

[www.giganticsigns.com/OHS& Welfare MANUAL](http://www.giganticsigns.com/OHS&WelfareMANUAL)

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TASK:

Sign Design, Manufacture & installation.
Sign Project Management Services.
Sign Maintenance to existing Signage & Lighting
Products

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1.0.0 KEY PERSONNEL

Administration - Peter King – Director

Manufacturing -

Brad Hoare

Karen Peterson

Scott McCarter

2.0.0 HEALTH & SAFETY / REHABILITATION POLICY STATEMENTS

Occupational Health and Safety is a primary consideration in the planning, organisation and functioning of our Company's project management, design, installation, repairs and maintenance service.

The management of Gigantic Signs, is committed to maintaining an effective system which will ensure the health and safety of its employees and contractor's alike.

To support our policy statement, the basic requirements of the Gigantic Signs Safety Programme in a workplace are as follows:

1. To ensure that all supervisory personnel accept responsibility for safe work practices in relation to people, plant, machinery, equipment and vehicles under their control.
2. That management neither expects nor requires its employees to attempt anything unsafe.
3. Each employee shall demonstrate concern about their safety, that of their work mates, others and the public within the workplace and also for the property and equipment they use, or for which they are responsible.

4. Accident prevention is the responsibility of each individual in the Company. Each one is required to do their utmost to prevent accidents and develop a spirit of safety consciousness.

Should persons employed by Gigantic Signs be injured at work all possible support will be made available to them, all reasonable steps will be taken in job rehabilitation for the injured person, and action taken to remove or alter the factors which contributed to the injury.

To achieve our goals, Gigantic Signs will endeavour to eliminate exposure to risk and injury, by providing adequate procedures and systems of work, which will create and maintain a safe work environment. This will be achieved by observing the provisions of the Workplace Health and Safety Act and regulations, as well as following the procedures set out in the Company Safety Manual.

GIGANTIC SIGNS

SIGNED _____

Peter W J King – Director

REHABILITATION POLICY STATEMENT

Gigantic Signs is committed to implementing and improving the process of Worker Rehabilitation and early return to work, following injury or illness.

This Company will make all efforts to ensure a safe workplace, however, should an injury or illness occur experience has shown that early intervention and an early return to work on suitable, approved and managed duties have substantial benefits for the injured worker.

In consultation with Worker and Management Representatives, together with Workcover Guidance, the following Policy Aims, supported by set procedures have been implemented:

1. To provide a safe and healthy work environment. However, in the event of an injury or an illness, rehabilitation is started as soon as possible in accordance with medical advice. It is a usual and expected 'return to normal duties' process in this company.
2. To formulate a medically approved 'suitable duties' program, in consultation with the injured worker and management, to facilitate their safe and early return to work.
3. To ensure the confidentiality of written and verbal medical information.
4. To respect the rights and welfare of injured workers.

5. To review this policy and procedures at least every three years to ensure it continues to provide the best possible opportunities for successful rehabilitation.

6. A trained Rehabilitation Co-ordinator is appointed to effectively manage the program – Peter King +61416220353

Nominated Rehabilitation Officer

Signed _____

Peter King

DIRECTOR

3.0.0 INTRODUCTION

This manual is designed to facilitate a commitment by Gigantic Signs adhere to Occupational Health and Safety policy. This commitment serves to achieve acceptable standards of health and safety for employees and others who may be present or associated with our workplaces.

Gigantic Signs aims are to identify suitable occupational health and safety initiatives by examining other organisations with an excellent work injury record and workable occupational health and safety model.

Each section of this manual represents one of those initiatives and collectively they provide a framework of activities which when applied, will form the basis for the cost effective management of occupational health and safety within the Gigantic Signs Company.

ACCOUNTABILITY

The Company holds each Manager accountable for the performance of safety in his area of responsibility. The Managers' success in this regard will be an important factor in the Company's assessment of that person's performance and capabilities.

PURPOSE

This manual has been prepared to provide supervisory staff with

- a) A statement of the Company's Health and Safety Policy
- b) A statement of the Company's Rehabilitation Policy
- d) Responsibility and accountability statements
- e) Procedures for the recording and reporting to measure Health and Safety performance

SAFETY MANUAL RESPONSIBILITIES

(Section 4.0.0)

4.0.1 Director

4.0.2 Employees Responsibilities

4.0.3 Contractors

4.0.0 RESPONSIBILITIES

The duties and responsibilities in accordance with the Gigantic Signs Safety manual and the Workplace Health Safety Act and Regulation are outlined herein:

4.0.1 DIRECTOR

1 Ensure that employees are kept updated with the workplace Health and Safety Act and Regulations and codes of practice associated with the workplace and pass on that information to the Managers, Project Managers and employees.

2 Periodically review the implementation of all safety policies and procedures set out in the Company's Safety Manual.

3 To promote and maintain the Company's on going determination to improve its performance in safety.

4 Ensure proper disciplinary action is taken against persons who fail to fulfil their allocated responsibilities for safety.

5 Review all safety reports handed in by the State Managers / Project Managers. At the end of each quarter ensure the Company Safety Manual is adequate and is being adhered to.

6 Review all minor and major Accident and Incident Investigation Reports and safety statistics to ensure all action has been taken to prevent a recurrence.

Note: Gigantic Signs is committed to achieving and maintaining a safe and healthy working environment for all people who are involved in its operations
Signed _____

Peter King
DIRECTOR
GIGANTIC SIGNS
08/08/08

4.0.3 EMPLOYEES RESPONSIBILITIES

All employees are responsible not only for their own personal safety but also for the safety of their fellow employees. They also have a further responsibility to comply with all health and safety rules and practices and should therefore:

1 Read and understand all health and safety rules applying to their position. Read and understand relevant Safety Plans and Risk Assessments.

2 Comply with safe working practices to ensure all work is performed in a safe manner within the extent of the employees' control over the work situation.

3 Assisting new employees in the proper work procedures and to recognise job hazards.

4 Ensure that within the employees work location, all machinery, items of protective equipment or safety guarding are in a safe working condition. In cases where the above items have been interfered with, removed, displaced or rendered ineffective, except for maintenance purposes. Report the fact immediately to the Director.

5 Report immediately to the Director, all unsafe acts, practices or conditions whether resulting in an accident or not, alternatively and if within their authority to do so, to correct the unsafe acts, practices or conditions observed.

6 If injured in an accident seek medical treatment without delay from the on duty first aid attendant. If deemed necessary proceed to the doctor or the local hospital as advised by the first aid attendant.

SIGNED AS ACCEPTED _____

4.0.4 CONTRACTORS RESPONSIBILITIES

4.0.4a Contractors Commitment to Workplace Health and Safety

The contractor must:

1 Ensure that all work performed by the contractor or any employee, agent or subcontractor of the contractor is at all times carried out in a safe manner and in accordance with all relevant Workplace Health and Safety legislation.

2 Take all reasonable steps to ensure that all plant, equipment, substances and other materials supplied by the contractor to Gigantic Signs & it's clients is safe and without risk to the health and safety of persons involved in Gigantic Signs operations or its clients alike.

4.0.4b Warranty

The contractor warrants that:

1 The contractor and all of its employees, agents and subcontractors have the

skills and competencies necessary to carry out any work required to be performed for Gigantic Signs.

2 The contractor and all of its employee's, agents and subcontractors hold all relevant permits, licenses, certificates or other qualifications required by law to carry out any work required to be performed for Gigantic Signs.

3 Its employee's, agents and subcontractors have participated in both education and training sufficient to achieve and maintain the skills and competencies referred to in it 4.0.04b (1)

4.0.4c Contractor's Responsibilities

The contractor must:

1 Comply with all obligations and requirements set out in all applicable workplace health and safety legislation and regulations.

2 Comply with all relevant advisory standard, ministerial notices, industry codes of practice or any other such instrument which prescribes a way to prevent or minimise exposure to workplace health and safety risk.

3 Comply with all instructions given by Gigantic Signs or its clients in relation to the promotion of health and safety within Gigantic Signs operations or its clients.

4 Participate in any induction or training given by Gigantic Signs or its clients in relation to the promotion of health and safety within Gigantic Signs or its clients operations.

5 Comply with all Gigantic Signs policies, procedures, rules or other documents relating to the promotion of workplace health and safety within Gigantic Signs or it's clients operations.

6 Notify Gigantic Signs of any practice, procedure, hazard, thing or event which may present a risk to the health and safety of people involved within Gigantic Signs & it's clients operations.

7 Co-operate with all other people involved in Gigantic Signs operations to ensure a safe and healthy working environment is achieved.

8 Ensure that the contractor's employee's, agents or subcontractors comply with sub paragraph (1) to (7) above.

The contractor must not, and must ensure employee's, agents and subcontractors do not.....

1 Wilfully or recklessly interfere with or misuse, damage, refuse to use or interfere with anything provided for workplace health and safety by Gigantic Signs or it's clients.

2 Wilfully place at risk the workplace health and safety of any person involved in Gigantic Signs or its clients operations.

4.0.4d Plant, equipment, substances and other materials

The contractor must:

1 Ensure that any plant, equipment, substance and any other materials used by the contractor, or any employee, agent or subcontractor of the contractor in carrying out any work required to be performed for Gigantic Signs is safe for use and is serviced, maintained, labelled, or otherwise managed in a way which complies with all applicable legislation, regulations, standards, manufactures specifications or any other relevant documents relating to the storage, handling or use of such plant, equipment, substance and materials:

2 Ensure that the contractor and all of it's employee's, agents, and subcontractors are provided with the appropriate training or instruction about safe use of any plant, equipment, substance, and any other materials, which are used to carry out any work required to be performed for Gigantic Signs;

3 Ensure that appropriate safety equipment is used by the contractor or the employee, agent or subcontractor of the contractor when using any plant, equipment, substance or materials in carrying out any work required to be performed for Gigantic Signs;

4 Take all reasonable steps to ensure any plant, equipment, substance and any other materials supplied by the contractor to Gigantic Signs or it's Clients is safe and without risk to health and safety of anyone involved in Gigantic Signs or it's clients operations when stored, handled or used properly;

5 Take all reasonable steps ensure that any plant, equipment, substance and any other materials supplied by the contractor to Gigantic Signs or it's Clients complies with all applicable legislation, regulations, standards, manufacturer's specifications or any other relevant documents relating to the plant, equipment, substance and other materials;

6 Provide to Gigantic Signs or it's clients all appropriate information relating to the safe storage, handling or use of all plant, equipment, substances and other materials provided by the contractor to Gigantic Signs or it's clients

4.0.4e Incidents

If any incident occurs resulting in the death or injury to the contractor or it's employee's, agents or subcontractors or any other person OR, any incident with accident potential such as equipment failure, slides or cave ins, then the contractor must;

1 Immediately report the incident to the building proprietor and/or Gigantic Signs Occupational Health and Safety Representative;

2. Complete Gigantic Signs accident report form (available on request by Contacting Peter King +61416220353

3 Co-operate in any investigation carried out by Gigantic Signs in relation to the incident;

4 Keep details of the incident confidential and not disclose any information in relation to the incident without first obtaining authorisation from Gigantic Signs unless obliged to do so by law;

5 Ensure that the contractor's employees, agents, subcontractors comply with sub paragraphs 1 to 4 above

4.0.4f Termination

Gigantic Signs may immediately terminate the contractor's engagement, by written notice, if Gigantic Signs considers the contractor has failed to comply with the obligations in this clause.

SAFETY MANUAL RULES AND PROCEDURES

(Section 5.0.0)

5.0.1 Safety Legislation, Health and Safety Rules, Site Safety File

5.0.2 Safety Induction Procedure

5.0.3 Safe Work Procedures

Manual Handling

5.0.4 First Aid and Accident Procedures

5.0.5 Office Emergency Procedures

5.0.6 On-site First Aid Procedures

5.0.7 Rehabilitation

5.0.8 Risk Assessment

5.0.9 Pre-Placement Health Assessment

5.0.10 Disciplinary Action Procedure

5.0.0 RULES AND PROCEDURES

5.0.1 SAFETY LEGISLATION

Legislation on occupational health and safety provides a common measure for those who are responsible for industrial health and safety and welfare of employees. Without such criteria, which represent a minimum standard only, there would be a haphazard variation in these fundamental standards.

Knowledge of the legislation is a prerequisite to proper implementation of health and safety management systems. Legal liability must first be appreciated in order to avoid both penalties imposed by the legislation and civil liability, where applicable, in the event of failure to comply.

Copies of the appropriate health and safety legislation will be made available to all managers and supervisory staff. They should be aware of the minimum requirements of the legislation.

HEALTH & SAFETY RULES

Almost all tasks undertaken by an employee are the result of some form of instruction. The instructions are designed to minimise risks to the employee whilst allowing them to accomplish their work.

Safety rules are explicit instructions designed to ensure that the employee is not exposed to foreseeable risks. Therefore, safety rules are designed to control work practices. There is a secondary benefit in that they help to achieve a uniform standard of behaviour which can assist the Company in fulfilling its legal obligations.

In some instances a set of safety rules or a job procedure is the only practical method of controlling the risks to which employees could be exposed.

5.0.2 SAFETY INDUCTION PROCEDURE

Carefully planned and thoroughly carried out, the induction of new employees is of critical importance in quickly assimilating them into the working team in order to create constructive work attitudes and safety awareness, in providing a basis for high performance standards, and in reducing labour turnover in the first few weeks of employment.

A new employee may feel a sense of unfamiliarity. Therefore, the safety induction should be tailored to develop in new employees a sense of belonging to the Company and membership of the team. Safety inductions is in effect, an introduction into the Company's objectives, policies and practices, serving to establish the right links between individuals, their work and their fellow workers.

With regard to safety induction, it is essential that the new employees fully understand all aspects of the Company's safety rules and safe work procedures.

HOUSEKEEPING AND CLEANING

It is the responsibility of every employee to maintain their own work area in a clean condition, free of debris and rubbish. All rubbish must be placed in allocated bins around the workplace.

ACCESSWAYS

Keep all access ways clean and free of obstructions at all times.

TOILETS AND WASHING FACILITIES

All personnel to keep a high standard of personal hygiene and use the toilet & washing facilities provided.

SIGNS

Signs are there for your safety. Take notice of them and obey their warning.

DRUGS AND ALCOHOL

No alcohol or drugs are allowed in the Workplace.

Any person found under the influence of alcohol or drugs in the workplace will be instantly removed from the office/site and made aware of their obligations under the WPH & S Act, offered counselling and a first and final written warning will apply.

Anyone found fighting will be instantly removed from the workplace.

ENGAGING CONTRACTORS

Contractors or any employee, agent or subcontractor of the contractor who are engaged by Gigantic Signs to perform work for Gigantic Signs clients be fully aware of their obligations to Work Place Health and Safety rules and regulations.

Ensure all contractors have full public / products liability requirements in place that are in conjunction with the requirements of Gigantic Signs respective clients.

ACCIDENTS, INCIDENTS AND INJURIES

1 Report all accidents, incidents and dangerous occurrences to your Supervisor or Safety Officer.

2 Report all injuries and work related illnesses to the First Aid Attendant.

3 Should you consider any area or item unsafe, notify your supervisor or Safety Officer.

4 All reported accidents and incidents shall be investigated by the Safety Officer in order to understand what occurred, so as to put in place measures to prevent the same happening again.

PERSONS WHO CONTRAVENE SAFETY RULES AND GUIDELINES AND ENDANGER THE SAFETY OF

THEMSELVES OR OTHERS WILL BE REMOVED FROM THE WORKPLACE.

5.0.3 WORKPLACE SAFE WORK PROCEDURES SAFE WORK PROCEDURES

Manual Handling

Plan your lift:

Size up the load

- In general, do not lift in excess of 20kg and or 3.6m in length on your own. Do not lift weight in excess of that which you feel comfortable with – (this can vary from person to person, dependant upon build/fitness etc).
- Don't carry a load you can't see over or around.
- Get help if necessary. See your supervisor.

Plan your movements

- Where from? Where to?
- Is there sufficient space?
- Is the area free from obstructions?
- Lifting with another person?
- Will you be able to get your fingers out when you place the load down?

Make the lift

- Position yourself close to the load and balance the body.
- Get a firm palm grip.
- Bend at your knees, not your back.
- Let your muscles do the work.
- Lift smoothly without jerking or twisting.

5.0.4 FIRST AID AND ACCIDENT PROCEDURES FIRST AID INJURIES

The first aid attendant shall record all injuries requiring first aid treatment such as band aids, eyewashes etc. In the first aid treatment record book stating the date, time, full patient name, complaint, treatment, time lost and name of first aid attendant.

A Workplace Health & Safety Form 7, is to be completed and signed by both the injured worker and Workshop or Outside Manager for injuries and illnesses requiring further medical treatment at a doctors clinic or hospital.

NOTIFICATION OF ACCIDENTS

In the event of an accident resulting in serious bodily injury, a work related illness or dangerous occurrence, notification of such event is to be notified to the Workplace Health and Safety Inspector. Such notification should be given on the prescribed WPHS Form 2 within 24 hours after the accident, work related illness or dangerous occurrence. Such form and reports are to be checked and cleared with the managing Director or Operations Manager.

NOTIFICATION CONCERNING LOSS OF LIFE

As soon as possible after the occurrence of an accident causing loss of life or causing serious disruption to the workplace the following procedure are to be followed:

Notify:

- 1 Ambulance Service
- 2 Director
- 3 Workplace Health and Safety Inspector
- 4 Police (on death)
- 5 Company Safety Officer

ACCIDENT INVESTIGATION

DEFINITION

Accident investigation is the systematic observation, analysis and evaluation of events that have damaged people and /or property. It follows that the principal reason for an investigation is to prevent a recurrence of the same or similar type of accident.

All persons involved or observing the accident/incident, shall be interviewed in order to establish the exact cause(s). The laying of blame plays no part in this investigation, it is purely to formulate a plan of action for prevention and this point should be stressed to all concerned in order to produce an accurate record and establish a suitable corrective plan.

BENEFITS

The principle benefit is the prevention of a further accident, but there are other benefits resulting from a good investigation, these are:

- 1 Good documentation as legal preparation
- 2 Reduction in damages to stock and equipment
- 3 Improved morale by corrective action preventing future occurrences
- 4 Reduction in lost time, delays and business interruption.

5.0.5 OFFICE EMERGENCY PROCEDURES

In case of an evacuation emergency (e.g. fire) all office personnel are to stop work immediately and evacuate the premises in a safe and orderly fashion and congregate to an area out of harms way. The evacuation procedure shown in the lunch room is to be followed.

It is the responsibility of any staff member to call 000 (Australia) giving full details of the emergency at hand

Neighbouring premises may need to be notified of the danger.

5.0.6 ON SITE FIRST AID PROCEDURES IN CASE OF A MINOR INJURY

- 1 All injuries must be reported and recorded,
- 2 Go directly to the on site supervisor,

3 After treatment assist the supervisor to fill in the injury record book.

IN CASE OF A POSSIBLE SERIOUS INJURY

1 In the case of a serious injury, the patient should not be moved other than to make comfortable, to prevent further injury or choking.

2 One near by person will go immediately to the on site supervisor.

3 The supervisor will take control of the situation

4 If a ambulance is required the supervisor will send one person to call 000 (Australia) , that person will calmly give full details of the accident and clear location of the site and do not hang the phone up until the 000 (Australia) operator does.

5 The same person will then go to the main gate and directs the ambulance to the exact location of the accident.

6 When on a large site run by a principal contractor all site personnel must know the on site first aid procedures and follow them as well as still reporting all injuries to your on site supervisor.

7 The on site supervisor will make a full report and fill in the Workplace Health and Safety Form 7 and Form 2 with the assistance of the patient and hand the report in to the Outside Manager the same day.

5.0.7 REHABILITATION

The cost of a debilitating injury is extremely high, both financially and in personal suffering. Successful rehabilitation and early return to work benefits both employee and employer alike, by maintaining skills, interpersonal relationships and income/production.

Injury or illness causing absence from work is mainly related to physical problems but has a psychological component which can cause stress, depression, anger and bitterness. Early rehabilitation can minimise these factors.

If accident causes injury or illness, our objective is to restore the person to maximum function and complete health as soon as possible. The Company is committed to ensuring injured workers return to normal duties at their earliest convenience. With the appropriate medical agreement, and where appropriate, an early return to work on suitable duties is actively encouraged.

CONTACT WITH EMPLOYEE

While contact should be maintained with any worker absent from work for any reason, it is critical that contact is instigated and maintained with employees if:

a There is an injury of a serious and/or debilitating nature

b Medical Certification is issued requiring time off work

c Any form of on-going Medical Treatment is required

Contact should be made as soon as practicable following the injury and assistance given in meeting Workcover Claim requirements, understanding Rehabilitation

Procedures and seeking suitable treatment. Consultation between the Worker, Treating Medical Officer(s) and Supervisors (initiated by the Rehabilitation Coordinator) is designed to implement an approved return to work program. This minimises the disruption to the workers career path, income, social/family life and interaction with fellow workers.

CONTACT WITH TREATING DOCTOR

Where injured workers are absent from work it is important that the Rehabilitation Co-ordinator maintains direct contact with the treating Doctor. Such contact ensures transfer of correct information regarding:

a Potential job modification/return to work plan.

b Opportunities for selected duties including graduated work return.

c Actual or potential loss of function which necessitates early rehabilitation referral.

d Retaining job opportunities.

5.0.8 RISK ASSESSMENT

The purpose of risk assessment is to identify the hazards and assess the risks arising from or associated with the work carried out in the workplace.

A hazard is a source or potential source of injury or disease, whereas a risk is the likelihood of the hazard resulting in an injury or disease together with the seriousness of the injury or disease.

Risk management is a process which consists of 3 steps:

1 Identify the hazard. (Sources of injury or disease)

2 Assess the risk. (The potential for injury & disease and its severity).

3 Control the risk. (Use other measures or personal protective equipment to control the risk).

Where there is a likelihood of a hazard causing an injury or disease a risk assessment is to be carried out by the Manager in charge.

Written confirmation of this is to be forwarded on the Director of Gigantic Signs.

5.0.9 PRE-PLACEMENT HEALTH ASSESSMENT

Pre-Placement medical assessment of employees can greatly assist in correct job placement and frequently discloses pre-existing disabilities that can result in expensive compensation claims.

Pre-placement health assessment is made in order to determine and record the physical condition of the prospective employee so that they can be assigned to a suitable job in which their disability, if any, will not affect their personal efficiency, safety and health, and also will not affect the safety of others.

It is essential that it is clearly understood that purpose of this assessment is for selection and placement, not simply selection of the physically fit.

APPLICATION

On the first day of employment, before assigning any tasks to the new employee, the health status assessment form is to be completed, the completed form is to be returned to the office and held on the employee's personal file.

5.0.10 DISCIPLINARY ENFORCEMENT PROCEDURE

On the first occasion where poor safety performance becomes a matter of concern, the state manager / project manager should speak to the employee/contractor and record such interview in a diary as well giving notice of the cautionary interview to the Director.

Should poor safety performance persist the employee/contractor should be interviewed and then served with a written notice summarising the particulars of the issue and necessary corrective measure. The Director should also be supplied with a copy of the written notice.

Failure to improve after issue of this notice may lead to a stand down or dismissal.

SAFETY MANUAL STANDARD FORMS

(Section 6.0.0)

1. Health Status Report
2. Disciplinary Letter
3. Safety Induction Record
4. Employee Register
5. Motor Vehicle Accident Report
6. Incident/Accident Report

6.0.1 HEALTH STATUS REPORT

HEALTH STATUS OF APPLICANT FOR EMPLOYMENT

PERSONAL DETAILS:

SURNAME OTHER NAMES.....

ADDRESS.....

OCCUPATION

DATE OF BIRTH.....

MEDICAL HISTORY.....

Please answer each question: Answer Yes/No Give Details

1 Are you being treated by a doctor for
Any illness? If yes, what illness?

2 Are you taking regular medication:
If Yes, what medication?

3 Have you been immunised against Tetanus?

4 Do you, or have you ever suffered from:

- a) diabetes (sugar)
- b) High Blood Pressure
- c) Fits, blackouts, dizziness
- d) Excessive noise exposure - loss of hearing
- e) Hernia
- f) Skin disorders, dermatitis, rashes
- g) Mental or nervous disorders/breakdowns

5 Do you or have you ever had trouble with your:

- a) Back or neck
- b) Shoulders, elbows, wrists or hands
- c) Hips, knees, ankles or feet

6 Have you ever injured yourself or been injured at work or suffered an industrial disease?

I declare that the answers given by me to the above questions are to the best of my knowledge true in every detail.

Signed _____ Date _____

Print Name _____

6.0.2. PROFORMA DISCIPLINARY LETTER

Dear Sir,

Further to our discussion on (date) concerning the following aspect of your safety performance.

(List the area of adverse attention detailing specific situation, times and places)

We believe your actions have endangered your own safety and that of your work mates.

As safety to personnel is of paramount importance to our Company you are cautioned for your past action and directed to make the necessary improvements in order to play a responsible role in this Company's Accident Prevention Policy. Thank you for your prompt attention in rectifying this situation. However should immediate improvement in this situation not take place, appropriate action will be taken.

Yours faithfully

GIGANTIC SIGNS

6.0.3. EMPLOYEE SAFETY INDUCTION RECORD

Date ___/___/___ Induction No. _____

Name of Employee _____ Given

Names _____

(Surname)

Address of
Employee _____
Home Phone () _____ Date of Birth _____
Blood
Group _____ Allergies _____
Health Details (e.g. Diabetes, colour Blindness, Deafness
etc, _____

Religion
(Optional) _____
Next of Kin: (Name) _____ Phone () _____
Number of years in
Industry _____
Experience gained in
Industry _____

Trade Qualifications (Certificates of competency)
Type _____ No. _____
Type _____ No. _____
Type _____ No. _____

General safety Induction Card. Date ____/____/____ Card No. _____
Date commenced with our Company ____/____/____

Have you filled in a pre-placement Health Statutory Form? YES / NO

I have attended the Workplace Specific Safety Induction conducted by the
Company Safety Officer.

Signed _____ Date ____/____/____

I hereby agree to adhere to the Health & Safety policy as outlined in the
Company Safety manual and during
the Workplace Induction programme and will comply with any reasonable Health
and /or Safety instruction
given by the Workplace management or their representatives.

Signature of
Employee _____ Date ____/____/____

Union Name and No. _____ Expiry Date:

Month ____ Year ____

Bus No. _____ Bert

No. _____

OFFICE USE ONLY

Signed for and on behalf of Gigantic Signs: _____

Position: _____

6.0.4. EMPLOYEE INFORMATION SHEET

DATE

GENERAL GIGANTIC SIGNS. W/PLACE

NAME OF INDUCTEE

NAME OF INDUCTOR

INDUCTION DATE
BLOOD ALLERGIES
HEALTH DETAILS
PHONE
BIRTH DATE
DETAILS NEXT OF KIN.

6.0.5 MOTOR VEHICLE ACCIDENT REPORT OUR VEHICLE

Vehicle Details

Vehicle Registration:

Make & Model:

Driver Details

Name: D.O.B.

Address:

Drivers Licence No.:

Type of Drivers Licence: Learners Prov. Open

Class of Licence: Expiry Date:

Details of Vehicle Damage:

OTHER VEHICLE

Vehicle Details

Vehicle Registration:

Make & Model:

Driver Details

Name: D.O.B.

Address:

Telephone Number:

Drivers Licence No.:

Type of Drivers Licence: Learners Prov. Open

Class of Licence: Expiry Date:

Is the Driver the owner? Yes: No:

If No, Details of owner: Name:

Address:

Insurance Company: Policy No.:

Details of Vehicle Damage:

ACCIDENT DETAILS

Date: Time:

Location

Street:

Suburb:

Accident Description:

Were the police involved? If yes, which station?

Was the vehicle towed? If yes, by whom?

Signed: Date:

OFFICE USE ONLY

Received in Office: Signed: _____ Date:

Insurance Claim Required: Comments:

Further Action:

Please complete the diagram below, indicating all relevant details of this incident. It is important to include adjacent street localities, local landmarks, traffic lights, traffic signs, road marking and any further traffic / road details.

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6.0.6. INCIDENT/ACCIDENT REPORT

PROJECT NAME: _____ PROJECT NO. _____

Date: _____ Location: _____
Employee's Name: _____ Employed as: _____
Reported to: _____ Position: _____
Equipment involved:

Injuries:

First Aid/Hospital/Doctor: (strike out if not applicable)
Incident/Accident Description:

Injury Details:

Medical Report Details:

Workcover/WHS Inspection/Other:

Recommendations/Conclusions:

Signed: _____ Date: _____