

Employee/Contractor Induction Manual

HR 01
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Employee/Contractor Induction Manual



This manual contains important safety information regarding your workplace.

Please retain for future reference.

Introduction

The safety and health of all people working at Echo Marine Group is important to the company's general beliefs and values.

Our aim at Echo Marine Group is to have a workplace that is injury free, and we operate on the principle that all injuries are preventable.

This induction manual is designed to provide an overview of the general safety and health requirements at Echo Marine Group and should be used as a guide.

The company Management Policies and Operational Procedures contain specific information and should be referred to when applicable.

Occupational Health, Safety and Environment Policy

At Echo Marine Group we are committed to conducting our business in a manner that prevents injury or illness to employees, contractors, customers and the general public.

We are committed to conducting our business in a manner that minimises adverse environmental impacts which could be caused by our activities.

The company has established comprehensive Occupational Health, Safety and Environment Policies which will be implemented through the positive and active participation of all levels of the organisation.

To this end we will:

- Establish and maintain an OHSE management system that facilitates a structured approach to the management of OHSE risk.
- Comply with relevant Legislation, mandatory codes of practice and standards applicable to each country in which we operate.
- Promote a safety culture that encourages people to actively manage health and safety risk through education, instruction, information and supervision.
- Clearly define and communicate responsibilities in relation to health and safety to all levels of the organisation.
- Provide sufficient information, instruction, training and supervision to enable all employees to identify, minimise and manage hazards in the workplace.
- Ensure that incidents and hazards are promptly reported, investigated where appropriate, and control measures are put in place to eliminate the chance of a recurrence.

Echo Marine Group recognises that the objectives of this policy statement can best be achieved through effective consultation, communication and co-operation between managers, supervisors, employees, contractors and customers - working together to continually improve OHS performance.

Drugs and Alcohol

All employees and contractors shall abide by the provisions of the Echo Marine Group Drugs & Alcohol Policy and adhere to the Drugs & Alcohol Procedure and its codes of behaviour that support the policy. Failure to do so may result in termination of your employment or contract. Echo Marine Group reserves the right to undertake drug and alcohol testing for employees or contractors on a random or with cause basis.

Duty of Care

The Duty of Care outlines duties that the Western Australian Occupational Safety and Health Act of 1984 places upon people to ensure their own safety at work and that of others who are at the workplace or who might be injured by the work. These duties are aimed at preventing anyone being killed, injured or contracting an illness because of work or activities at a workplace, including using plant or equipment.

All Employees and Employers have the right to stop or refuse unsafe work.

Duties of Employers

An employer shall, so far as is practicable, provide and maintain a working environment in which the employees are not exposed to hazards and in particular, but without limiting the generality of the foregoing:

- provide and maintain workplaces, plant, and systems of work that, so far as is practicable, the employees are not exposed to hazards;
- provide such information, instruction, and training to, and supervision of, the employees as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards;
- consult and cooperate with safety and health representatives, if any, and other employees at the workplace, regarding occupational safety and health at the workplace;
- where it is not practicable to avoid the presence of hazards at the workplace, provide the employees with, or otherwise provide for the employees to have, adequate personal protective clothing and equipment as is practicable to protect them against those hazards, without any cost to the employees;
- make arrangements for ensuring, so far as is practicable, that:
 - the use, cleaning, maintenance, transportation and disposal of plant; and
 - the use, handling, processing, storage, transportation and disposal of substances, at the workplace is carried out in a manner such that the employees are not exposed to hazards.

Training provided will be based on the functions performed by employees and the capacities in which they are employed.

Duties of Employees

An employee shall take reasonable care:

- to ensure his or her own safety and health at work; and
- to avoid adversely affecting the safety or health of any other person through any act or omission at work.

An employee contravenes the above subsection if the employee:

(a) fails to comply, so far as the employee is reasonably able, with instructions given by the employee's employer for the safety or health of the employee or for the safety or health of other persons; or

(b) fails to use such protective clothing and equipment as is provided, or provided for, by their employer in a manner in which they have been properly instructed to use it; or

(c) misuses or damages any equipment provided in the interests of safety or health; or

(d) fails to report forthwith to the employee's employer:

(i) any situation at the workplace that the employee has reason to believe could constitute a hazard to any person that the employee cannot correct; or

(ii) any injury or harm to health of which they are aware that arises in the course of, or in connection with, their work.

(3) An employee shall cooperate with the employer in the carrying out the obligations imposed on the employer under this Act.

Timekeeping

Employees

Full time and casual employees shall use their time cards to clock in on arrival at the start time specified by their line manager. They shall use the same process to clock out at the end of their days work, again at the time specified by their line manager. If an employee leaves the worksite for any reason during the specified start and finish times they shall clock out prior to leaving and clock in on their return.

Contractors

Contract workers shall sign in immediately upon arrival at the Echo Marine Group worksite and sign off immediately prior to leaving using the "Contractor's Sign In and Out Book". This book is located in the construction workshop next to the clock card rack.

Employees and contractors are reminded that it is a mandatory WorkSafe requirement for the employer to maintain a site register or other suitable means (as described above) to ensure that a record of all persons on site is accurately maintained. This is important if a site emergency arises and an evacuation is required.

Employees shall not clock in or out another employees card under any circumstances. Only a company officer is authorised to do that.

Contractors shall not make entries on behalf of another contractor in the Contractor's Sign In/ Sign Out Book under any circumstances.

Employees and contractors are also reminded that clock cards are used to calculate the attendance and hours of work so that workers are paid correctly. The Contractor's Sign In/Sign Out Book may, in some circumstances be used as a means of validation for the same purpose. Therefore, any unauthorised clock card use or false entry in a Contractor's Sign In/Sign Out Book is a breach of WorkSafe law, company policy and in addition, may be viewed as fraud and result in prosecution, disciplinary action, dismissal or contract cancellation by the employer.

Dispute Resolution Procedure

Purpose

To ensure a consultative approach is established in the workplace to enable safety and health matters to be dealt with efficiently and cooperatively.

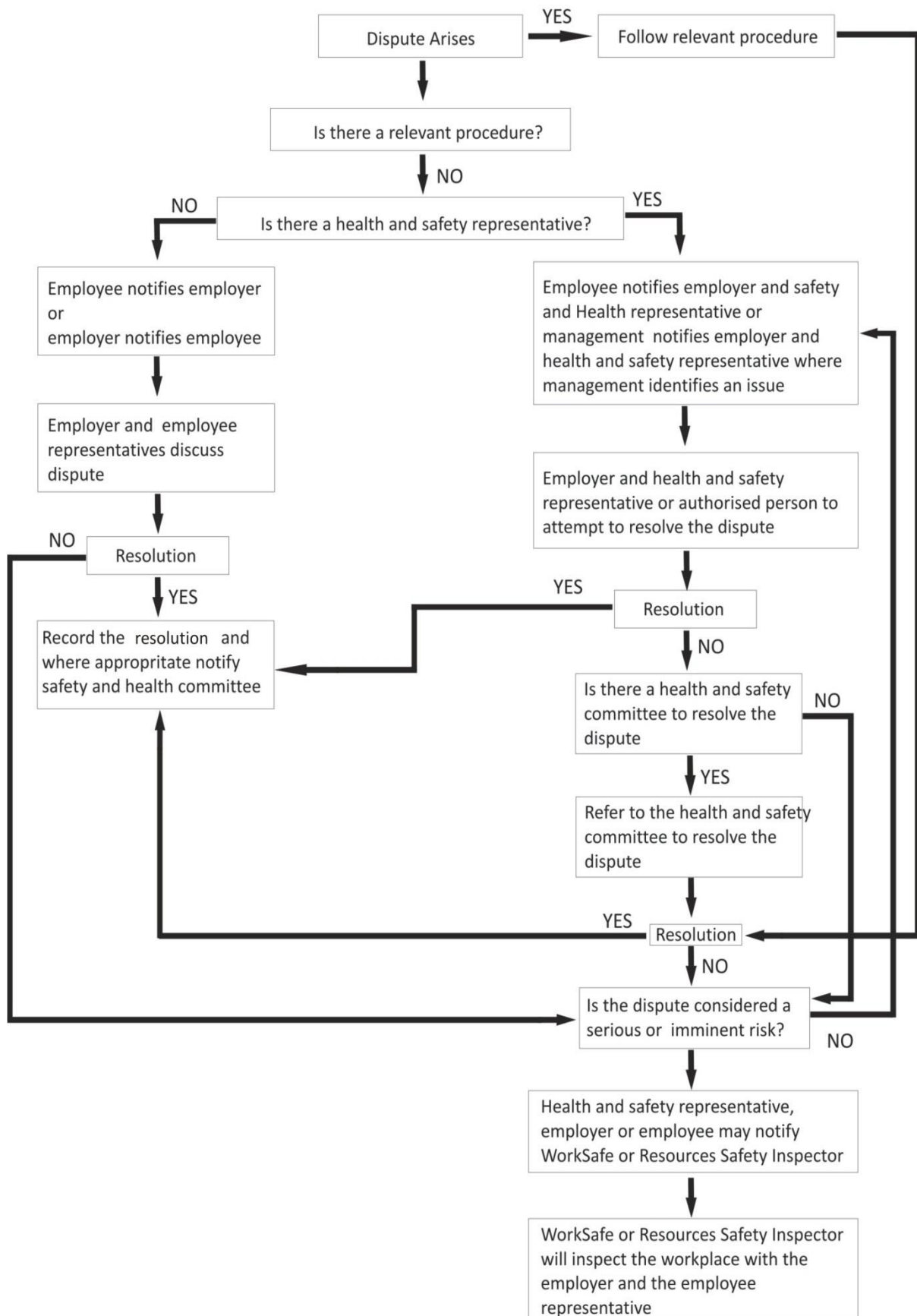
Scope







The OSH Act and Regulations, set out a specific process for dealing with safety and health issues (See flowchart). This procedure extends to all personnel engaged by Echo Marine Group.

Issue Resolution

See flowchart on following page:

DISPUTE RESOLUTION FLOWCHART



	<p>Eye protection shall be worn at all times</p>
	<p>Hearing protection shall be worn when working in designated areas or operating noisy equipment</p>
	<p>Enclosed foot protection shall be worn at all times within the workshop</p>
	<p>Appropriate gloves must be worn when handling hazardous substances, acids and sharp or rough objects</p>
	<p>Respiratory protection shall be worn to protect employees from the inhalation of harmful dust, mist, fumes, or smoke. For tight fitting masks the user must be clean shaven between the face and the fitting surface of the mask</p>
	<p>Full face shield shall be worn when using impact or grinding tools or handling chemicals</p>

Smoke Free Work Environment

Echo Marine Group is a smoke free site.

There will be No Smoking permitted anywhere on any Echo Marine Group work site.

(Echo Marine Group Work Site is anywhere you are employed to complete a task, this includes company vehicles).

Theft

Theft in any workplace leads to mistrust, conflict and increased expenditure due to loss of productivity. Whilst every attempt is undertaken to prevent loss of tools, equipment etc, theft unfortunately does occur. Echo Marine Group reserves the right to conduct random Property searches of anyone entering and exiting any Echo Marine Group workplace. Anybody found to be removing Echo Marine Group equipment from site without authorisation will be referred to the Police and, if proven, may lead to dismissal.

Emergency Procedures

Fire Emergency

Raise the alarm by yelling "FIRE, FIRE" or describe the type of risk or hazard

Attempt to extinguish the fire **ONLY IF IT IS SAFE TO DO SO**

If evacuation required, proceed to the Emergency Muster Point and await further instructions.

Important

Do not endanger your safety or the safety of others. If in doubt leave the area or building immediately.

Medical Emergency

Raise the alarm yourself or gain the attention of the nearest person and have them raise the alarm with management.

Advise them of your location, the number of people involved and the nature of the emergency.

Render whatever assistance you are able. Do not attempt to move the injured person unless it is to protect them from further injury.

Await further instructions and advice

Evacuation

Refer to the Echo Marine Group *Emergency Evacuation Procedure (PRoc 32)*

Remain at the muster point until you are authorised to leave.

Do not attempt to re-enter the workplace unless authorised by the Chief Warden

Fire Prevention

Extinguishing Fires

Before you attempt to extinguish a fire you must first decide if it is safe for you to do so.

Never attempt to extinguish a fire, if it means putting yourself at unnecessary risk of harm or injury.

Evacuate the area immediately, and do not attempt to extinguish the fire, if there are any chemicals or explosives

Which Extinguisher to Use

At Echo Marine Group there is only one type of fire extinguisher in use. That is the Dry Chemical Type and it can be used on any fire.

Fire Hoses

The water fire hoses can only be used on fires that have a fuel source of wood, textile, paper or rubbish. They are not to be used on fires resulting from flammable liquids, vapours or gas or that involve live electrical apparatus.

If you think you can contain or extinguish a fire yourself using a fire hose or extinguisher safely:

1. Test the hose or extinguisher before moving towards the fire zone
2. Ensure you have a safe line of retreat
3. Stand up wind of the seat of the fire
4. Stand up hill of the fire to ensure you are not at risk of run off from flammable liquids
5. Adopt a crouching position to keep you head clear of smoke or fumes

If you are unable to extinguish the fire or your personnel safety is at risk

- a. Evacuate the area immediately
- b. Warn others of the danger
- c. Raise the alarm
- d. If it is safe to do so, confine the fire by closing doors and windows as you leave

First Aid

Echo Marine Group will ensure adequate personnel are trained to a minimum level of Senior First Aid or Workplace First Aid.

First aid kits are located at designated areas within the workshop

All first aid kits are provided for emergency use only.

This symbol identifies the location of the First Aid Station:



Accident/Incident/Near Miss Reporting

All employees shall give immediate verbal notification to their supervisor of any incident, accident or near miss, followed by a written incident/ accident report to your line supervisor or manager within 1 hour.

The following lists at minimum, those incidents that shall be reported, recorded and investigated:

- a. Incidents resulting in First Aid Treatment
- b. Incidents that result in medical treatment
- c. Any illness attributable to the workplace
- d. Any near miss incident that had the potential to cause harm
- e. Any incident resulting in property or equipment damage

A copy of the reporting form and full procedure is available from your supervisor or manager.

Hazards

All personnel working at Echo Marine Group are empowered to address and take responsive action to any immediate hazards or unsafe conditions.

The management team fully supports this where:

Any work deemed to be hazardous that has a resultant exposure to risk that cannot be controlled or mitigated through existing systems or procedures, or any ongoing work process where an immediate and significant hazard becomes apparent and cannot be effectively rectified, the work process or activity shall immediately cease and must be reported the appropriate level of supervision.

Operational Procedure for the Use of Hand Held Power Tools

This procedure shall be followed when undertaking any task or job that requires the use of any hand held power or air tool.

You shall not proceed if you have not been skill tested in the use of these tools by an authorised Echo Marine Group Employee.

Procedure

1. Check that the tool and its attached cable and any supplementary electrical extension cord is in good repair and has "in date" safety tags.
2. Check that the cutting disc, blade, pad or work attachment is serviceable.
3. Place screens, barriers and other protective devices around your work area to protect nearby employees from swarf, sparks, dust, particles or other substances that may cause harm or create a hazard.
4. Ensure you are wearing the correct PPE for the task you are undertaking, one or more of:
 - a. Full face visor
 - b. Gloves
 - c. Long sleeved shirt and full length trousers
 - d. An appropriate dust or fume mask if required
 - e. Safety glasses may be worn for orbital sanders, buffs and polishers
 - f. Ear protection
5. Ensure you have a secure footing on a firm level surface where practicable.
6. When you complete your task, clean up your worksite and check your tools and extension cords prior to putting them away.

Injury Management

WHAT IS INJURY MANAGEMENT?

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.

In the event you are injured at work:

Report the injury to your supervisor as soon as possible after the occurrence.

If medical treatment is required, you will be taken immediately to a medical centre where a GP will issue a First Medical Certificate.

Appropriate claim forms must be completed.

Rehabilitation and return to work planning can commence with the aim of returning the injured employee to full duties.

Please refer to Management Policy — Injury Management for further information or request a copy from your line manager.

Echo Marine Group recognises that the effects of fatigue, stress, alcohol and drugs have the potential to affect a person's fitness for work, and impact negatively upon the health and safety of personnel in the workplace.

Personnel who have been prescribed medications from a medical practitioner shall advise their line manager.

Lock Out, Isolation and Tagging

Introduction:

The purpose of this procedure is to ensure all risks associated with faulty machinery and plant are identified and tagged out correctly.

Scope:

This procedure applies to all employees of Echo Marine Group who work with and around machinery and plant.

Isolation Procedure:

1. Identify all power sources and isolate them. In the case of electrical equipment, this means turn power source off at socket. Remove plug from socket.
2. Lock or otherwise secure all isolating points using padlocks, multi padlock hasps and out of service tags.

Tags & Tagging Procedure:

Echo Marine Group currently uses two different types of safety tags:

1. Danger Tag (Do Not Operate)

This is a personal protection tag and is coloureded red and black on white and indicates that the plant or machinery is isolated for operational reasons. It is placed by a person who intends to undertake repairs, cleaning, inspection or other duties that may expose him to risk or hazard while doing so. Placing a tag is not the only means that a worker can do to protect himself. In addition to placing a Danger Do Not Operate Tag the plant shall be disabled by isolating (turning off) the motive power or means of starting, moving or operating it. The person placing the tag shall record all of the details required on the reverse side. If more than one person is required to access or work on the disabled plant, each individual shall place a personal Do Not Operate Tag. Additional protection may be achieved by using the Lockout Isolating Procedure (see below).

All information fields must be completed as well as accurate information indicating why it must not be operated.

Removal of a personal danger tag from an isolating device should be carried out as soon as practicable after completing the work. In every case a personal danger tag should be removed before leaving the worksite at the end of the shift. If work on plant is not completed by the end of a working shift and the plant is required to remain isolated, arrangements must be made for 'out of service' tags to be placed on each isolating point before personal danger tags are removed.

2. Out Of Service Tag

This tag is coloured black on yellow and is used to advise other employees that the plant or machinery is not to be used because it is faulty or unsafe. It shall not be used to isolate plant or machinery for maintenance or repair work.

This tag shall only be removed only by the person who originally placed it or an authorised person (Echo Marine Group supervisor or line manager) who is both familiar with the equipment and satisfied that it is safe to do so.

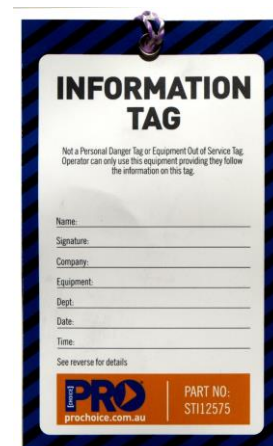
3. Information Tag

An information Tag is coloured blue and is used to advise workers about conditions or situations that may affect how they work with tools, machinery or other devices in the workplace. This tag shall not be used to convey information or warnings about safety or to advise that a device cannot be used for because it is unserviceable or unsafe.

Employees should refer to their line manager for advice or information regarding the Echo Marine Group Isolation & Tagging procedure.

For detailed information refer to the Commission for Occupational Safety and Health publication guidance note: ISOLATION OF PLANT 2010 which is available from your supervisor or Manager.

Samples of the Tags used at Echo Marine Group



Lockout Procedure

One key only

A safe lockout procedure ensures each person working on the plant shall have their own lock, key and tag. There shall be no duplicate key available for any lock, except a secured not readily available master or duplicate key for use in an emergency.

During cleaning, repairs, maintenance or adjustment of the plant, the one key to each person's lock shall be held only by that person, who is responsible for both locking and unlocking the lockout device.

This procedure minimises the risk of the lock being inadvertently opened or removed, energy being restored and plant re-starting, placing those working on the plant at high risk.

More than one energy source

If more than one energy source or hazard has to be locked out to enable safe shutdown of the plant, the single key to each lockout device shall be held by the same person.

If two or more people are working on plant that is isolated through several lockout points, each person shall attach a lock and tag to each lockout point. To avoid the need for people to carry several keys, it is advisable that each person's locks respond to a single key. Master or duplicate keys shall be kept in a secure place away from the work area, under the strict control of a senior person who shall ensure they are used only in an emergency.

Electrical Safety

Only qualified and authorised persons are permitted to carry out electrical work.

All extension leads and portable power equipment shall be tested and tagged by a competent person on a 3 monthly basis (AS NZS 3760-2010 In-service safety inspection and testing of electrical equipment refers).

Contractors are expressly forbidden to bring power tools or extension leads onto any Echo Marine Group work site unless it has been tested and tagged by an authorised person. Portable electrical equipment shall be protected by means of a RCD (Residual Current Device).

Any power tool that is damaged or defective in any way shall be immediately taken out of service and an OUT OF SERVICE tag attached to it.

Your Supervisor shall be immediately informed.

Maximum load ratings of electrical extension leads shall be in accordance with AS 3012, section 2.6, table 1.

Electrical leads shall have a maximum length of 30m.

Confined Space Entry

If employees are required to enter a confined space, the project shall be in accordance with AS 2865 as the minimum standard for compliance.

All personnel required to enter a confined space or act as a sentry shall receive prior to entry, training and certification from a competent person which shall include:

1. Hazard identification
2. Hazard control
3. Entry permit control system
4. Ventilation
5. Atmospheric testing
6. Standby/Sentry personnel
7. An emergency response plan



Hot Work

As a general rule, the need for Hot Work permits are more apparent when fit out work commences on the boat. A Hot work Permit shall be completed by the person and included in the task shall be a risk assessment to ensure that the necessary controls have been put in place prior to work commencing. Use the Echo Marine Group "Hot Work Permit" application form in order to be authorised for such work.

All leads, earth's, clamps, welding machines, hoses, gauges, torches and cylinders are to be inspected before each use on a daily basis. Each welder shall be responsible for containing

sparks and or slag and for removing combustibles from the workplace to prevent fire.

Fire extinguishers shall be close at hand before starting any welding, burning or open flame work. All persons involved must know how to operate the fire.

Earth leads on electric arc welders must use be fitted with a "G" or spring type clamp attachment, the earth placed as close as possible to the weld material and where possible a double earth clamp used. Work in wet or humid conditions must be subject to the specific requirements of this paragraph.

All portable welding machines shall be earthed prior to use and in accordance with AS 1674-safety in Welding and Allied Processes and 240volt outlets wired through an RCD or ELCB device that is tested daily before use.

When welding, cutting or heating is performed on tank shells, decks, overheads and bulkheads, since direct penetration of sparks or heat transfer may introduce a fire hazard to an adjacent compartment, the same precautions shall be taken on the opposite side as are taken on the side on which the welding is being performed.

Compressed Gas Cylinders

The majority of fatalities associated with the wrong uses of compressed gas are attributed to sky-larking and horseplay; however, many people have been seriously injured and some killed by using the wrong method when carrying out legitimate work with compressed air/gas.

Hazards

Compressed Air can maim, tear, or embed matter into the skin and bones of the human body. Air directed around the face can blow out an eye, or if directed at the ear, it may puncture an ear drum and cause deafness. A person who has been painting or covered with dirt can have poisonous particles blasted into the body where they immediately combine with the blood. Even air without impurities is dangerous when forced into the bloodstream through a cut or pores of the skin.

When using a gas cylinder, the following rules apply to prevent damage to the cylinder and yourself:

1. Always use a proper cradle when lifting cylinders
2. Never drop or mishandle a cylinder, even if it is empty
3. Always secure cylinders upright so they cannot fall
4. Avoid placing cylinders near sources of heat, acid, grease or salt
5. Always turn valve off fully and check there are no leaks

Compressed Air

- Never direct the stream of compressed air towards your body or towards anyone else.
- Never use compressed air to blow dust from any part of your body
- Never use water hoses as airline hoses
- Never indulge in horseplay with compressed air
- Hoses, connections and securing clamps shall be checked to ensure they are not damaged, before putting any pressure in the line and ensure they are suitable for using compressed air.
- Ensure all joints in air hoses and lines are tight. Safety clips must be used on all quick release couplings (Chicago type) and safety chains/hose whips secured to the bull hose lines with the larger diameter.

Types of Hazardous Substances

Hazardous substances can be in the form of gases, liquids and solids. There are several categories or types of Hazardous substances.

Asphyxiates – substances which lower the oxygen level in the air or substances such as cyanide, which prevent the body from absorbing oxygen.

Toxic Substances - substances, such as pesticides, that can cause serious illness, major organ damage or death through poisoning.

Flammable Substances - liquids and gases which form a combustible mixture with air.

Explosives - mixtures and compounds that cause explosions.

Corrosives- substances, such as acids and caustic soda, that break down human tissue and other substances.

Exposure to Hazardous Substances

Exposure to hazardous substances can lead to short and long term health problems. Some substances will create symptoms soon after exposure but others may not show immediately.



























Hazardous substances usually get into the body through:

- **Inhalation** – the substance is breathed into the lungs and absorbed into the blood.
- **Ingestion** –the substance is swallowed and absorbed into the body via digestive system.
- **Absorption** – the substance is absorbed into the body via the skin.

Before you use a hazardous substance you should know about:

- How it can enter your body
- What the health risks are
- What types of PPE you should use
- How to safely store it
- How to correctly use and handle it
- What First Aid treatment is required in case of exposure
- How to safely clean up after a spill
- What to do in case of a fire

You can obtain this information from the labelling on the container and the Material Data Sheets. **Chart replace with one that is more cohesive.**

GHS	ADG
 Explosive	 1.4 EXPLOSIVE  1.5 EXPLOSIVE  1.6 EXPLOSIVE
 Flammable	 2  3  4  5
 Oxidising	 2  3  4
 Compressed Gas	 2  3  4
 Corrosive	 8
 Toxic	 2  6
 Lower Systemic Health Hazard	No equivalent
 Systemic Health Hazard	No equivalent
 Environmental	

Prevention of Falls

Purpose

To provide a safe system of work for employees and contractors. The aim is to eliminate and/or minimise the risk of fatalities, injuries and incidents arising from working at heights.

Scope

This operational procedure shall apply to all employees engaged by Echo Marine Group.

General

Each year people are seriously injured through falls at workplaces across Australia.

Each incident averages more than seven weeks off work and costs more than \$20 million a year, not to mention the personal trauma and economic hardship to the injured people and their families.

Australia is averaging between 8 and 9 deaths a year from falls and almost every one could have been prevented by a preventive strategy or device.

Potential Hazards

Factors which can cause a person to fall include:

- a. sudden acceleration or deceleration
- b. moving from one surface to another
- c. capability of the surface supporting a load
- d. openings or holes that are not identified or protected
- e. open edges that are not protected
- f. levels change
- g. hand grip is lost
- h. surfaces are slippery (e.g. surfaces are wet, polished or oily)
- i. unsuitable footwear
- j. equipment, tools, rubbish obstructing work areas
- k. incorrect use of ladders; catching of clothing; surfaces move
- l. unsatisfactory lighting
- m. bad weather conditions (e.g. heavy rain or wind)
- n. struck by moving or falling object

Whenever you are required to enter, exit, climb up or down, or work in a position where you could fall 2 metres or more from one level to another is defined as working at height.

Ideally, work should be done within fixed platforms and catwalks with fixed hand rails. Where this is not possible, or a person has to reach out over the hand rails, a fall prevention system must be used.

Fall Prevention Systems

- Mobile platforms to increase the access
- Scaffolding erected and certified by a competent person
- Elevated work platforms, such as a cherry picker
- Ladders (if required to work from the ladder, a harness and lanyard must be used)

- Personal cages with a crane
- Industrial Rope Access

Where none of the above are possible, a fall arrest harness must be worn fixed to a secure anchoring point at all times.

All personnel who are required to wear and use fall arrest harnesses must be trained in their correct fitting and use.

Fall Arrest Systems

Individual fall-arrest systems are designed to arrest an accidental fall and consist of some or all of the following:

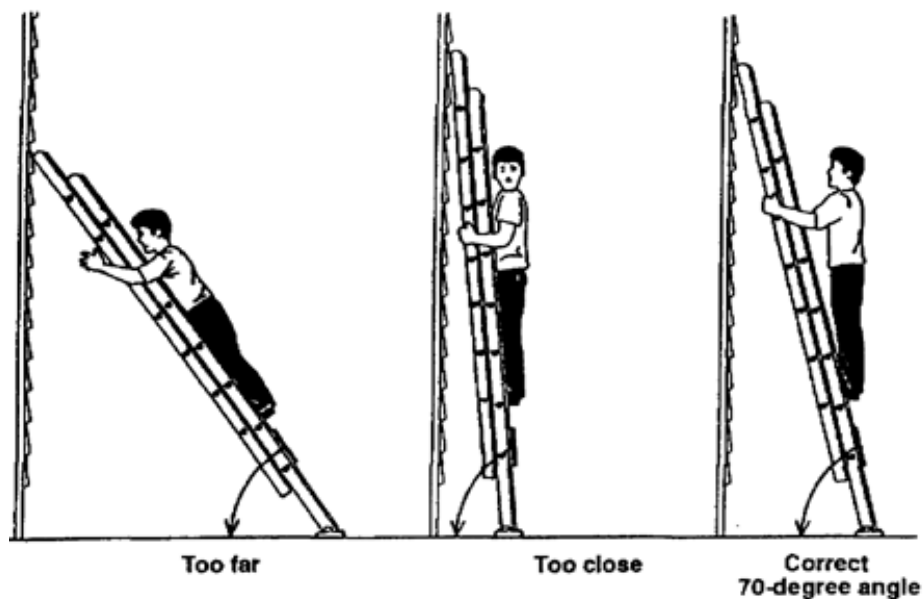
- Lifelines
- inertia reel
- retractable lifelines
- rope grabs
- wire grabs
- shock absorbers - both personal and industrial
- Harness
- snap hooks (double or triple action to prevent rollout)
- karabiners (double or triple action to prevent rollout); and rescue equipment
- lanyard that will not allow a person to fall more than two metres
- anchorages

Ladders

If a ladder is used, check that:

- The type of ladder is appropriate to the task. Do not use 'domestic' or 'home-made' ladders.
- All ladders must comply with Australian Standard/New Zealand, AS/NZS 1892 series and users should follow the manufacturer's recommendations on safe use;
- The ladder is in good condition. Before it is used, the ladder should be inspected for faults, such as broken rungs, rails and footing.
- Damaged ladders are removed from service;
- The ladder is on firm, stable and level ground;
- The ladder is the correct height for the task to avoid reaching or stretching. Keep the body centred between side rails at all times. Never over-reach;
- The ladder is not too close or too far from the support structure. The ratio must be one to four or approx. 70 degrees. For example, the distance between the ladder base and the supporting structure should be about one metre for every four metres of working ladder height. (See diagram below).
- The ladder is secured against displacement (i.e. slipping or sliding) and/or there is another person holding the base of the ladder
- The ladder is not placed so that the weight of the ladder and any person using the ladder is supported by the rungs.
- All the locking devices on the ladder are secure
- The ladder is always faced while climbing up or down
- Materials or tools are not carried while climbing the ladder. Tools should be carried in a tool belt or side pouch
- No person should stand on a ladder any higher than 900 mm from the top of the ladder
- No other person is allowed on the ladder at the same time

- Only light duty work is undertaken while on the ladder, where three points of contact can be maintained and tools can be operated safely with one hand



Scaffolding

The Australian/New Zealand Standard, AS/NZS 4576 and the AS/NZS 1576 series on scaffolding provide practical guidance on training, safe work practices, inspection and use of scaffolding and scaffolding equipment.

Scaffolding work platforms are generally rated as light, medium or heavy duty.

Light duty scaffolding is scaffolding of up to 225 kg per bay. This is suitable for plastering, painting, electrical work and other light tasks. Platforms must be at least two planks (450 mm) wide.

Medium duty scaffolding is scaffolding of up to 450 kg per bay. This is suitable for carpentry and most other general trades work. Platforms should be at least four planks (900 mm) wide.

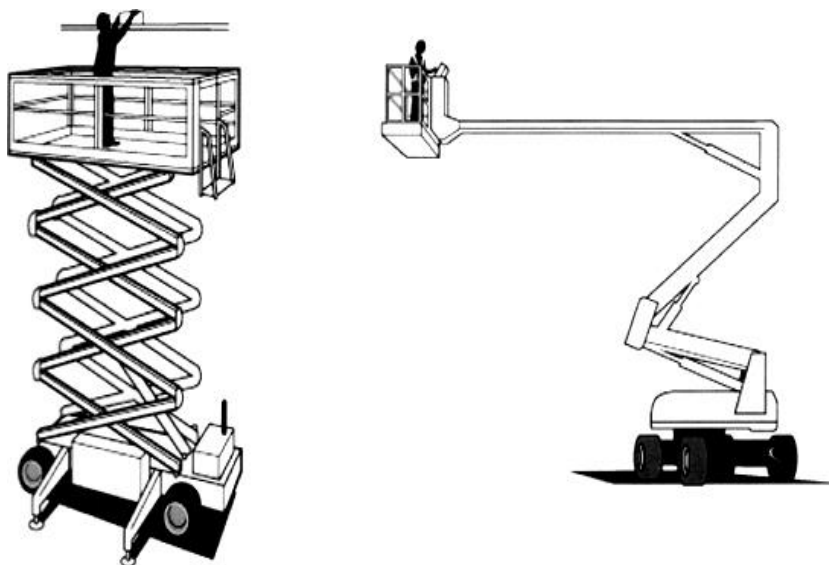
Heavy duty scaffolding is scaffolding of up to 675 kg per bay. This is needed for bricklaying, concreting, demolition and most work tasks involving heavy loads or heavy impact forces. Platforms should be at least five planks (approximately 1100 mm) wide.

- If scaffolding is to be erected or dismantled at a height exceeding four meters, the scaffolding must be erected or dismantled by a certified scaffolder.
- A person must not alter scaffolding without authority from the main contractor;
- Modular scaffolds must be of the same type, not mixed components. Mixed components from different manufacturers have resulted in scaffold incompatibilities and failures, posing significant risks to persons using the scaffolding;
- Scaffolding that is incomplete and left unattended should have danger tags and warning signs attached at appropriate locations to prevent use;

- Scaffolding exceeding four meters in height should be inspected and tagged by a competent person before use, after any alteration or repair, and at intervals not greater than 30 days;
- Safe access to and egress from the scaffold must be provided;
- Edge protection (guard rails and toe boards) must be provided at every open edge of a work platform. Meshing should be installed over access and egress points.

Elevated Work Platforms

- People operating cherry pickers with boom lengths exceeding 11 metres must have a National Certificate of Competency issued by WorkSafe WA.
- You do not require a National Certificate of Competency to operate a scissor lift but you must be trained in the safe use of a scissor lift and be deemed competent by a suitably experienced person
- The minimum age is 18 to be able to operate an EWP.
- The platforms should only be used as working platforms not as a means of access to and egress from a work area;
- Unless designed for rough terrain, the platforms should be used only on a solid level surface;
- The surface area should be checked to make sure that there are no penetrations or obstructions which could cause uncontrolled movement or overturning of the platform;
- When designed as rough terrain platforms, the manufacturer's instructions must be consulted for information on safe operation;
- The training provided should include safe use of the fall-arrest equipment and emergency rescue procedures;
- People working in cherry pickers must wear an anchored safety harness and lanyard incorporating a shock absorber as precaution against mechanical failure of the basket. The lanyard should be as short as possible.
- Fall-arrest systems are not required to be worn on scissor lift type elevating work platforms.



Forklift

Purpose

To provide a safe system of work where both employees and equipment are protected from injury and damage whilst operating a forklift.

Scope

This standard applies to all employees and contractors engaged by Echo Marine Group

National Standard – Licencing Persons Performing High Risk Work

The Australian Safety and Compensation Council (ASCC) - formerly the National Occupational Health and Safety Commission (NOHSC) - introduced the new Standard for Licensing Persons Performing High Risk Work. This new standard, effective 1st October 2007, replaces the existing National Occupational Health and Safety Certification Standard for Users and Operators of Industrial Equipment [NOHSC: 1006 (2001)].

Training

- According to the OHS Act 1984, employers have a Duty of Care to provide a system of work and information, instruction and training to their employees who operate forklifts.
- Effective October 1 2007, any person operating a Forklift must hold a compulsory certification from WorkSafe.
- Forklift drivers will be trained in accordance with the National Standard for Licensing Persons Performing High Risk Work.
- Training must be provided by a nationally Recognised Training Organisation approved by WorkSafe WA.

NOTE: The implementation of the new national standard allows for a transitional period in order to transfer current tickets to the national system.

Hazards

- Falls from raised tines.
- Sharp turning.
- Lack of restraints or seat belts.
- Moving with the fork arms raised.
- Driving too fast.
- Being run over or struck by a forklift.
- Being crushed between a forklift and another object.
- Overloading.
- Unbalanced loads.
- Poor road surfaces.
- Worn or deflated tyres.
- Riding over potholes or kerbs.
- Swinging loads.

Prestart

Forklifts shall be checked before use each day and maintained on a regular basis. The routine check shall include

- Tyre conditions and inflation where appropriate;
- The lift and tilt system and mast assembly;
- Liquid levels (battery, oil, brake fluid, cooling water and fuel);
- steering system;
- attachments and their security;
- lights, horns, gauges;
- seating position;
- mirrors and windscreen clean;
- condition of seat belt; and
- Condition and security of guards.
- Ensure load notices are displayed and the operator is aware of information including mass of load, load centre, height and stability;
- Evidence of Fluid Leaks.

Operation

- A forklift shall be operated on firm surfaces only.
- Slopes shall be driven up forwards and down in reverse (always facing uphill).
- Ensure hands and feet are always inside whilst operating the forklift.
- Forklifts shall be driven slowly and carefully when making sharp turns, particularly when unloaded.
- The operator shall ensure that they can see clearly around their workspace and be aware of any blind spots.
- The operator shall constantly check the pathway for obstacles and always be alert for pedestrians.
- At least 1.5 metres shall be kept from bare electrical conductors.
- Rear vision mirrors shall be used and double-checked before reversing.
- The horn shall be used when turning corners.
- The operator shall keep away from heavy traffic areas.
- When transporting material, ensure the load is kept no more than 150mm-250mm from the ground.
- A forklift shall be driven in reverse when the load obstructs the driver's forward line of vision.
 - If the operator needs to exit the forklift for any reason ensures that the handbrake is applied and the motor is turned off before doing so.
 - The forklift shall be parked on a level area when not in use
 - The attachments shall be lowered as close to the ground as possible when shut down.
 - The forklift shall be left in low gear when parked.
 - The park brake shall be applied.
 - The engine shall be turned off.
 - If the forklift is LPG powered, the gas cylinder valve shall be shut off.

The forklift shall be parked clear of access ways, walkways, fire/ emergency exits, first aid facilities or fuelling site.

Cranes Lifting & Rigging

All Echo Marine Group Employees shall comply with the Occupational Safety & Health Act of 1984, the Occupational Safety & Health Regulations of 1996.

Refer to the Echo Marine Group Cranes Lifting & Rigging Operational Procedure.

Emergency Evacuation Procedure

Purpose:

To allow for the safe and orderly evacuation of all Echo Marine Group employees from their workplace to the designated Muster Point in the event of an emergency where they may be at risk of being injured due to a fire, explosion, the escape of a noxious or explosive gas or vapour, an airborne contaminant or chemical substance or other risk or hazard.

Scope

All employees, contractors and visitors present on the Echo Marine Group worksite.

Appointments:

Chief Warden shall identify himself by wearing a white safety helmet

Area Warden shall wear a red safety helmet

Chief Warden (must wear his white helmet as soon as an emergency evacuation alarm is sounded).

Area Warden (must wear his red helmet as soon as an emergency evacuation alarm is sounded).

All wardens shall keep their emergency evacuation helmets in close proximity at all times.

Responsibilities in the Event of an Emergency Requiring an Evacuation:

Chief Warden:

At the sound of the emergency evacuation siren, shall be responsible for/and:

The execution of the overall evacuation procedures

The delegation of duties to, and the supervision of the Area Wardens.

The notification of FESA (Fire and Emergency Services), Police or Ambulance if required

To take charge of the company clock cards and site register (containing the names of contract employees and visitors)

Do a head count to ensure that all employees, contractors and visitors have safely evacuated and are present at the Evacuation Muster Point

To cooperate with and take instruction from the senior FESA Officer upon his arrival at the workplace

Advise the senior FESA Officer of any missing persons upon his arrival at the workplace.

Be aware of and ensure the safe evacuation of any employee or visitor who may have mobility problems (wheelchair bound, fitness or illness) during an evacuation.

Area Warden:

At the sound of the emergency evacuation alarm, shall be responsible for/and:

Take direction from and cooperate with the Chief Warden

Take direction from and cooperate with the senior FESA Officer upon his arrival at the workplace

The safe and orderly evacuation of employees from his work area to the Evacuation Muster Point

Render assistance to any other person during the evacuation procedure

Assist the Chief Warden in accounting for employees and visitors that were present in his work area

Note

Refer to the emergency evacuation plan displayed in various locations throughout the workplace.

Employees, Contractors And Visitors Shall:

At the sound of the emergency evacuation alarm:

Stop whatever they are doing and immediately leave the building by the nearest safe exit or doorway

Take the most direct and safest route to the Evacuation Muster Point (use designated walkways where possible **DO NOT RUN**)

Render assistance or first aid to any person who requires it providing it is safe to do so

Note

Refer to the emergency evacuation plan displayed in various locations throughout the workplace.

During an evacuation procedure an employee, contractor or visitor shall not:

Attempt to re-enter any part of the workplace without the express permission of the Chief Warden or the senior FESA Officer

Leave the Evacuation Muster Point without the express permission of the Chief Warden or the senior FESA Officer

Evacuation drills will be carried out from time to time in accordance with WorkSafe requirements (minimum 2 per year).

Quality Management System

Echo Marine Group is accredited to ISO 9001-2015 Quality Management System. All Employees have a responsibility to Echo Marine Group for the continual improvement of all aspects within their work areas.

The Quality Manual is available through your relevant Manager for further clarification and understanding.

Continuous Improvement of the Quality Management System

