



G.JAMES

Defining
Spaces.

Aluminium Products Site Induction

Welcome!

Welcome to G. James, a business with over 100 years of growth and history. You are about to undertake our Aluminium Products induction program which is a requirement in order for you to work on our site.

The policies, procedures and systems that are discussed throughout this presentation have been established to keep you safe and we need your participation to keep you safe. It is important to escalate any area that you do not understand throughout this presentation prior to commencing work.

General Requirements



G.JAMES

Attending Site Parking

All vehicles must park in a designated parking area for your site or building and follow site speeding limits (**15** kilometres per hour) as your vehicle moves around the site unless otherwise signed.

Park between the yellow lines designated. As a courtesy to other people please make sure your vehicle is centralised in the car park space as much as possible. It is highly recommended that all valuables are collected from your car before locking your vehicle as cars are not in a gated or surveillance area.

The following areas are not to be parked in under any circumstances:

Areas marked 'no parking'

- Visitor or Disabled parking areas
- Parking areas that have been specifically designated for company vehicles/titled positions.
- Areas in front or surrounding a fire extinguisher/hydrant/apparatus.
- In front of major building entrances such as roller doors

Moving Around Site – Pedestrian Movements

While moving around the factory you will find that many of our areas will have a high volume of traffic including trucks, cars and mobile plant equipment carrying products including the use of overhead crane equipment.

The following rules must be followed at all times:

- Stay within any marked and designated walkways
- Be aware of all crane and vehicle movements and if required give-way to them
- Obey any traffic signs and safety signs throughout the site and work areas
- Do not walk whilst using a mobile phone
- Never run under any circumstances
- Never walk into the path of an oncoming vehicle or crane load
- Never walk under an elevated load
- Avoid having meetings and conversations in walkways
- Ensure you are wearing the PPE required for the area, this includes if you have finished work or before starting a shift and you are moving through operational areas
– YOU MUST BE WEARING the required PPE



Shift Times

Each work department has different shift arrangements. Generally our shift structure is outlined as follows. Please confirm your shift times with your supervisor/company contact in advance.

Day Shift **6:00am - 2:00pm**

Afternoon Shift **2:00pm – 10:00pm**

Night Shift **10:00pm – 6:00am**

Please be aware that all workers are subject to a rotating shift structure based on our production requirements.

Your Responsibilities - Fatigue Management

Workers are reminded of your personal obligation to attend work in a state that is fit for duties that does not impose a threat to yourself or others. To achieve this we recommend the following:

- Understand your sleep, rest and recovery needs and get adequate rest and sleep away from work
- Seek medical advice and help if you have or are concerned about a health condition that affects your sleep and/or causes fatigue
- Assess your own fitness before starting work
- Monitor your level of alertness and concentration while you are at work
- In consultation with your supervisor take steps to manage your fatigue, take a drink of water, do some stretching
- Assess your fatigue levels after work and make sensible commuting (avoid driving if you are feeling fatigued)

Meal & Rest Breaks

You're designated breaks are set by your work area manager, but generally consist of a 10 minute early break and a second break of 20 minutes further into the shift.

A first break may not be taken earlier than two hours after shift has started and a final break must not be commenced no later than 2 hours prior to when a shift is completing.

* Discuss Time Theft Examples



Facilities On-Site

Across each work department and office at G. James a number of facilities are provided.

These facilities include:

- Tea and coffee making facilities
- Lunch rooms – please remember to place any rubbish in the bin and wipe down the benches to remove any crumbs and spills.
- Refrigerators and other kitchen appliances – remember to take home your empty containers
- Vending machines providing food and drink - at the cost to the user
- Toilet facilities – remember to flush and clean the bowel if required – do not stand on the toilet seats and aim for the urinal
- Shower and locker facilities

Please note that a general clean of the facility (sinks, bins, table wipe down etc) are conducted by a company appointed resource. Cleaning of utensils, cutlery and other items is the responsibility of the user as is emptying fridges and regular cleaning of other items.

Food and Drink in Operational Areas

The consumption of food and liquid (other than water) is strictly prohibited within operational areas. This is because spills and crumbs left behind can attract vermin such as rodents and insects in your work area.

Smoking

Please be aware that due to the high risk activities and chemicals on our site (manifest quantity workplace) smoking on site is strictly prohibited. This includes all carpark areas and restrictions include whilst you are entering and exiting our facility.

Workers who choose to smoke during break times are required to do so in designated areas only. Please ensure that you place your cigarette butts in the bin and assist in keeping the area as clean as possible.

PPE Requirements

Due to the varied nature of tasks being conducted across G.James facilities, there are specific Personal Protective Equipment requirements based on the work you are performing. For specific PPE requirements, please refer to the Work Instructions for your job task and your Supervisor or Manager for what is expected.



Hard Hats

Hard Hats are to be worn in all designated areas.



Safety Glasses

Safety Glasses (not normal prescription sunglasses) must be worn in designated areas



Hearing Protection

Hearing Protection is mandatory when specified in work areas and when using specific plant equipment



Protective Clothing

Protective clothing must be worn in designated areas or as required under work instruction



Gloves

Must always be worn whenever personnel are handling products or as required under a work instruction



Footwear

Must be worn by all persons in all operational areas of our sites

Other PPE required to be worn in specific areas and tasks include:

- Respirators, breathing apparatus or dust masks
- Tyvek suits
- Gauntlets, splats or aprons

PPE Requirements

Minimum Standards & Administrative Employee and Visitor PPE

The following PPE must be worn by visitors to our sites and all G. James staff when entering any operational area. Please note these are a minimum requirement only and further PPE may be required in specific areas.



High visibility, either a vest over clothing or a high visibility colour shirt



Appropriate clothing for the area – minimum of trousers or slacks required regardless of gender



Enclosed footwear minimum without raised heels – for persons approaching or requiring to be in risk areas safety footwear must be worn



Hard hat must be worn in work areas with overhead crane operations

All employees and visitors are reminded that PPE must be worn from the moment they exit the carpark area without exception – this included **ALL** positions across the company.

PPE Continued

Wearing PPE is key to you being safe while you are at work. Apart from what is designated to be worn you need to be aware of the following:

- Wear PPE that is not excessively faded or worn or that has missing buttons and tears that expose you to risk, this includes excessively worn or damaged safety footwear
- Wear PPE as per the manufacturers and Australian Standards requirements properly. I.e. Hard hats fitted and facing properly, eye protection on your eyes and not on top of your head, clean shaven if wearing respirators
- If it is unsuitable/worn-out/damaged get it replaced
- Dispose of it properly – ear plugs, gloves put it in the bin
- Do not deface or modify it
- Avoid wearing items that prohibit PPE from doing its designed job – rings under gloves, loose long hair.

Drugs and Alcohol

The risk of persons under the influence of drugs and alcohol (including non-prescription medications) in the workplace is considered high risk to themselves and other people. Statistics have indicated that 25% of industrial accidents and up to 30% of industrial deaths are estimated to be alcohol or drug related. G. James has a very simple approach and requirements regarding you and your attendance to work while under the influence of drugs and alcohol:

1. Alcohol and other drugs shall not be consumed on any company premises, work sites, or in company vehicles
2. No alcohol or other drugs are to be consumed at a time prior to commencing work or on break times
3. No one is to be in possession of drugs and alcohol in the workplace. This includes drugs paraphernalia such as smoking implements or other devices designed to deliver drugs to your body such as needles and other devices.

If you suspect someone is under the influence take action and advise you Supervisor or Manager immediately.

Your Obligations and Legal Requirements

Here in Queensland all business's are directed on their safety obligations by the Queensland Workplace Health and Safety Act 2011. The Act is very specific on obligations for everyone associated with a workplace including employees/workers. There are specific legal obligations that **you** and all other **employees/workers** of any company *must comply with*:

- Take reasonable care for your own health and safety and ensure that you have spoken to your Supervisor if you have sustained a personal injury that prevents or inhibits you from undertaking your role.
- Take reasonable care for your own conduct, acts or omissions does not adversely affect the health and safety of others or adversely affect the electrical safety of other persons or property
- Comply, so far as they are reasonably able with instructions
- Report all hazards, injuries and incidents as soon as safe to do so
- Cooperate with reasonable health and safety and electrical safety policies or procedures that have been notified to workers.

Under the Legislation you as an individual can be held accountable if you are found to have breached any of these legal obligations in the event an incident occurs. To assist you with these obligations G. James has adopted our 14 Golden Rules and Responsibilities of everyone who works on our site.

Golden Rules and Responsibilities

1. Be alert at all times, inattention to the job at hand is one of the largest causes of accidents
2. Keep clear of forklifts, trucks and overhead cranes
3. Where possible *walk in the defined walkways*
4. Avoid leaving materials around for others to trip over. Put tools away equipment away when you are finished with them
5. Report any identified hazards, injuries or incidents as soon as safe to do so
6. Clean up all spills at once
7. If you are able to safely control a hazard do so – e.g. something blocking a door or a walkway, remove it, a hose left on the ground – retract it
8. Authorisation and training on all equipment is essential – Under no circumstance are you to operate equipment or machinery unless you are authorised to do so
9. Do not use any tools, equipment, machinery or materials that are not in a safe condition
10. Ensure you wash your hands after handling materials
11. If you are employed by G. James and need to work on a building or customer site you must follow our rules and procedures as well as that of the host site
12. Obey all warning and direction signs
13. Do not enter prohibited or specific authority areas unless you have been authorised to do so
14. Good housekeeping standards and safety go hand in hand – always maintain excellent housekeeping standards

Mobile Phones and Headphones On-Site

The use of personal mobile phones in G. James Operational Areas is strictly forbidden, this includes using MP3 or other music or video playback devices and the associated head phones for them. Only persons who have been issued a G. James provided mobile phone may use a phone in work areas during their work time.

These phones are company provided assets and may only be used for work purposes:

- Mobile phone custodians must adhere to the following requirements when using phones in the operational areas of our sites:
- When making and receiving calls ensure you are not in general traffic areas including areas where people may be operating cranes or carrying materials through. Always find a safe location to make and receive calls
- Do not block a walkway when using a phone
- Do not operate equipment or vehicles while making and receiving calls
- Do not continue to walk while receiving and making calls, find a safe location to do so
- Specific private calls may be directed to your work area phone number or your supervisors number who will pass messages to you if required.

Hazards, Risk and Incidents



G.JAMES

Incident Reporting

An incident can be a number of different types of events including an injury no matter how minor it may seem, equipment damage, an emergency situation, or a near miss event. Incidents can also be related to procedural breaches or quality related however we are focusing on incidents that may have or have had a direct affect on you or other people.

An incident, regardless of type either has the capacity to affect your personal health and safety or has affected it, it is for this reason and due to **your** legal obligations to report them that G. James needs your assistance in ensuring this is done as soon as safe to do so.

The Courts in Queensland and Australia have deemed that it is a reasonable expectation that any person who is either directly involved in an incident in the workplace or witness's one reports it in a timely manner, according to legal definitions this means ***as soon as safe to do so or immediately to your supervisor.***

Hazard and Risk

There are two words in safety that are the key to everything. When you understand them you can easily control your personal safety and influence and assist others – Hazard and Risk:

A Hazard is anything that has the potential to harm or injure someone. Hazards can be anything from the environment and weather, equipment or its use to the people moving through an area.

A Risk is the actual consequence from the hazard triggering such as an injury or damage to something. Risk can be minor or major and many hazards can have more than one risk associated with them.

Near Miss Events

A Near Miss Event or Incident is any incident that occurred where there was the potential for someone to be injured or something damaged but nothing resulted other than a 'Near Miss' incident.

Some examples of Near Miss events include:

- *While walking through the factory the crane operator almost hit me with a load when I came around a blind corner – Near Miss Incident*
- *As I drove the forklift out of the factory, I almost hit a passing truck – Near Miss Incident*
- *I reversed the forklift back, struck a racking leg, no damage occurred – Near Miss Incident*

Near Miss events are the start of the incident process, the base. If we can identify them when they occur they let us know that a hazard needs attention.

Report all Near Miss Incidents as soon as safe to do so.

How do we Report Incidents and Hazards

Here at G.James we utilise an online incident and hazard reporting tool that has been designed to be simple and easy to use for everyone. All supervisors, managers and safety resources including your Safety Representatives have access to this program and will assist you by entering any incidents and identified hazards into the system as part of the incident reporting process.

Health, Safety & Environment (HSE) Incident
Report hazard identification, near miss or personal injury

Your safety is important to us.
By identifying and reporting hazards, near misses and injuries, you help make G.James a safer place.

think be SAFE

The information provided in this form will be reviewed and if required, corrective actions identified, to help prevent similar incidents.

Click [Promapp](#) to view the HSE process in more detail.

Person completing form: Ian Rogers | 102963
Branch: Extrusion Administration 1902

* Incident type: -- None --

* Which branch is the incident related to?: Extrusion Administration 1902

* Which department is the incident related to?: Extrusion Administration - QLD

* Location type: Factory

* Incident date:
* Incident approximate time: Enter time in am/pm format e.g. 10:15 am

Address where incident occurred: 1082 Kingsford Smith Drive, Eagle Farm, QLD, 4009, AU

* Is plant/equipment involved?: -- None --

* Incident description - what actually happened?

Emergency Situations Including First Aid and Injuries



G.JAMES

Fire and Emergencies

An emergency situation is any event where peoples lives are put at risk due to a situation that introduces a high risk temporary event. Specifically a fire or explosion, natural disaster such as an earthquake or flood, gas or chemical spills or releases and also events such as bomb threat or active shooter events.

Any emergency situation is a serious event that may require you to either evacuate the work area or the site/s to be in lock down to protect its occupants.

During an emergency the site will be controlled by our Emergency Wardens who will give you directions on what to do and who will over see the Emergency Process. During such an event you must follow the directions of Wardens at all times.

To assist you in knowing when an emergency is being declared or you are being warned to prepare for there are a number of systems at G. James that will do this.

Fire and Emergencies – Warning Systems

Different work areas and building means different warning systems on our sites. Your Supervisor or Manager will go over the specific warning system for your site as well as your Emergency Evacuation Point and these may be any of the following:

- Two tone alarm systems – a siren with beeps and whooping noises
- Alarm bells
- Air horn systems
- Whistles and verbal calls of Fire, Fire, Fire
- Overhead PA systems including phone intercoms

When you first hear an emergency warning (unless you are at a two tone alert system site) you are required to immediately evacuate from your work area to the designated Emergency Assembly Area of the site. Follow the directions of the Wardens and keep calm. Once you have arrived at your Evacuation Point please listen out for your name being called and keep conversations low in volume so you can hear any directions from the Wardens.

First Aid and Injuries

In the event that you become injured or ill you must be assisted by a First Aid Officer, no matter how minor the injury may be (e.g. minor cut or not sure if you strained yourself).

Each Aluminium Products work area have trained First Aid Officers to assist you in the event an injury occurs. First Aid Officers can be identified by their photos on your work area notice boards and you will be introduced to them as part of your Site Induction Program.

If the injury requires further treatment such as a Doctor to look at the injury or provide medical assistance or if the injury is serious or life threatening the First Aid Officer will assist with this process. Should you require medical assistance G. James has a number of local medical providers who can assist you with treatments. Your First Aid Officer and Supervisor will assist you with transport to a medical provider if needed.

Roles and Responsibilities - Injury Management

Injured Worker

- Notify us about the incident
- To apply for workers' compensation ((Form FM106)
- To let the doctor know of the availability of suitable duties
- To actively participate in workplace rehabilitation
- To maintain communication with us both supervisor and return to work coordinator about relevant issues.
- **Until a claim is accepted through Workcover you maybe liable for all associated expenses*

Specific Safety Requirements



G.JAMES

Mobile Plant

Across all of our Sites and Departments there are large volumes of mobile plant traffic. Mobile plant includes equipment such as forklifts, side-loaders, scissor lifts and other moving lifting devices.

The use of mobile plant requires specific licenses and levels of competency before operators may drive and control this equipment. Even if you are licensed to use this equipment, it is a requirement at G.James to be formally trained and assessed utilizing our work instructions before you are allowed to operate our mobile plant equipment.

Please follow these guidelines when moving as a pedestrian around site or working near our mobile plant:

- Do not attempt to beat them to crossings or walkways areas – always give way
- Never approach moving or operating mobile plant
- Do not attempt to distract the operator
- Do not approach the operator whilst they are engaging a load
- Never travel as a passenger in or on mobile plant
- Never walk under an elevated load
- Wherever possible practice a safe distance or exclusion zone to moving, loaded mobile plant – 3+ meters is recommended in the Code of Practice

Overhead Cranes

Overhead gantry and jib cranes are used extensively across all G. James sites and departments. They are considered high risk plant due to the loads carried, high potential for incidents and their known history of people being injured either from a dropped load or being struck by the load or attachments.

Only persons who have been trained and assessed as competent by G. James are authorised to operate a Gantry Crane on our sites. The following guidelines are for persons working around crane operations:

- If directed wear a hard hat – NB must be worn by ALL persons in a crane operations area
- Never under any circumstance walk under an elevated load
- Do not approach a crane operator with a lift in process – wait until they signal it is safe to approach them
- Wherever possible practice a safe working exclusion zone around crane operations. Codes of Practice recommend at least 1 meter of distance from the lift for every meter of height – 4 meters up minimum of 4 meters away
- Be aware of the lift movements – if you see a swinging load keep well clear of the lift

Tools – powered, fixed and pneumatic

Powered and fixed powered tools are used in all work areas across Aluminium Products Departments. Many tools are simple to operate and you may already have working knowledge of how to use them, despite awareness you are required to read the Work Instruction relevant to the job and equipment you may be using and follow their directions at all times.

All tools have specific hazards associated with them and our Work Instructions will advice you on the recognised risks of using the equipment, the safe way to operate them and if there are special requirements such as what PPE must be used to operate the equipment.

Simple rules for any equipment are:

- Always check the condition of tools and their connecting leads or hoses prior to using them
- If you identify any issues with the tools tag them 'out of service' and if safe to do so remove them from the work area. Remember to notify your supervisor of what you found and what you did • Follow the work instructions at all times
- Wear the required PPE correctly

Traffic Management Plan

Due to the high volume of vehicle and equipment across our sites a strict Traffic Management Plan is enforced for everyone's safety.

Traffic on site including light vehicles (cars utes, small trucks), heavy vehicles (exceeding 4.5t) and mobile plant including side loaders and forklifts. Due to the size of the site and extensive vehicle movements one of our highest rated hazards is vehicles and their operations.

To assist you with controlling these hazards the Traffic Management Plan requirements for all of our sites must be strictly adhered to. This includes:

- Site speed limits
- Permitted vehicle traffic areas and pedestrian areas
- Traffic direction and control
- Traffic and pedestrian signage and mirrors
- Specified entry and exit points
- Vehicle parking
- What vehicles are authorised to move around our sites.

Traffic and Management Plan – continued

Entry and Exit Points

- Gate 1 – Schneider Road, go under the overpass and the very first entrance to the site. Reserved for heavy vehicles and company owned or authorised vehicles only.
- Gate 2 – Second gate along Schneider Road. For light vehicle access only and this is an authorised employee/visitor entrance and exit for the site. Best used for 990 building or high rack employees.
- Gate 3 – First gate along Kingsford Smith Drive. This is an exit gate only. Under no circumstances should employees enter by this gate.
- Gate 4 - Second gate along Kingsford Smith Drive. In between Paint Line and the overpass. **Warning** – This is a high-volume entry and exit point with both heavy and light weight vehicles using this point. No parking and no standing in this area.
- Gate 5 – Third gate/entry along Kingsford Smith Drive directly in front of Joe’s Diner. Light vehicle traffic for entry and exit only. Watch for Joe’s Diner traffic and parking.

Exclusion Zones

Due to the high risk nature of our vehicle traffic and operations the company has in place a strict system of controls to assist in maintaining your personal safety – Exclusion Zones.

To control these risks many large companies, subscribe to a process of hazard reduction known as Exclusion Zones around moving equipment, vehicles and crane traffic to assist them in keeping their people safe.

These areas around equipment and vehicles have also been documented and listed in controls for these known hazards in State Codes of Practice around the country and are well recognised as a system that is there to protect you.

Exclusion zones are areas surrounding moving equipment that is to be treated as a 'NO GO' zone and the company is about to start implementing systems surrounding Exclusion Zones to help protect you.

Exclusion Zones – continued

How do they work?

There are two types of exclusion zones – one is dynamic or moving around a live and moving vehicle or mobile equipment or crane operations and the other is a fixed zone around a process or area such as truck unloading or loading.

Both examples are areas that people should not enter when tasks or operations are being conducted. Inside the exclusion zone is an area known to be the potential risk to you or other people where your personal safety may be compromised.

Fixed exclusion zones can be designated by a system of line marking and painting, signage, witches hats and bollards, barrier tape or other permanent or temporary methods to restrict access to an area.

Dynamic or moving exclusion zones are just that, they move with and surround moving equipment and are not marked or have a system for you to identify them other than awareness and paying attention.

Exclusion Zones - continued

Examples of Exclusion Zones:

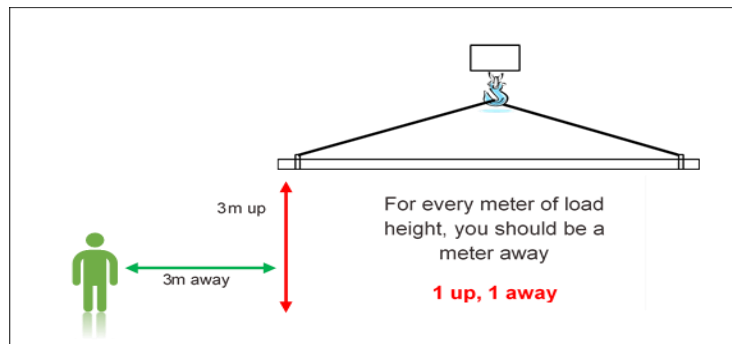
Forklift and vehicle movement Exclusion Zones:

The areas surrounding vehicles or mobile plant such as a forklift and its load, front, back and sides should be 3 metres wherever possible in open areas and this is a dynamic moving zone that travels with the vehicle.



Crane Lifting and Operations Exclusion Zones:

The areas surrounding lifts and movements with a crane. Generally for every metre of lift height operators (where possible) should be a metre away, i.e. 3 metres off the ground and 3 metres away from the load.



Compressed Air

Throughout the work areas compressed air is used to power plant, equipment and tools as well as assist in processes such as spray painting and other industrial uses.

Compressed air has a number of hazards associated with its use that can affect your personal safety, the following guidelines must be complied with in all work areas:

- Never blow yourself or other people down with compressed air
- When using compressed air for clean down of tools ensure no one is in the line of fire of items being blown off (swarf, debris etc)
- Compressed air should not be used to substitute other housekeeping tools such as a sweeper, broom a vacuum etc.
- Ensure the connections for the hose and tools are secured
- Never join compressed air lines with coupling attachments
- Bleed compressed air traps and valves regularly

Lock Out – Tag Out

In the event you find something is unfit for service or broken or something becomes faulty when it is being operated it needs to be removed from service to protect you and other people.

This process is known as Isolation and Lock Out/Tag Out (LOTO). LOTO is the process used to both isolate the faulty equipment and to ensure that no one else is put in harms way due to the fault or failure. For fixed plant and equipment LOTO can be assisted by a series of isolators and emergency stops to prevent people from using the equipment unless they reset it or have it repaired.

For hand held, portable and mobile equipment (as well as older plant) LOTO is assisted by a system of tags that notify you something is Out of Service as well as locks and other isolating tools to prevent you from using the equipment.

LOTO and Isolation when not complied with has had dire consequences in many business's including fatalities and permanent, disabling injuries. Due to the high risks associated with faulty equipment including stored mechanical energy and or electrical energy there are a number of **NON NEGOTIABLE** rules associated with LOTO that everyone needs to follow.

Lock Out – Tag Out – continued

- If its faulty, not working properly, something seems wrong then Tag it out of service immediately
- Only the person who placed a personal isolation lock on equipment can remove it
- Never ignore and use something with an isolation lock or tag out on it, NEVER
- An Estop or off switch does not replace an out of service tag, never think this is a suitable form of isolation
- When you tag something out of service you need to notify your supervisor or manager as soon as safe to do so
- If you leave your personal isolation lock on equipment at the end of a shift you can be recalled to site to remove it
- If you need to go and find an Out of Service Tag either ask someone to get it for you while you guard the equipment or tool ensuring no one else can use it or get someone to guard it for you



Electrical Safety

Electrical equipment throughout our factories ranges from hand held tools and appliances to hard wired 415v high voltage equipment. Electricity is one risk that is completely invisible and kills dozens of people around the country each year both at work and at home.

To ensure your own safety around electrical equipment always check the following:

- Never, under any circumstance conduct repairs on electrical equipment unless you are a qualified and authorised electrician
- Check leads for perishing and exposed wires
- Always shut down power at the switch and grasp cables properly when pulling them out of sockets
- Never have wet hands when handling leads and joining them
- If you plug it in and it trips a circuit breaker or RCD tag it out and remove it from service
- Make sure industrial equipment has been tested and tagged regularly (every six months)

Hazardous Substances and Dangerous Goods

Hazardous Substance and Dangerous Goods (DG/HS) in the workplace are any substance that may have an affect on your immediate or future health and safety. Internationally and in Australia there are certain guidelines on the storage of, handling and application and application of chemicals and hazardous substances. All chemicals found on site have a Safety Data Sheet (SDS) prepared by the manufacturer. Information on an SDS include:

- The product name of a hazardous substance,
- Chemical or generic names of certain ingredients that have known health effects,
- The chemical and physical properties of the hazardous substance,
- Health hazards,
- Precautions for safe use and handling,
- The manufacturers or importer's name, Australian address and telephone number.

Your worksite has a DG/HS Register containing a listing of all hazardous substances used at your workplace and the current SDS for each hazardous substance. Make sure you are familiar with where the SDS for your site are stored.

Hazardous Substances and Dangerous Goods - continued

All chemicals have the potential to be toxic at certain levels. Chemicals can enter the body by swallowing, ingestion through the skin, breathing the fumes or vapours of the chemical, and entering indirectly through the food we eat or water we drink are also a major concern. It is for this reason that special procedures are in place for the storage and handling of all chemicals and substances that are on site.

The following guidelines must always be adhered to :

- Read the SDS (Safety Data Sheet) before you use a chemical
- Wear the recommended PPE (Personal Protective Equipment) at all times
- Always store chemicals in the appropriate areas
- Never sniff/smell, taste or rub a chemical on your skin
- Ensure that there is a label on all chemical containers at all times
- Never bring your own chemicals on to the site

Housekeeping Standards

Housekeeping is a common issue across many workplaces and it is responsible for injuries and other issues in the workplace such as:

- People getting injured caused by poor housekeeping standards
- Equipment damage and shortened life span due to housekeeping issues like dust, scrap and debris affecting operations
- An unprofessional looking workplace
- Product damage due to housekeeping issues

These are all problems we see everyday in so many work departments and yet it is one of the easiest things to address and maintain that will make a difference to your personal safety while at work.

Housekeeping Standards - continued

Lets look at some of our current standards:



Housekeeping Standards - continued

This year thanks to poor housekeeping and reporting standards across our work areas your work mates have had injuries that have resulted in extended time off work with injuries affecting their life, co-workers who have undergone surgery because of injuries caused by poor housekeeping standards and many of our employees have experienced near miss events and minor injuries as well thanks to the standards in many work areas.

Housekeeping is being listed as one of our major priorities for safety throughout 2020. Audit schedules are being organised, blitz campaigns and audits by managers outside of your department and everyone, everyone is going to be held accountable for the standards in your individual work areas.

To assist us in improving our standards everyone is reminded of the following housekeeping requirements:

1. Pick up and clean up after yourself
2. Don't drop items on the ground – dispose of them properly
3. Take 5 prior to breaks or in quiet times to pick up around you
4. Sweeping, dusting, pick up after others is required by everyone
5. It is everyone's responsibility to ensure good housekeeping standards are maintained for everyone – **it's everyone's responsibility..**

Manual Handling

Manual handling is the use of the human body to lift, carry, push, pull and move objects, it is also the highest contributor to workplace injuries in Australia and remains as one of G. James biggest risks to potentially causing injuries to our people.

There is no set cause as to why these injuries can occur – lifting something too heavy, repetitive movements, age and our body breaking down contribute but the primary reason we still see so many manual handling related injuries falls back to the people factor and not following some simple yet tested guidelines to reduce the chances of an injury occurring.

There are some simple rules that you can follow that can assist you with reducing the chance of a manual handling injury occurring:

- Only lift what you are comfortable with lifting – this may be 15kg for some people and others it may be 30 – its what you are comfortable to lift
- Do I need to lift this myself – can I use a lifting tool or aid instead
- If it hurts, **stop** – the same goes for repetition movements – when you get to a point that it is hurting STOP, pain is not your friend and an indication something is about to go wrong
- If you have to extend your body to lift, then get help – long loads, wide loads etc. regardless of weight

Manual Handling - continued

The following are basic and tested rules of carrying items:

- Plan your lift. Make sure that the area you want to carry something is clear, nothing in the way etc. is it too heavy?



- Bend at the knees and hip, not at the waist. Use your legs to powerlift something, never your back.



- Keep the load close to your body.



- Do no twist when moving and carrying, move your body instead.



- Avoid overreaching.



Summary

Today you have undergone the Aluminium Products Site Induction. You have gone through what are our expectations, policies and requirements in regards to safety in the workplace and your legal obligations.

As a new worker we know you want to do well but always remember your personal safety and that of your co-workers at all times. Always follow reasonable direction, procedures, signage, work instructions given to you to ensure your personal safety. If you see something unsafe, become injured or involved in an incident including witnessing one then report it immediately or as soon as safe to do so to your Supervisor.



Complete Quiz



G.JAMES

Thank You

Defining
Spaces.