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OCCUPATIONAL HEALTH & SAFETY GUIDE FOR

EMPLOYEES & CONTRACTORS

OCCUPATIONAL HEALTH AND SAFETY INDUCTION AND POLICIES
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Utopia Industries Occupational Health and Safety Induction and Policies

1. Introduction

This guide has been developed by Utopia Industries Pty Ltd to assist you to carry out your work safely, while at the same time assisting you to meet your Occupational Health and Safety statutory obligations whilst undertaking fit out work on Utopia Industries Pty Ltd's construction and fit out sites.

This guide is not a statement of your Occupational Health and Safety responsibilities. It is a guide only that provides basic, practical information about health and safety at work, certificates of competency, workers compensation and rehabilitation.

Please note, neither this guide nor any other Occupational Health and Safety information issued to you by Utopia Industries Pty Ltd, in any way relieves you of your Occupational Health and Safety obligations under any applicable Occupational Health and Safety, or other legislation.

2. Occupational Health and Safety Legislation

Occupational Health and Safety Legislation applies over all work places in Australia. The aim of the legislation is to ensure safe workplaces by:

- Defining an employer's OH&S responsibilities.
- Stressing workplace participation and consultation by employers and employees.
- Setting out details in associated regulations, codes of practice and Australian Standards.

The main features of the legislation are:

- A duty of care principal for all employers to ensure the health, safety and welfare of employees and others in the workplace.
- Requiring employers and all persons concerned in the management of the organization, to take all reasonably practicable measures to control risks to health, safety or welfare arising from the workplace.
- People in control of workplaces used by non-employees must ensure the health and safety of people who use the premises as a place of work.
- The employer's absolute OH&S responsibilities apply to all people in the workplace, including visitors, contractors and others.
- A general obligation on manufacturers and suppliers of plant and substances to ensure that their products are not a risk to health and safety when properly used, and to provide information on the correct use and potential hazards associated with the use of the products in the workplace.
- A general obligation on employees to take care of others and co-operate with employers in matters of health and safety.

As can be seen from the above, under Occupational Health and Safety Legislation, you have absolute responsibility to ensure that all work is carried out in a manner that is safe and without risk to health.

Acts

Occupational Health and Safety Acts are debated and passed by the relevant State, Territory or Federal Parliament. They require the full sitting of Parliament to be established, amended or repealed.

They provide for the overall legal framework of the OH&S legislation.

Regulations

Regulations are part of the legal framework of the OH&S legislation. They are proclaimed by the State/Territory Governor on the advice of the State/Territory Government. These regulations provide a basic guideline for workplace health and safety systems to help the industry comply with the duty of care principal outlined in the Acts. They prescribe minimum requirements for the control of particular hazards such as noise, chemicals and machinery and emphasise a process of identifying, assessing and controlling the risks.

Codes of Practice, Australian Standards and other Advisory Standards

These may be available for health and safety issues on site. They are practical documents which assist in implementing safe workplace procedures. They may also be used by a court as evidence of an employer's failure to implement duty of care.

Some codes of practice and standards have been called up by a regulation and consequently have the same legal standing as a regulation.

3. Due Diligence in Occupational Health and Safety

If your company breaches OH&S Legislation and this is prosecuted under the relevant OH&S statute, then any, or all persons concerned in the management of the companies operations, from the CEO to supervisors, may also be held legally accountable for such a breach. The ensuing penalties are potentially substantial in certain States and Territories.

In such a case the primary defence for the person concerned, would be to show they had used all "due diligence" to prevent the contravention.

Due diligence is a legal standard of conduct. It is a continually evolving concept, but is generally a high standard which involves taking an active approach to voiding contravention of legal obligations.

It involves establishing a corporate culture seriously committed to the need to comply with legal requirements. This includes actively and effectively promoting and enforcing compliance with legislation and with all compliance systems and procedures throughout the organization.

A necessary step is to ensure that each and every task or job is the subject of a "risk assessment".

4. General Occupational Health and Safety

Injury to people and property damage can occur in many ways during tenancy building works. The following sections give practical guidance on ways of preventing work related injuries and diseases.

Electricity

- Always make sure your work site is protected by an Earth Leakage Device.
- Treat all wires as “live”. Never tamper with wires or do your own repairs. Use a qualified electrician.
- Keep electrical wires away from water and out of reach. Disconnect exposed leads. Do not use piggy back connections or double adaptors. Only use multi-boxes that are of robust construction and approved for construction work.

If you have any doubts at all call an electrician.

See section on electrical safety for further details.

Head Injuries

- Everyone in the construction area should wear a hard hat at all times.
- Barricades and kick boards should be erected on scaffolding to prevent tools from falling onto people below.
- When working at a height, workers should secure tools with lanyards to prevent them falling onto people below.
- Prevent people entering an area below areas where work is being performed.

Falls

- Guard rails should be solid, securely fixed and one meter high with a mid-rail. They must be put up wherever a person may be liable to fall and sustain an injury.
- Where guard rails are not practicable, and people are working at height where they could fall, workers should use a safety harness, safety net or other approved system to prevent falls.
- Floor penetrations (holes in floors) must be securely covered and workers should never walk backwards.
- Safety footwear with good tread prevents dangerous slips and slides.
- Where possible work at heights should be carried out from platforms or scaffolds.

Ladders

- Ladders must comply with the Australian Standards, and be in good condition; free from splits, or broken loose rungs.
- Follow the 1:4 base: height ratio rule with ladders. For example, the foot of a four metre ladder should be at least one meter away from the wall against which the ladder is leaning. Make sure the top of the ladder extends at least one metre above the landing. It should be securely fixed at top and bottom and footed securely on a firm and level foundation.

- Never put ladders in front of doorways, or closer than 4.6 metres to bare electrical conductors. (Electrical current can jump from a conductor to an aluminium ladder without any contact).
- When working with or on live electrical equipment, use only wooden or fibreglass ladders. Do not use metal or wire enforced ladders when working near exposed power lines.
- Only one person should be on a ladder at a time, and tools should be pulled up with a rope. Workers on ladders should never overreach. Workers ascending or descending should face the ladder.
- Two ladders must never be joined together to form a longer ladder.
- Ladders should not be placed against a window.

Scaffolding

- Ensure foundations are adequate to take the load.
- Make sure the handrails and kick boards are provided on all working platforms, which must be fully decked out.
- Provide safe access to all working platforms more than two metres high (ladders).
- Never climb up or down scaffolding frames – use the proper access provided.
- Ensure mobile scaffolds have lockable castor wheels, which must be locked when scaffold is in use.
- Move mobile scaffolds from ground level only (no one is to be on the scaffolds when they are moved).
- Ensure metal scaffolding is at least 4.6 metres from bare electrical conductors.

Explosive Powered Tools

- Where State or Territory legislation prescribes, the operator must hold an explosive powered tool certificate of competency.
- Secure the work area with barricades and signs to eliminate the possibility of injuring someone else in the vicinity.
- Check the other side of the firing area before beginning work.
- The tool should be cleaned daily and thoroughly inspected once a week. It should be overhauled once a year by the manufacturer or an authorised representative, of the manufacturer, to ensure that it is safe for use.
- Eye and ear protection should be worn by people using EPT's.
- EPT's must be kept locked in the tool box supplied with the tool, when the tool is not in use. Explosive charges of different strengths must be separated.
- A log book should be kept for each EPT and all inspections, maintenance services, repairs and incidents involving the tool recorded.
- EPT's should never be fired in the direction of a person or toward the operator.

Bad Backs

- Encourage workers to get help when something they are trying to lift or move is too heavy, too large or too long.
- As far as possible, organise work so that people don't have to work in awkward strained postures. In particular, try to avoid repeated twisting.
- When practicable, make available mechanical aids such as trolleys, hoists and ramps.

See also the Work Safe Australian National Standard and National Code of Practice for Manual Handling – February 1990 for further information.

Noise

Contractors are not permitted to work with hand tools or power operated tools that emit excessive noise. (eg. Hammer drills, circular saws, drop saws, power planers, etc).

- Ear protection must be worn all the time the worker is in the noisy zone – wearing them for only part of a noisy shift drastically reduces the protection.

Eye Injuries

Approved and appropriate safety glasses provide protection from chemical and corrosive splashes, dust, flying objects, glare and welding flash.

- If work involves the use of metal cutting discs or grinders, eye protection complying with AS 1887 (Eye Protectors for Industrial Applications) must be used.
- Sunglasses complying with AS 1067 (Sunglasses and Spectacles – Non prescription types) should be worn to provide protection against eye damage from bright sunlight.

Manufacturers, suppliers and OH&S construction safety inspectors can advise on the best type of eye protection for particular tasks.

Chemicals

Manufacturers and suppliers are required by law to provide information about any conditions necessary to ensure that the substances will be safe and without risks when properly used. Employers are required by law to provide such information, instruction, training and supervision as may be necessary to ensure the health and safety of employees:

Any chemical delivered to site should be accompanied by a Material Safety Data Sheet (MSDS). Insist upon receiving an MSDS when you take delivery of chemicals or when sub contractors bring them on to the site.

MSDS sheets are to be posted within the tenancy for any chemical brought onto the site for commercial quantities – over 20 litres – an MSDS is to be provided to Utopia Industries Pty Ltd.

A MSDS will help you:

- Check that the chemical is being used in the right way for the job.
- Decide whether any improvements should be made to machinery or work practices.
- Decide whether any environmental monitoring should be done.
- Check that the site emergency equipment and procedures are adequate.
- Be aware of any health hazards and provide appropriate First Aid treatment if required.
- Store the chemical properly.
- When using chemicals, or any substance you are not sure about, read the label before you start.
- Don't have unlabelled chemicals on site and don't accept delivery of unlabelled chemicals.
- Don't smoke while using chemicals.
- Work in a well ventilated area. If that's not possible, wear an approved respirator.
- You may need to wear goggles or a face shield and gloves as well.
- Use whatever personal safety protection the manufacturers recommend.
- Information contained in the MSDS is to be followed at all times.

Dispose of chemicals safely and as prescribed on the MSDS and then wash up carefully. If you spill any chemical on your clothing, remove the clothing and wash the body part affected. If you experience skin problems or difficulty breathing, seek medical advice.

Dusts

- Work causing excessive dust **is not** to be performed without consulting the site manager.
- In dusty conditions, wear an approved dust mask or respirator.

Manufacturers, suppliers or OH&S construction safety inspectors can advise on what protection from dust is required in different work situations.

Under OH&S Legislation

- Employers have a "Duty of Care" to ensure the health, safety and welfare at work of employees and others.
- Employers must take all practicable measures to control risks against injuries in the workplace.
- Employees have an obligation to co-operate with their employers on health and safety matters.
- Failing to comply with the "Duty of Care" provisions of the legislation is an offence.

5. Safety Helmets for Head Protection

Employers are responsible for ensuring that a safety helmet is worn whenever:

- There is a possibility that a person may be struck on the head by a falling object.
- A person may strike their head against a fixed or protruding object; or
- Accidental head contact may be made with “electrical” hazards.

Note: IT IS COMPULSORY TO WEAR A SAFETY HELMET WHEN CARRYING OUT DEMOLITION WORK.

All safety helmets should conform to the requirements of AS 1801 – Industrial Safety Helmet and be maintained in accordance with AS 1800 – The selection, care and use of Industrial Safety helmets.

6. Electrical Safety

All electrical plant and gear must comply with the following requirements prior to be used on any Utopia Industries Pty Ltd construction site.

Wiring Rules

All electrical installations, materials, fittings etc, must conform to the provisions of the Australian Standard AS 3000 Wiring Rules 1986.

Earth Leakage Devices

- Current operated core balance earth leakage devices (ELCB’s) shall be fitted at the switchboard at which the final sub circuit originates and protects individual circuits or groups of circuits.
- Where construction work supply is obtained from a permanent wiring outlet, then an earth leakage device must be fitted at the power outlet.
- Portable generators must be fitted with an earth leakage device.
- Every core balance earth leakage device on the work site must be trip tested in accordance with legislative requirements from the time of installation, by a licensed electrician, and subjected to a calibration test conducted by a licensed electrician not less than every three months from the time of installation.

Power Outlets

Every 240V three pin general outlet to be:

- Rated at 10 amperes minimum.
- Controlled by a double pole switch which operates on both the active and neutral conductors.
- Double adaptors and “piggy back” connections shall not be used.
- Portable outlet devices connected to permanent wiring must incorporate:
 - Flexible cord rated at 10 amperes minimum
 - Overload protection
 - Earth leakage protection
 - Robust design and construction

Extension Cords and Fittings

- All fittings to extension cords to be either non re-wirable (moulded) or transparent.
- Shall not be located in damp places.
- Must be supported above any work area and passageway with approved lead stands or hooks to provide clear access for personnel and vehicles and to prevent damage to them.
- All fittings for conductors and flexible extension cords shall be wired identically so that the identical phases will be selected by the pin.
- Every extension cord to be heavy duty as defined in AS 3199.

Electrical Powered Machines & Portable Tools

Before operating such equipment always ensure:

- Equipment is in a stable position.
- Provide ample clear space around equipment.
- The immediate surrounding floor is sound, level and even.
- Equipment is in good working order, complete with all guards, and with blades or teeth in a sharp and complete condition.
- Ensure an efficient stopping and starting switch is provided.
- Do not allow equipment to run idly between jobs.
- Adjust or service equipment only when the machine is switched off.
- Regularly clean sawdust or shavings from vicinity of equipments
- Provide eye and hearing protection to employees using equipment.
- Ensure outer casing of equipment is not broken or cracked.
- Ensure flexible cords to equipment are not damaged.

Ensure that all flexible extension cords, portable tools and electrical plant supplied at a voltage above 32 volts (extra low voltage) are inspected, tested and tagged by a licensed electrician in accordance with relevant State/Territory legislation. Details of inspections and tests should be recorded in a book kept on site.

Ensure that all electrical appliances in amenities shed and site offices are inspected and tagged upon arrival or relocation and then in accordance with relevant State/Territory legislation thereafter by a licensed electrician.

- At the date of inspection use a current colour coded tag. Record details of inspection and tests in a book kept on site.
- All tags must show the date of inspection, the plant number or inspection number of the item inspected and the name of the testing company.
- All tags must be durable, non-metallic, self adhesive or positively secured, incapable of being reused and must have a bright, distinctive surface.
- The record book must show the date of the inspection, the plant number or inspection number of the item inspected, the results of the tests and inspections, and the license number and signature of the electrician conducting the inspection.

7. Hot Work

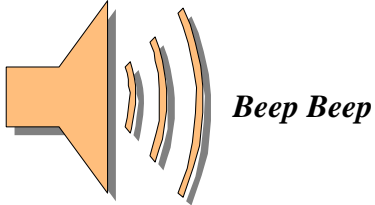
“Hot Work” means any work which may introduce a source of ignition into any area of the construction site. This may include electric welding, gas cutting and all other types of naked flame.

- Before any hot work is undertaken, Utopia Industries must be informed.
- A hot works permit must be completed and authorised before any work is undertaken.
- A precautions checklist must be completed before any work is undertaken.
- Personal protection equipment is to be worn when work is being undertaken.
- Utopia Industries must be advised once work has been completed.

8. Fire and Emergency Procedures

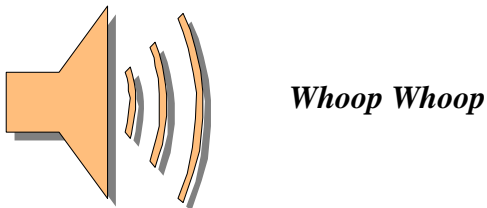
If you hear the following alarms:

Alert Alarm



Action: All wardens to respond. Contractors are to make work area safe and be prepared to evacuate.

Evacuation Alarm



Action: IF IN IMMEDIATE DANGER, or on hearing the evacuation alarm, or on being instructed to evacuate:

- Ensure your work area is clear of all personnel.
- Close the door behind you (if you are working in a plant room). **DO NOT LOCK THE DOOR.**
- Go to the nearest exit.
- Do not return to site until you are instructed that it is safe to do so.

Follow ALL directions given by Utopia Industries Pty Ltd and Security staff.

9. First Aid Facilities & Reporting Requirements

First Aid Kits

By law, first aid kits must be readily available on all building sites. Ensure that you have appropriate first aid facilities for the number of employees under your control and suitable for the tasks you are undertaking.

The minimum contents of a first aid kit can be obtained from the Australian Red Cross Society in your State or Territory.

What to do in the event of a serious injury:

- Don't panic. Stop what you are doing, think and act.
- Ensure the victim is in no immediate danger and make him/her comfortable.
- Stop excessive bleeding.
- Call the First Aider to attend.
- If you think an ambulance is needed, phone for one immediately, stating clearly:
 - The location of the emergency.
 - What has happened.
 - What is being done.
 - Who is calling.
 - Ask what you should do before the ambulance arrives.

Report Accidents and Near Misses

Always report health or safety problems to the appropriate person. The appropriate person might be the Site Manager, Safety Officer or the Area Supervisor.

Notifying Accidents

By law, you must complete the OH&S Authority an Accident Report Form for serious work related injuries, illnesses or dangerous occurrences. You may be prosecuted or fined if you do not.

Accident Report Forms are available from the nearest OH&S Authority District Office, Completed forms should be returned to the office from which they are obtained, by the employer or the person in charge of the work site. Further details about what injuries, illnesses and dangerous occurrences should be reported, and the time limit for reporting is listed on the next page:

State	Reportable Incidents	Form of Notification and Timeframe
NSW	<ul style="list-style-type: none"> • Death • Unable to work for 7 or more days • Dangerous Occurrence 	<ul style="list-style-type: none"> • Work Cover Form within 7 days
VIC	<ul style="list-style-type: none"> • Death • Dangerous occurrence • More than 10 days off and /or medical expenses exceed \$426.00 (indexed on 1/7 each year) 	<ul style="list-style-type: none"> • Death/ Dangerous occurrence – notify Work Cover as soon as possible. Phone 132 360 then complete Employer claim report and Work Cover Claim forms within 5 days. • Others complete Employer claim form within 5 days.
SA	<ul style="list-style-type: none"> • Death • Unable to work for 3 or more days • Injury due to explosion, fire or electric shock • Exposure to gas, vapour, dust or fumes • Dangerous occurrence 	<ul style="list-style-type: none"> • Death/dangerous occurrence – notify Work Cover as soon as possible. Phone (08) 8207 1888 then complete Work Cover Work Injury Report Form within 24 hours. • Others- complete Work Cover Work Injury Report Form within 24 hours.
WA	<ul style="list-style-type: none"> • Death • Fracture of the skull, spine, pelvis, bone in arm (excl wrists/hands), leg (excl ankles/feet) • Amputation of hand/foot • Loss of sight • Unable to work for 10 days or more. 	<ul style="list-style-type: none"> • Notify Work Safe Accident prevention Unit Phone (09) 9327 8800 as soon as possible (record time, date and report number provided by the unit).
QLD	<ul style="list-style-type: none"> • Death • Serious bodily injury (requiring overnight hospitalisation) • Dangerous incident 	<ul style="list-style-type: none"> • Death/dangerous occurrence notify the Division of Workplace Health and Safety as soon as possible. • Notification from within 24 hours of becoming aware.

10. National Certificates of Competency

The appropriate certificate of competency is required to operate the following tasks. For a complete list contact the State/Territory OH&S Authority Inspector.

- Scaffolding, dogging and rigging work.
- Crane and hoist operation including forklifts
- Pressure equipment operation.
- Load shifting equipment.

Persons operating any of these machines, or involved in any of these processes, must hold the appropriate certificate of competency, or be working in accordance with a learners log book (up to date) and work under direct supervision of a competent person.

All certificates will be issued on the basis of competency standards which have been agreed to nationally. The certificate will be recognised throughout Australia without the need to re-register in another State or Territory.

11. Workers Compensation

Workers compensation insurance pays the medical and rehabilitation expenses, weekly compensation and other benefits for workers who are unfit for work because of a work related injury or illness.

Who is responsible for whom?

All employers must take out workers compensation insurance to cover all employees who fall within the definition of “worker” or “deemed worker”.

To establish who is responsible and liable to pay for workers compensation insurance, you need to decide which of the following categories is applicable to your situation:

Workers

A worker is a person currently employed under a contract or service or apprenticeship with an employer whether the contract is oral, in writing or implied. The employer must have workers compensation insurance for all workers he or she employs.

Deemed Workers

Individuals or firms who act as principals engaging contractors or sub contractors should maintain a policy of workers compensation insurance. This policy is required as a potential liability exists as the contractors may be deemed workers, or the principal may be held liable for injuries to workers.

Tenants should seek advice from their workers compensation insurer if they are unclear about any matters relating to workers compensation.

Other things you should know about your obligations under workers compensation if you are an employer.

You must keep a register of injuries on the prescribed form at every workplace. Failure to do so is an offence and you may be fined.

You must keep a record of all wages paid to workers, the trade, occupation or calling of all workers and other prescribed details. These records must be kept for at least 7 years after the last entry was made.

You must display a prescribed summary of the requirements of the relevant workers compensation act and the name and address of your workers compensation insurer in a conspicuous place where they can be conveniently read by workers. A summary of the Act may be obtained from the OH&S Authority.

Rehabilitation

A rehabilitation program aims for an early and safe return to work for workers who have been injured or become ill at work.

Every employer must have a rehabilitation programme that states the policies, commitments and procedures of the organisation to its injured workers.

Steps to Rehabilitation

If an injured or ill worker requires rehabilitation, the doctor will assess what duties the worker is capable of doing, given the extent of the injuries or illness.

A rehabilitation plan is drawn up based on these restrictions. The plan includes the workers duties, duration and expected progress. The plan is agreed to by the worker's employer, treating doctor and insurance company. The plan is developed by the rehabilitation co-ordinator, in consultation with the employer, treating doctor, union (if applicable) and where needed, the rehabilitation provider.

A worker's progress on the plan is monitored by the rehabilitation co-ordinator and/or the accredited rehabilitation provider until the worker has successfully returned to the full range of pre-injury duties, or if that is not possible, until the worker has been relocated to a permanent position, either within or outside the organisation. Vocational retraining may sometimes be necessary in order to assist the worker in obtaining a job that suits any restrictions placed on the worker by the accident.

The worker should let the rehabilitation co-ordinator know if he or she is unable to cope with the duties outlined in the plan. The treating doctor should be informed of any problems.

12. OH&S Authority Safety Notices

Prohibition Notices

An employer is first given the opportunity to correct the situation while the inspector is still at the workplace before an inspector will issue a Prohibition Notice, because a Prohibition Notice can have a very disruptive effect on the operation of the workplace. Only if the request is ignored or if immediate action is not possible will a Prohibition Notice be issued.

The following are examples of situations which could warrant the issuing of a Prohibition Notice.

A person, or persons working or likely to work in a situation, or under a system of work where:

- Serious physical injury could result from inadvertent activation of any machine;
- There is a risk of electrocution through contact with live electrical conductors;
- There is a risk of suffocation or immediate toxic effects from insufficient air or contact with hazardous substance.
- There is clear evidence of impending catastrophic failure of a structure or vessel or escape, ignition or reaction of a substance which could cause serious injury or immediate toxic effects to persons in the vicinity.

A Prohibition Notice remains in force until the matter which has given rise to the risk or hazard has been remedied. An employer who resumes any activity against which a prohibition Notice has been issued would be in breach of the section of the Act or Regulation nominated in the Notice.

Improvement Notices

Improvement Notices are issued for any hazardous situations where the degree of risk is not high enough to justify the issuing of a Prohibition Notice and must be based on the contravention of a section of or regulation (or part thereof) of the OH&S Legislation.

Associated legislation may be included under “measures to be taken”.

An employer who does not comply with an Improvement notice within the time specified would be in breach of the Act or Regulation in the Notice.

13. OH&S Summary checklist

Use this checklist to assist your company to comply with basic health and safety standards and with the compensation and rehabilitation requirements of the OH&S Legislation.

Please read the question and check the boxes next to the question for all that are **true**.

OH&S Summary checklist

Head Injuries	
Do all workers on site wear hard hats?	<input type="checkbox"/>
Are barricades and kickboards erected so that tools won't fall on people below?	<input type="checkbox"/>
Do people working at heights secure their tools with lanyards?	<input type="checkbox"/>

Falls	
Do workers on the site wear safety footwear with good tread so they don't slip or slide?	<input type="checkbox"/>
Do people working at heights wear safety harnesses?	<input type="checkbox"/>
Are floor penetrations securely covered?	<input type="checkbox"/>
Are there one metre high handrails and mid rails wherever there is a drop off, where a person is likely to fall and sustain injury?	<input type="checkbox"/>

Alcohol & Drugs	
Are you sure people are not working while affected by drugs or alcohol?	<input type="checkbox"/>

Alcohol & Drugs	
Are ladders stable and securely fixed at the top and bottom?	<input type="checkbox"/>
Are all rungs intact and in good condition?	<input type="checkbox"/>
Is the slope of the ladder at least one in four?	<input type="checkbox"/>
Are the ladders standing away from doorways?	<input type="checkbox"/>
Do the ladders extend at least one metre above the top platform?	<input type="checkbox"/>
Are ladders at least 4.6 meters from live conductors?	<input type="checkbox"/>
Are only all wood ladders used near live electrical equipment?	<input type="checkbox"/>

Dust	
When working in dusty conditions, do people on site wear the appropriate dust mask/respirators?	<input type="checkbox"/>
Are all rungs intact and in good condition?	<input type="checkbox"/>

First Aid	
Is there a first aid kit on site?	
Have all your employees made themselves aware of location of the First Aid Facility?	
Do all workers on site know the procedures to be followed in the event of serious injury or accident?	

Notifications	
Does your company notify serious accidents by submitting Accident Report Forms to your local OH&S Authority?	

Machinery Operators	
Do all plant operations on your site hold appropriate certificates of competency or work in accordance with log books?	

Amenities	
Are there adequate toilet facilities?	
Are there washing facilities?	
Is there adequate clean, fresh drinking water?	

Electrical Safety Checklist	
Do all electrical fittings comply with As 3000 wiring rules?	
Are all electrical fittings fitted with an earth leakage device or residual current device?	
Does the portable generator comply with AS 2790?	
If the supply is from a permanent outlet, is an earth leakage device fitted?	
Does all electrical equipment carry up to date inspection tags?	

Electrical Safety Checklist	
Do all electrical fittings comply with As 3000 wiring rules?	
Are all electrical fittings fitted with an earth leakage device or residual current device?	
Does the portable generator comply with AS 2790?	
If the supply is from a permanent outlet, is an earth leakage device fitted?	
Does all electrical equipment carry up to date inspection tags?	

Power Outlets	
Are the power outlets controlled by a double pole switch?	
Do all portable outlets have a flexible cord rated at 10 amperes minimum?	
Do all portable outlets Have overload and earth leakage (ELCB) protection?	

Extension Cords & Fittings	
Are all fittings wired identically so that identical phases will be selected by the pin?	
Are all cords supported above work areas, wet areas and passages?	
Are all cords protected from mechanical damage and moisture?	
Are all cords heavy duty, conforming to AS 3199?	

Powered Machines & Portable Tools	
Are the guards / blades in good condition and good working order?	
Are the outer casings in good condition and good working order?	
Are the power cords, on/off switches in good condition and good working order?	
Does all electrical equipment carry up to date inspection tags?	



PO BOX 156 NORTHLANDS WESTERN AUSTRALIA 6905
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EMAIL: ADMIN@UTOPIAINDUSTRIES.COM.AU

ABN: 75 090 902 720

This certifies that I understand that the Occupational Health and Safety Guide for Utopia Industries shall be followed.

I acknowledge that I have read and understood the attached information and that I will comply with all site safety laws and the instructions of the site supervisor.

I understand that this document is a legally binding under Australian Law and that records may be kept.

I agree to all of the information above:

Sub Contractor/Employee Name

Blue / White Card Number

Company Name (*if applicable*)

Sub Contractor/Employee E-Mail Address (*if available*)

Date