



workforce
EXPRESS
SAFETY INDUCTION

WORKFORCE EXPRESS SAFETY GOAL & RESPONSIBILITIES

- Here at Workforce Express our goal is Zero Harm to employees
- We promote safety on-site, in-office and over all through:
 - Site Safety Assessments prior to employee placements
 - Risk Assessment & Potential Hazard Identification on work tasks
 - Working with clients to increase safety awareness and reduce incidence of injury or harm on site
 - Regular contact with clients and employees on-site to address concerns
 - Provide PPE and site specific details to candidates
 - Integrated employee focused return to work & rehabilitation
- We Promote Safety with our Clients & Candidates
 - Ensure clients promote best practice Occupational Health & Safety systems
 - Ensure candidates are 'work-aware' and can commit to the Workforce Express Safety System expectation



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WHAT ARE YOUR OBLIGATIONS?

- Workforce Express Employees – It is your responsibility to:
 - Follow health and safety instructions provided by the employer & host client
 - Correctly use personal protective equipment and clothing as directed
 - Maintain the PPE in good working condition
 - Immediately report work related injuries, incidents & near misses to host client & employer
 - Report hazards & risks to host client & employer
 - Cooperate with employer & host client on Occupation Health & Safety Matters including:
 - Inductions
 - emergency exit details
 - job & site specific instructions, etc.

WHAT ARE WORKFORCE EXPRESS OBLIGATIONS?

- Our obligation to our employees are:
 - To provide employees with a safe and controlled workplace
 - Maintain consultation with clients about work related safety issues
 - Provide trained and responsible internal staff to monitor the safety of our client sites
 - Provide instruction, training and education to employees about roles, duties & tasks on-site
 - Assess work environments prior to placement of employees
 - Mitigate and manage on site hazards and risks through:
 - Site assessments
 - Assessment of PPE requirements
 - Provision of PPE where applicable
 - Monitoring work tasks and environments

SAFETY ESSENTIALS

- Always make safety your number one priority!
- Whether you are new to a job or have years of experience safety should be a priority in all workplaces
- If you are a new employee or move to a new job in a company, you are in a high risk category and need to familiarize yourself with Occupational Health & Safety Procedures

OCCUPATIONAL HEALTH & SAFETY COMMUNICATION & REPORTING

- All work related injuries & incidents are to be reported immediately to:
 - Supervisor
 - Workforce Express representative
- Follow on-site reporting process for Hazard and Near-Miss identification
- Familiarise yourself with emergency evacuation & fire safety procedures

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Always ensure that you are wearing the correct PPE for the workplace, as instructed by Workforce Express or your supervisor.
- Maintain PPE in good working condition to ensure effectiveness.
- As a general rule, if you have to shout to be heard, you should be wearing ear protection – ear muffs or earplugs.
- Ensure that if you are working outside that you apply Sun Screen Lotion and a broad brimmed hat.

FITNESS FOR WORK

- The possession, use or consumption of recreational drugs or alcohol in the workplace is prohibited
- If you believe you are unfit for work, you should declare your condition to Workforce Express
- If you have an existing injury or condition that could be aggravated by certain types of work, ensure communication to your Workforce Express consultant so that your health is not put at risk

HAZARD IDENTIFICATION & RISK MANAGEMENT

- A hazard is a situation with a potential to cause harm to the health and safety of people, to equipment or the environment
- Risk is the likelihood of particular harm associated with a hazard actually occurring
- Reporting of hazards is actively encouraged and supported by Workforce Express
- If you are unable to fix the problem immediately, make the area safe by highlighting the hazard and inform your supervisor

HOUSEKEEPING

One of the major hazards at any workplace is poor housekeeping.

To ensure your safety:

- Check your work area for hazards before starting work
- Clean as you go – if you make a mess, clean it up immediately
- Ask for assistance if you are unable to clean it yourself
- Loose objects and materials cause incidents – keep your area tidy
- Never block fire extinguishers, emergency exits or first aid stations

SLIPS, TRIPS & FALLS

- Slips, trips and fall are among the most common workplace accidents
- Slow down when travelling across greasy or wet surfaces
- Hold on to railings and get slippery surfaces cleaned up
- Wear non-slip footwear
- If using a ladder, place it on a firm, level surface and use both hands for climbing
- Tie the ladder to a secure object and don't stretch in order to reach something – climb down and move the ladder instead
- Falls are the second leading cause of accidental death at work – don't take unnecessary risks!

WORKING AT HEIGHTS

- Risks must be managed if a person could fall less than 3 metres (housing construction), 2 metres (other construction) or if work is on a roof pitch not more than 26°. Hazards that may present a risk from a fall include:
 - vertical reinforcing steel, the edge of a rubbish skip, a picket fence, or a stack of bricks below workers
 - unsheathed floor bearers and joists 2 metres below workers
 - work on a brittle roof

- **CONTROL METHODS:**

Edge protection systems around elevated work areas must:

- be erected and used in accordance with the instructions of the manufacturer, supplier, engineer or competent person
- be designed to withstand a force which may reasonably be expected to fall against it
- be at least 900 mm high

A **fall protection cover** placed over holes and openings must be:

- able to withstand the impact of a fall onto it of any person who may reasonably be expected to fall onto it
- be securely fixed in place to prevent it being moved or removed accidentally

WORKING AT HEIGHTS CONTINUED...

- A **fall arrest system** consisting of harnesses or ladder belts attached by lanyards to a suitable anchor point must:
 - have each anchorage point
 - have each anchorage point located so that the person using the system can attach a lanyard without the risk of falling
 - limit the force applied to a person by a fall to not more than 6 kN by the use of a personal energy absorber
 - be installed and maintained in accordance with the instructions of the manufacturer, supplier, engineer or competent person
 - have sufficient free fall distance taking into consideration
 - have no part of the system come into contact with anything that could affect the safe use of the system
 - only be used by a person trained in the safe and correct use of the system
 - Safe work procedure reviewed
 - not be used by a person working alone

- Work Platforms, Scaffolds & Ladders
 - Ensure authority signed off by registered scaffold or supervisor in area
 - Ensure level ground or authorized stabilizing feet
 - Handrails and edge protection in place

HAZARDOUS MATERIALS

- Always check for warning signs on the container and read the label carefully
- If you need more information, ask your supervisor for a copy of the relevant Safety Data Sheet which tells you how to use, handle and store the chemical safely
- The SDS also tells you the PPE to be worn and how to treat an injury in the event of inhalation or contact with skin or eyes and ingestion
- Never use product/chemical out of an unmarked container

FIRE

- When carrying out hot work, make sure there is no combustible material in the near vicinity & check that fire fighting equipment is close by
- Reduce the risk of fire by maintaining good housekeeping and disposing of rubbish and waste material
- Report all outbreaks of fire, no matter how small to your supervisor
- Use the right type of extinguisher on the material which is burning – never use water, foam or wet chemical extinguishers on an electrical fire – you could electrocute yourself

KNOW YOUR EXTINGUISHER

 YES  NO		A Wood, Paper & Plastic 	B Flammable & Combustible Liquids 	C Flammable Gases 	E Energised Electrical Equipment 	F Cooking Oils & Fats 	COMMENTS: Refer Appendix B of AS 2444
TYPE OF EXTINGUISHER Colour scheme - AS 1841.1							
Pre 1997	Post 1997						
	 Powder ABE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
	 Powder BE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
	 Carbon Dioxide (CO ₂)	* 	* 				Generally not suitable for outdoor fires. Suitable only for small fires.
	 Water						Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires.
	 Foam ***					* 	Dangerous if used on energised electrical equipment.
	 Wet Chemical						Dangerous if used on energised electrical equipment.
	 Vaporising Liquid		* 	* 			Check the characteristics of the specific extinguishant.
	 Fire Blanket						Use blanket to wrap around a human torch. Ensure you replace the blanket with a new one after use.
	 Fire Hose Reel						Ensure you maintain a path of egress between you and the nearest exit.

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

*** Solvents which may mix with water, e.g. alcohol and acetone, are known as polar solvents and require special foam. These solvents break down conventional AFFF.

NOTE: Class D fires (involving combustible metal(s) use only special purpose extinguishers and seek expert advice.

MANUAL HANDLING

- Manual handling is any activity requiring the use of force by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any object
- 25% of all workplace injuries relate to manual handling
- You are the only person who can prevent a manual handling injury
- Avoid carrying large or heavy objects
- Limit twisting movements and over-reaching
- Seek assistance or use mechanical devices wherever possible
- Correct Lifting Technique:
 - Stand close to the load with feet apart so you have a balanced stable base for lifting
 - Do not bend your back. Bend at the knees and keep your back straight
 - Don't jerk the load – lift it smoothly
 - Use your legs to lift
 - Keep the load close to your body and when turning, use your feet rather than twisting the body.

HEAT STRESS

- Working in heat is a widespread hazard, particularly in Australia. Heat stress occurs when heat is being absorbed by the body faster than the body can cool down.

- **Signs of Heat Stress:**
 - Cramps
 - Rapid Pulse
 - Dizziness &/or nausea
 - Headache
 - Urine Colour

- **Short-term consequences of heat stress:**
 - Increase the discomfort of wearing protective equipment (and consequently discourage workers using such);
 - Increase harmful effects of other workplace hazards, such as chemical vapours, noise, etc;
 - Aggravate pre-existing illness or health conditions;
 - Increase the possibility of accidents (due to reduced concentration);

- **Avoiding Heat Stress:**
 - Drink plenty of fluids
 - Plan heavier work during the cooler parts of the day
 - Avoid excessive alcohol or caffeine
 - Rotate tasks
 - Encourage air circulation

STRESS

- Stress can be dangerous as it can affect your ability to concentrate and your ability to deal effectively with an emergency at work
- If you think that stress could be affecting you, please let us know – good communication is the key to combating stress
- If you are feeling stressed at work, identify the problem, communicate the problem and remove yourself from the situation BEFORE things escalate.
- Make time for relaxation, exercise and play
- Stress can be managed – work out what is causing your stress and do something about it

FIRST AID FACILITIES & MEDICAL SERVICES

- Know the location of the nearest first aid kit
- Know the designated first aid officers and ensure that only trained personnel carry out first aid
- Report all first aid treatments to your supervisor and Workforce Express
- If medical treatment is required, notify Workforce Express and we will arrange for you to attend the doctor appointed by the company

REHABILITATION

- In the event of a work related injury or incident the following parties have a responsibility to participate in the rehabilitation and return to work program established:
 - You, the employee
 - Workforce Express

- Failure to notify Workforce Express or host employer of injury or incident may result in the delay of treatment, return to work ability and rehabilitation program progress

- Workforce Express employees obligated to participate in Rehabilitation and Return to Work programs offered.



REMEMBER!

**NO JOB IS SO IMPORTANT THAT IT CANNOT BE
COMPLETED SAFELY!**

TAKE THE TIME!

WORKFORCE EXPRESS – THINK SAFETY!