

# **DRA Enterprises (Australia) P/L**

## **Trading as**



**INDUCTION BOOKLET FOR CONTRACTORS & CONTRACTORS' STAFF WORKING AT DALE  
GROUP SITES**

# CONTENTS

<b>1.Introduction</b> .....	<b>3</b>
<b>2.Duty of Care</b> .....	<b>3</b>
<b>3.Safe Working</b> .....	<b>4</b>
General Safety Rules .....	4
Plant & Equipment Safety.....	5
Electrical Equipment .....	5
SWMS.....	5
Manual Handling and carrying .....	5
Mobile Telephones.....	6
Machinery Guards.....	6
Elevated Work Areas .....	6
Scaffolding & Fall Protections .....	6
Hand Tools.....	7
Excavation & Trenching .....	7
Falling Objects .....	7
Cranes & Rigging.....	7
Signs & Bunting.....	8
Noise .....	8
Ladders.....	8
Practical Horseplay & Jokes .....	8
Cleanliness.....	8
Lunch Rooms .....	9
<b>4.Policies</b> .....	<b>9</b>
OHS Policy.....	9
Smoking Policy .....	10
Drug & Alcohol Policy .....	11
Workplace & Bullying, Violence and Harassment Policy.....	11
Sexual & Other Unlawful Harassment Policy .....	11
Personal Protective Equipment (PPE) Policy .....	11
<b>5.Occupational Health &amp; Safety Reporting</b> .....	<b>12</b>
OHS Dispute Resolution .....	12
Incident & Injury reporting .....	12
First Aid .....	12
Hazard & Risk Management reporting .....	12
<b>6.Material &amp; Safety Data Sheets (MSDS)</b> .....	<b>12</b>
<b>7.Quality of Work &amp; Insurance</b> .....	<b>13</b>
<b>8.Public Safety</b> .....	<b>13</b>
Children on Site.....	13
<b>9.Fire Prevention</b> .....	<b>13</b>
Fire extinguishers.....	13
Gas welding & Cutting .....	13
Electrical Welding.....	14
<b>10.Emergency Procedures</b> .....	<b>14</b>
Emergency Plan.....	15
Amendments to these Policies.....	15
<b>ACKNOWLEDGEMENT OF ACCEPTANCE</b> .....	<b>16</b>

## **1. INTRODUCTION**

The purpose of this handbook is to provide contractors with an outline of their responsibilities in order to provide a safe and healthy workplace whilst working for Dale Group.

This handbook is not intended to cover all the safety measures needed in the workplace or on site. It covers only those aspects common to all persons present. A construction site/workplace free of all hazards cannot be achieved by control of the site alone; it requires understanding and co-operation from everybody to ensure no accidents occur.

This handbook is not a replacement of the Occupational Health & Safety Act 1984 and the Regulations but a re-enforcement of their intent.

**REMEMBER – YOUR ACTIONS ARE YOUR RESPONSIBILITY  
DON'T BLAME OTHERS**

## **2. Duty of Care**

### **The Company**

Dale Group shall as far as is practicable, provide and maintain a safe working environment free of hazards and with minimal risk for all persons within the workplace. Management is responsible for the development, promotion and implementation of health and safety policies and procedures – our aim is to achieve world best practice in Occupational Health and Safety standards, for all in our workshop and at our construction sites.

### **The Contractor**

To achieve our commitment you are obliged to comply with OHS legislation and cooperate with Dale Group. All health and safety policies and procedures must be followed and please ensure that you do not expose yourself or others to any unsafe act. Think about the consequences of your actions. Report all known or observed hazards to one of the managers.

**People learn by example so remember to always think and work safely**

### **3. SAFE WORKING**

Careful attention shall be given to safe working arrangements. Contractors must therefore ensure any potential hazards introduced by the work are clearly identified and guarded. Each person carrying out work on site must be the holder of all the necessary certificates, licences, and permits as required.

If you are uncertain about the safety of any work situation, you should request clarification with a manager before proceeding with the work.

Read the following General Safety Rules. Know them and apply them as they provide the framework for a safe work environment.

#### **General Safety Rules**

- 1.** All workshop/site rules, signs and instructions must be obeyed.
- 2.** Report any hazardous condition or practice you think may cause harm or damage to equipment.
- 3.** Never, under any circumstance is a phone to be used or answered whilst operating machinery.
- 4.** Use the right tools and equipment for the job and use them safely.
- 5.** Keep everything you use in its right proper place. Keep your work area clean and orderly.
- 6.** Equipment is not to be altered, adjusted, repaired or used without authorization.
- 7.** If an accident occurs, regardless of how minor, report it to the manager immediately.
- 8.** Get first aid promptly
- 9.** Wear all required personal protective equipment. Keep it in good condition.
- 10.** No practical jokes/horseplay or running: avoid distracting others; the workplace is not a place for jokes.
- 11.** Do not wear loose clothing or jewellery around machinery. It may catch on moving equipment and cause a serious injury.
- 12.** Pile materials, skids, bins, boxes or other equipment so as not to block aisles, exits, fire fighting equipment, electrical lighting or power panels, valves etc.
- 13.** FIRE DOORS AND AISLES MUST BE KEPT CLEAR
- 14.** Use compressed air only for the job for which it was intended. Do not clean your clothes with it and do not fool with it.
- 15.** Observe smoking regulations. Smoking is not permitted on Artex Sites
- 16.** Shut down your machine before cleaning, repairing or leaving.
- 17.** Use designated passages when moving from one place to another; never take hazardous shortcuts.
- 18.** Lift properly – use your legs, not your back. For heavier loads, ask for assistance.
- 19.** Do not adjust, oil or clean moving machinery.
- 20.** Keep machine guards in their intended place.
- 21.** Do not throw objects.
- 22.** Clean up spilled liquid, oil or grease immediately.

## **Plant and Equipment Safety**

Only qualified, certificated operators are permitted to operate cranes and other classified equipment where a license is required. Personnel are to keep clear of plant movements and follow the directions given by persons guiding the equipment. Appropriate signage and barriers/bunting are to be in place when using plant or equipment to ensure others are not placed at danger. Under no circumstances at all, shall an operator answer or use a phone whilst operating plant or equipment.

## **Electrical equipment**

All electrical tools and extension cords must be tagged for the current period.

It is still the responsibility of the operator to check for damage prior to use, even though the equipment is tagged.

An “out of service Danger” tag shall be used if equipment is faulty, damaged or broken. The tag indicates that equipment or circuits are not to be used until repaired and/or inspected by qualified personnel.

Please ensure that the circuit you use to connect your electrical equipment is protected by a Residual Current Device (RCD). When turning on electricity to an electrical power tool, the operator must check that the switch on the tool is in the off position.

Electric power tools must be disconnected prior to changing attachments or carrying out repairs or maintenance.

## **SWMS**

Safe Work Method Statements outline a safe method of performing a job/task. Safe Work Method Statements must be completed for every procedure of work. SWMS include:

- Program of work, materials, time, staff and identification of potential problems
- Provide guidelines for appropriate information, instruction, training & supervision
- Risk Assessments

## **Manual handling and carrying**

If activities are performed incorrectly, the body can be subjected to undue strain and frequently causes serious injury. To prevent injuries resulting from lifting and carrying objects, follow the Safe Work Instruction for Manual Handling.

- Use appropriate equipment.
- Use the correct method of lifting and carrying, i.e. size the job, correct foot position, correct leg action, and maintain a straight back and firm grip.

## **Mobile Telephones**

The use of mobile telephones in the Dale Group factory and on site is restricted. Mobile phones have the potential to become a hazard in a manufacturing/construction site. Mobile phones are prohibited whilst using machinery of any kind.

## **Machinery Guards**

Guarding of machinery is for your protection. Unless you are carrying out maintenance on a machine no guard is to be removed from any equipment or machine. If a guard is missing then the equipment or machine must be tagged accordingly. If machinery has moving parts that you believe should be guarded, but are not, it should be reported to the manager. If guards are faulty or damaged the machine should be tagged and not used. Under no circumstances are guards to be tampered with or made inoperable.

## **Elevated Work Areas**

Elevated work areas will be protected by guardrails and kick boards. No work will commence on a roof, formwork or unprotected areas unless they have been inspected and approved by the site manager.

## **Scaffolding and Fall Protection**

Scaffolding over 2 metres is only to be erected or modified by a licensed scaffold/rigger. All scaffolding above 4 metres in height shall use the Scaffold Tag system. As per AS 1576.1. All working platforms are to be secure, have edge protection in the form of handrails, kickboards and an access ladder.

A mobile scaffold must not be moved whilst a person is on it.

Where practical suitable scaffolding, work platforms or edge protection shall be provided where the potential exists for a person to be exposed to injury as a result of:

- Falling from a height
- Falling through a floor penetration
- Falling from exposed edges

Interference with scaffolding is not permitted. Inform the manager if alterations are required.

Contractors required to work outside the protection of a guardrail shall wear fall arrest equipment. Persons using any form of harness must be trained in its use and able to demonstrate their competency.

**Hand Tools** – Used incorrectly or in poor condition they can be very dangerous. Almost all hand tool injuries would be avoided if a few basic rules are followed:

**Select the right tool for the right job.**

- Use it properly, as designed
- Make sure it is in good condition and keep it that way
- Put it away safely, immediately after use
- Have a place for every tool and keep it there when not in use
- Don't carry sharp tools in your pocket. Carry them in your toolbox
- Don't place tools where they may dislodge

**A hand tool will not abuse you unless you abuse it**

**Excavation and Trenching**

Always erect signs and bunting around excavations or trenches. Never remove signs or bunting from excavations unless directed by the manager. Do not use vibrating equipment in or near an excavation.

If you are working in an excavation always notify the manager and ensure there is a method of getting out quickly.

**Falling Objects**

When working above other workers always ensure that loose objects are unable to fall. Secure loose equipment and place all hand tools into your toolbox.

**Cranes and rigging**

Crane operators must hold the appropriate certificate of competency. Only certified riggers/doggers or personnel working under their direct control are permitted to carry out rigging work as defined by the OHS legislation. All rigging equipment is required to be inspected visually by the operator. All heavy lifts will be the subject of a risk assessment using the SWMS format.

**Signs and Bunting** - Are to be erected around excavations, persons working above, Craneage, demolition etc.; take heed of what the signs say. If warning signs and bunting are ignored the results could be fatal.

## Noise

The average maximum permissible level of noise over an eight hour day is 85 db. Action should be taken to reduce noise or work away from noise if it is temporary. Noise can cause communication problems, stress and after prolonged exposure, hearing loss. Use PPE to reduce your exposure.

## Ladders

Before using a ladder check the following:

- It is long enough to protrude 1 meter above the landing platform.
- That it is secured at the top
- If you are erecting a ladder, have someone to support it while you secure it at the top
- That it is at the correct angle (1 in 4 )
- That there are no obvious signs of damage or wear
- When climbing up or down the ladder ensure there are 3 points of contact at all times

**Ladders are not to be used as work platforms**

## Practical Jokes & Horseplay

Horseplay and practical jokes create unplanned events and can be fatal. They will not be tolerated and are strictly prohibited.

## Cleanliness

Cleanliness is important in maintaining a safe workplace. Ensure that you keep your workplace clean and tidy at all times. Rubbish must be disposed of immediately in the bins provided. Do not rely on others to clean up and maintain your workplace.

You are required to:

- Ensure floor surfaces, furniture and equipment are adequately protected;
- Clean up work sites regularly, and at the end of each working period;
- Clean up materials along transfer routes at the end of transfer activity;
- Correctly dispose of waste;



- Control dust and fumes associated with work area. This may mean erecting temporary partitioning or installing temporary ventilation systems. It may also require changing protective clothing or cleaning feet before leaving work areas;
- Consider the effects of noisy activity and contain it, or plan it to cause minimum disruption to Dale Group' activities
- The use of petrol, diesel fuel, and/or LPG operated equipment is restricted, a Hot Work Permit is required;
- No naked flame appliances are to be used on site without approval;
- Chemical substances with high flammability such as Alcohol, Benzene, Toluene, Xylene, Methylated Spirits, petroleum products and derivatives, must only be used under special conditions – Hot Work Permit required.

### **Lunch Rooms**

Dale Group provides a lunch room which is the only area where food may be consumed. The room must be kept clean and tidy at all times. Rubbish and leftovers must be placed in the bins provided.

## **4. POLICIES**

### **Occupational Health & Safety Policy**

#### **Obligations**

Dale Group Australia recognizes it's moral and legal responsibility to provide a safe and healthy work environment for its employees, contractors, customers and visitors, and is committed to achieving high Occupational Health and Safety Standards in the construction industry. This commitment extends to ensuring that the organization's operations do not place the local community at risk or injury, illness or property damage. All company officers share the responsibilities for developing, implementing and reviewing OHS plans and procedures and maintaining a safe work environment.

#### **Objectives**

To fulfill our Occupational Health and Safety obligations Dale Group Australia will:

- Demonstrate best practice, and strive to achieve a culture that promotes the highest standard of work related health and safety
- Develop, implement and maintain an effective OHS Management system and ensure its continuous improvement
- Maximize accountability and promote a consultative decision-making approach to managing OHS risks
- Comply with applicable OHS legislation, standards, guidelines and codes of practice

- Systematically reduce adverse impacts on the workplace, and the risk of work-related incidents, injuries, disease and workplace fatality through early identification and the effective management of workplace hazards and risks
- Eliminate the use of drugs and alcohol and prohibit employees, contractors and visitors affected by the same from all our workplaces
- Implement and maintain an effective injury management and rehabilitation program that aims to fully rehabilitate employees as quickly as practicable
- Enhance awareness of the OHS risks associated with the company operations and provide effective communications, training and resources to manage and minimize these risks
- Periodically review the OHS management system to ensure continuing suitability, adequacy and effectiveness
- Provide safe plant and systems of work through procedures and instructions
- Provide a safe and healthy working environment through consultation, co-operation and constant attention to OHS within the organisation
- Provide support and assistance to employees, and ensure all employees and contractors can participate in the identification, assessment and elimination or control of all hazards relating to OHS

### **Responsibilities**

Each management representative is accountable for implementing this policy in their area of responsibility. Management is responsible for:

- The provision and maintenance of workplace in a safe condition
- Involvement in the development, promotion and implementation of health and safety policies and procedures
- Training employees in the safe performance of their assigned tasks
- The provision of resources to meet the health and safety commitment

Employees and Contractors are to

- Follow all health and safety policies and procedures
- Report all know or observed hazards to their immediate supervisor or the manager

### **Application of this Policy**

This policy is applicable to all operations. It is endorsed at the most senior level and displayed at all work locations.

### **Smoking Policy**

- Smoking is not permitted within the Dale Group building or on any Dale Group premises/sites.

The smoke-free policy applies to all employees, contractors, visitors and members of the public. This policy will be strictly enforced.

## **Drug & Alcohol Policy**

Consumption of Alcohol or drug of any description is prohibited in the workplace or on site in any location at all times.

## **Workplace Bullying, Violence and Harassment Policy**

Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from any Dale Group workplace.

Conduct that threatens, intimidates, or coerces another worker, contractor, a customer, or any member or the public at any time will not be tolerated. This includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal or state law.

## **Sexual and Other Unlawful Harassment Policy**

Dale Group strives to maintain ethical and professional standards of behaviour and considers harassment of any nature unacceptable behaviour, and will not be tolerated in any form.

## **Personal Protective Equipment (PPE) Policy**

Dale Group shall as far as is practicable eliminate or control hazards in the workplace. Personal Protective Equipment (PPE) shall only be employed as a control measure where:

1. It is not otherwise practicable to eliminate or control the hazard effectively; or
2. as an additional protective measure to existing control mechanisms

The **minimum** standard of PPE to be worn on Dale Group sites is:

- Safety footwear
- High visibility clothing
- Safety glasses
- Safety helmet

## **5. OCCUPATIONAL HEALTH & SAFETY REPORTING**

### **OHS Dispute Resolution**

Where any contractor encounters what they believe to be a safety hazard they shall immediately report their concerns to a manager of Dale Group. As soon as possible, after an issue is reported, the manager will meet and try to resolve the issue. Contractors shall endeavour to maintain continuous productive work during this procedure. Details relating to the resolution will be set out in writing to the satisfaction of all parties.

### **Incident and Injury reporting**

We require that all incidents (first aid, near misses where no injury has occurred and more serious injuries) to be reported to the manager. This will ensure the events surrounding the incident, accident or near miss can be investigated and remedial action implemented to prevent a recurrence.

### **First Aid**

In the event of an injury, first aid must be sought after immediately and the incident reported to the manager. If it is deemed necessary to leave, take directions from the manager.

### **Hazard and Risk Management, reporting.**

Dale Group encourages the reporting of workplace hazards. Look out for hazards both real and potential and assess the risks associated with each hazard. A hazard report form should be completed for all identified hazards. Some things to check are:

- Can you or anyone else be struck by or make injurious contact with anything?
- Can you be caught in, on or between anything?
- Can you strain, over exert, slip or trip on anything?
- Can you fall from where you are working or injure a fellow worker?
- Can you be exposed to any injurious condition such as gas, heat, fumes etc.?
- Can damage to equipment or the environment occur?

## **6. Material Safety Data Sheets (MSDS)**

A file containing MSDS shall be kept in the workshop admin area. MSDS must be read prior to handling or using hazardous materials. All hazardous materials must be stored correctly as agreed by the manager.

If any material or substance with a hazardous nature is used, a copy of the MSDS will be kept with the product or person using the product.

Hazardous materials brought on to the premises without the manager being in possession of the MSDS will require the product to be removed from the site until such time as the supplier provides the MSDS.

## **7.QUALITY OF WORK & INSURANCE**

The fact that we have asked you to join our team means we have confidence in the quality of your work. We have no doubt about your skills, and expect you to use them to get the work done right the first time.

We will also appreciate if you are always on the lookout for better ways of doing things. When you see them bring them to our attention. If there is something in it for you and us, we want to know about it, and we are happy to share the benefits.

In carrying out your work, we expect you to be given a fair go. Should circumstances arise where you feel you are being disadvantaged, you are requested to bring this to our attention.

All contractors will provide evidence of insurance policies that cover Workers Compensation and Public Liability prior to commencing work on site.

## **8.PUBLIC SAFETY**

The work place is not a meeting area for family, friends or members of the public. People other than employees or contractors are specifically forbidden from the workplace unless specifically requested.

### **Children on Site**

Children are not permitted on site under any circumstances.

## **9. Fire Prevention**

A clean and tidy workplace is the best method of fire prevention. Always dispose of rubbish and clean up fuel and liquid spillages immediately.

### **Fire Extinguishers**

Know the location of fire extinguishers and fire hydrants prior to commencing work.

### **Gas Welding and Cutting**

The following rules must be obeyed:

- Only trained and competent operators are to use the equipment – unauthorised use is prohibited
- Flash arrestors must be fitted to cylinders and hand pieces.

- Use appropriate PPE
- Use warning signs to designate area, which must also be ventilated

A fire extinguisher suitable for the purpose must be immediately available

- Always operate and store gas cylinders upright

### **Electrical Welding**

The following rules must be obeyed:

- Use appropriate PPE for complete protection, against burns and ultra violet light
- A fire extinguisher suitable for the purpose must be immediately available
- Welding leads must not be coiled while in operation
- Used electrode stubs must be discarded properly
- Only approved electrode holders to be used
- The earth lead must be attached to the work NOT adjacent building structures or pipe work
- Screens must be used and ensure suitable warning signs are erected.

## **10. Emergency Procedure**

A siren will signify an emergency. In the event of an emergency arising, personnel will assemble at the muster point and notify the Manager of their presence and await further instructions, according to the Company's Emergency Plan.

### **Follow these rules in an emergency:**

Stop work and leave the building IMMEDIATELY when the fire alarm sounds or when you are instructed to do so!

- Follow instructions, avoid panic, and cooperate with those responding to the emergency.
- Proceed to the designated or nearest exit.
- Turn off computers, equipment, fans, etc., and close desk drawers.
- Do NOT delay your exit from the building by looking for belongings or other people.
- When leaving the building/site, go to a clear area well away from the fire. Do not obstruct fire hydrants or the responding fire/rescue workers and their equipment.

- Do not re-enter the building/site until instructed to do so by your supervisor or fire/rescue worker.
- The above rules will be enforced. Periodic fire emergency drills may be conducted. Your life and the lives of others will depend on your cooperation.

**Emergency plan:**

This company has a responsibility for minimizing the danger to life, property, and job security arising from the effects of fire, riots, civil commotion, and natural and man-made disasters. To accomplish this purpose, Mark Jackson has been trained to respond to emergencies.

**His responsibilities include the following:**

- Arrange for evacuation of employees
- Render first aid
- Salvage and restore company operations

**If you ever discover a fire:**

- Remain calm. Do not shout "Fire!" but instead pull the nearest fire alarm
- Dial 000 on the telephone and give the operator the location of the fire, (exact address), company name, entry point and company contact Mark Jackson.

**AMENDMENTS TO THESE POLICIES**

The Employer reserves the right to add, delete or change any policy. If any changes occur, all Contractors will be provided with an updated Handbook.

## ACKNOWLEDGEMENT AND ACCEPTANCE

Dated this.....day of .....20.....

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*Name of Contractor (Please Print)*

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*Signature of Contractor*

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*On behalf of DRA Enterprises (Australia) trading as Dale Group Australia*