gas cylinders found on site.
- b. Transport gas cylinders for disposal to the designated storage areas at the Transfer station and Recycling area.
- c. Gas cylinders used for maintenance work on site should be stored in the purpose-built facility at the rear of the workshop.
- d. Stored upright and secured.

26.5 NEEDLES/SYRINGES

- a. Do not pick up discarded needles or syringes without a hand tool.
- b. Dispose of needles or syringes into special purpose puncture proof containers.
- c. Treat a needle stick injury by washing the injured area and contacting your Supervisor immediately.
- d. Apply bacterial wipe or antiseptic wash.
- e. Cover with sterile dressing.
- f. Supervisor is to contact company doctor and arrange a full blood screen for the risk of Hepatitis B, Hepatitis C or HIV/Aids.
- g. Report and record the injury.

26.6 MUNITIONS (INCLUDING FLARES, POWER-TOOL EXPLOSIVE CARTRIDGES AND DEVICES)

- a. Do not handle.
- b. Report the discovery of any munitions to your Supervisor immediately for removal.
- c. These will be disposed of through the Police or Department of Harbours and Marine at Fremantle.

26.7 ASBESTOS

Asbestos products are only accepted when correctly wrapped in heavy plastic. If unwrapped asbestos material is found on site the relevant Asbestos SOP is to be followed:

The National Asbestos Registry remain a resource available to all staff if they believe they have been exposed to asbestos containing material in the course of their duties. Established event reporting procedures are to be followed in addition to any staff initiated registration on this database.

27 ALCOHOL AND DRUGS

- a. MRC conducts random blanket testing for the presence of alcohol or drugs as part of the "Fitness for Work" Procedure HRM06.
- b. No unprescribed drugs are permitted to be bought on site.
- c. No alcohol is permitted to be bought on site, unless at an authorised council function.
- d. Consumption of unprescribed or illegal drugs in the workplace is not permitted.
- e. Consumption of alcohol in the workplace is not permitted unless at an authorised council function.
- f. Employees are not to attend work under the influence of drugs or alcohol.
- g. An employee should discuss their ability to operate plant, if they have been prescribed any medication, or are taking over the counter medication, with their Manager.

28 PUBLIC SAFETY

All staff and contractors have a duty of care to ensure not only their own wellbeing but also the health and safety of visitors and customers whilst on site. Staff are to remain mindful of the fact that visitors are often unfamiliar with the site and associated hazards and may require additional levels of assistance and supervision.

- a. If members of the public are observed in "no go" areas, they are to be advised of this and asked to leave.
- b. If members of the public are observed acting in an unsafe or inappropriate way, they are to be advised to stop their current action and the Site Manager is to be advised.
- c. Appropriate signs, barricades, lights, are to be erected to identify public "no go" areas.

Children must remain in vehicles at all times whilst in the Transfer station and are permitted within Tip Shop under direct parent/guardian supervision.

Animals such as dogs are not permitted outside of vehicles due to the risk presented to staff/visitors and the potential distraction posed to plant and vehicle operators should the animal wander from their vehicle.

29 BUSH FIRE PREVENTION

References:

- Environment Management Policy CP05
- Emergency Management Procedure OHS01

The Tamala Park Site encompasses and is surrounded by a large area of natural bushland. A threat of fire at Tamala Park exists both within the site and external to the site. DFES is the lead Combat Authority for such an emergency. MRC staff are to identify the location, size and threat of any

bush fire and inform the appropriate Combat Authority i.e.: DFES. Support is then to be provided as required.

Refer Procedure OHS01 (Attachment A) Emergency Flip Chart

Safe Work Practices associated with the prevention of this threat are:

- a. Firebreaks are to be maintained throughout the year (these also act as emergency access roads in the case of other situations).
- b. Burning of waste or bushland is not permitted.
- c. Smoking within bushland is not permitted.
- d. Discarding of cigarette butts in bushland is not permitted.
- e. All mobile plant shall carry an operable fire extinguisher.
- f. Mobile plant shall not be used in close proximity to bushland during prohibited and restricted burning periods.
- g. During these periods of prohibited and restricted burning, mobile plant will be restricted to travelling on the fully formed fire breaks that run:
 - Internally around the entire perimeter fence.
 - Diagonally in a south westerly direction from a point 800 metres north of the south east corner boundary.
 - In a westerly direction from a point 80 metres north of the south east corner boundary.
- h. The MRC will maintain firefighting capacity in the form of:
 - At least 1 x 12,000 litre capacity water truck.
 - Mobile earthmoving equipment.
 - 1 x quick response fire utility vehicle.