

# WORKPLACE HEALTH AND SAFETY INDUCTION

# Intent

- This safety induction is for all employees and contractors who will be entering any Ports North workplace as part of their direct employment or engagement.
- Where individuals or sub-contractors are employed or engaged by a primary contractor on a specific work site within a Ports North workplace, they will generally be required to comply with the Safety Management System of the primary contractor, including inductions, and therefore this induction may not be applicable in this arrangement.
  - This is usually the case on large redevelopment type projects that involve external project management.

# References

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- Queensland Work Health Safety Act 2011  
[www.deir.qld.gov.au/workplace/law/whslaws/legislation](http://www.deir.qld.gov.au/workplace/law/whslaws/legislation)
- Queensland Work Health Safety Regulation 2011
- Work Health and Safety Codes of Practice
- Australian/Industry Standards
- Ports North Safety Policy and Guidance

# SAFETY POLICY

Ports North strives to ensure accident free operations by ensuring:

- Our management systems are best practice and properly implemented
- Our people fully understand and meet their responsibilities to cause safe operations
- Superior performance in causing safe operations is recognised and there is zero tolerance of poor practice
- Sufficient equipment and skilled people are in place for safe systems of work
- Continual improvement in safety management and culture

## Safety Policy (cont)

Our employees and contractors contribute to causing accident free operations by always:

- Working responsibly and in accordance with standard procedures
- Contributing their expertise to improving our systems of work
- Being actively involved in risk reviews, workplace investigations, developing standard work procedures, incident reporting and investigation and safety audits.

# Safety Guiding Principles

## Expectations of Everybody

- Act Responsibly – Poor practice causes accidents. Do not tolerate poor conduct
- Follow and Use Procedures – They exist for a reason. Shortcuts will catch you out
- Remain Aware – Think about your work area. Make sure it is safe before you start
- Keep our Workplaces Clean and Tidy – Most injuries come from slips, trips and falls

## Safety Guiding Principles (cont)

- Participate – In training, risk reviews, developing procedures and investigating accidents
- Report – All accidents, incidents and hazards using Ports North's report forms. Suggest solutions
- Sober and Drug Free – Never present for work under the influence of alcohol or drugs
- Personal Protective Equipment – Always wear personal protective equipment appropriate to the task being undertaken

# Safety Guiding Principles

## Expectations of Employees with Supervisory Roles

- Exercise due diligence and take reasonable steps to support a health and safety culture
- Communicate Ports North's safety expectations and procedures to the people you lead.
- Ensure safety is the foremost consideration in your daily leadership activities.
- Always consider safety when issuing day-to-day instructions.
- Make sure you understand and apply the systems and procedures for your areas of responsibility.



## Safety Guiding Principles (cont)

- Have an active and continuing presence in your areas of responsibility to ensure actual practice is as planned.
- Apply the same high expectations to both contractors and Ports North employees alike.
- Make sure people in your team understand their role in causing safe operations.
- Be responsive to employee suggestions for safety improvement.
- Recognise and applaud good practice. Never accept poor practice. Halt work to fix it.
- Lead by example. If you disregard standards and procedures, others will.

# Incident Reporting

All safety incidents, including 'Near Misses' MUST be reported:

- As soon as possible
  - Notify your Ports North supervisor who will arrange an Incident Notification/Investigation form
  - Complete the Incident Notification/Investigation form and hand to your supervisor
  - Also if applicable get any witnesses to fill out a witness statement and attach to the Incident Notification/Investigation form
- **Important: Information must be clear, correct, concise and complete. This will determine need for further investigation and required preventative actions.**

## If an incident involves injury

- Get First Aid immediately
- Inform your supervisor who will make necessary arrangements for further action
- Get required medical help and ensure Supervisor is kept informed regarding status of injury and rehabilitation
- Important: even if the impact of an injury is delayed eg. Work caused illness or back strain you **MUST** inform your Supervisor as soon as you become aware of the impact and discuss a course of action. A number of forms and processes must be completed for work caused illnesses and injuries. You are considered 'at work' also when directly transiting to and from your home residence

## Drugs and Alcohol Policy: You shall not:

- Attend the Workplace intoxicated or under the influence of alcohol and / or other drugs;
- Drive motor vehicles, operate plant or machinery while under the influence of or over the legal limit of blood alcohol by any binding law for operating a motor vehicle, plant or machinery;
- Attend the Workplace while impaired by any legal medication. When using legal medications the employee shall obtain information from a qualified medical practitioner on their potential impact on fitness for work; and
- Be under the influence of, in possession of or traffic any illicit drug whilst at a Ports North Workplace or conducting a Ports North undertaking.

# Acceptable Blood Alcohol Levels

- BAC of **ZERO** for operators of:
  - Rigid Motor Vehicles with Load carrying capacity
  - Bus
  - Articulated Vehicles
  - Vehicles transporting dangerous goods
  - Driver training
  - Crew & other Employees required to be onboard a vessel at night
  - Any load shifting equipment eg crane, forklift, front end loader
  - Workboat/tug or other floating plant /equipment
  - Bulldozer/ Backhoe
  - Scissor Lift / Elevated work platform

# Acceptable Blood Alcohol Levels

- BAC of ZERO for persons working or accessing:
  - Wharf 10 (Fuel Wharf)
  - Any designated maritime security zone
  - Any person required to undertake initial emergency response

If you are not required to undertake any of the above activities your maximum BAC is to be no higher than 0.05

**REMEMBER ALL PORTS NORTH EMPLOYEES AND CONTRACTORS UNDERTAKING TASKS ON PORTS NORTH LAND, BUILDINGS OR FACILITIES ARE LIABLE FOR RANDOM DRUG AND ALCOHOL TESTING.**

# Skin Cancer Prevention

- Natural barriers like a broad brimmed hat, long sleeved shirt and long trousers will provide the best body protection.
- Sunscreens are supplied and if not available notify your Supervisor as soon as possible – apply it regularly and liberally.
- Remember sun damage does occur through reflection and on windy or cloudy days.
- A tan does not prevent skin cancer.
- Take extra precautions during the period 1000 - 1400.

# Heat Stress

- You are working in a tropical region – be aware of heat related issues: particularly in high humidity, little breeze, closed room/space, wearing heavy clothing and on/near hot machinery
- Don't wait until you start to feel thirsty, aim to drink a cup of water every 15 minutes
- Heat affects you more if you're:
  - Over 40
  - Not fit
  - Overweight
  - Recently sick or have certain medical conditions
  - Haven't recently worked in the heat



# Heat Cramps

- You may have cramps in your arms, legs and stomach, you sweat a lot, you may be very thirsty:
  - Move to cool shade and loosen clothing
  - Drink cool (NOT cold) water
  - Advise your supervisor
  - Get medical help if no improvements are noted within 30 minutes

# Heat Exhaustion

- You might feel dizzy, weak, sweat a lot, your skin is pale, you could have cramps, chills, vomiting, rapid breathing, tingling of arms and legs:
  - Advise your supervisor
  - Lay down in a cool shaded area and loosen clothes, raise feet, soak clothing and fan to cool the body
  - Drink cool (NOT cold) water
  - Get medical help if no improvement within 30 minutes

# Heat Stroke

- You might feel hot, disorientated or delirious and have any of the symptoms of heat exhaustion. You may stop sweating.
  - Requires IMMEDIATE medical help, advise your supervisor
  - Cool the person down quickly by soaking clothing, showering or bathing and fanning
  - Give sips of water if possible

**THIS IS A LIFE THREATENING EMERGENCY**

# Safe Lifting Practices

- Step 1 - LOOK over path of travel, make sure it is clear.
- Step 2 - APPROACH the load and size it up (weight, size and shape). Consider your physical ability to handle the load. If in doubt, get assistance. Use hand and foot protection.
- Step 3 - PLACE your feet close to the object to be lifted. Adopt a balanced position, one foot beside the load pointing in the direction of travel, the other behind the load.
- Step 4 - BEND your knees to the degree that is comfortable and get a good handhold. Commence to lift the load keeping it close to the body.

## Safe Lifting Practices (Cont)

- Step 5 - LIFT the load using leg muscles and allow the load to rest in fully extended arms.
- Step 6 - WITH the load comfortably supported by the hands and arms, move off in the direction of travel.
- Step 7 - SETTING the load down is just as important as picking it up. Using leg muscles, lower the load by bending your knees. When the load is securely positioned, release your grip.

# Unsafe Lifting Practices

- Awkward Shapes
- Incorrect grip and poor lifting position with feet too close together
- Weight too heavy
- Obstructed pathway
- Over reaching and an unstable work surface
- Awkward twisting movements
  
- Consider the weight to be moved – use a two person lift or mechanical lifting aids, do not over extend yourself

# Housekeeping

- Never store items on steps or landings
- Clean up spills and waste on the floor
- Keep walkways clear
- Keep benches neat and tidy
- Store tools and equipment properly in their stowage
- Maintain tools, guards etc properly and ensure they are in place
- Wear the required PPE and ensure it is properly maintained – if you have concerns, raise them with your supervisor
- Ensure noisy tools/equipment have sound level tags attached

## Good Housekeeping is:

- Morale boosting
- Observation for potential hazards
- Quick disposal of waste and clean-up of spills
- Cleanliness – Personal/Workplace
- Orderly storage of any item
- Maintenance/cleaning of machinery



# PPE: Personal Protective Equipment

**In all Risk Management (RM) circumstances, legislation determines that the use of PPE is the last resort. All other RM avenues must be eliminated first. However, PPE can be the only method of reducing risk to health and safety in some worksite activities, and where this has been assessed and made mandatory then the PPE must be worn once you have received instruction in it's use.**

## PPE (cont)

- Where work locations have assessed PPE requirements, the Mandatory PPE must be worn.
- It is the responsibility of each worker to maintain his issued PPE and to ensure it is clean and effective and stored when not in use
- Report any damaged PPE to your Supervisor
- It is the responsibility of the user of any 'common user' PPE equipment to inspect it before use, and to clean and store it after use. Report any damage or safety concerns to your Supervisor

## PPE (cont)

- The appropriate PPE must be worn in all signposted areas
- Do not remove PPE stored adjacent to workshop tools – grinders, cutters etc. Ensure these are inspected before use
- If you are required to wear respiratory PPE that requires filters then ensure the filters are correct for the job being performed
- Don't forget to check your safety footwear for wear or damage on the sole
- If PPE has not been assessed as mandatory for your task but you want the added protection – then wear it!

# Safety Tag and Lock-out Procedures

- Before working on any hazardous equipment, electrical equipment or plant with moving parts, ensure the item cannot be started or put in motion by other workmates.
- Apply a ' Personal Tag – Danger – Do Not Operate' tag to relevant switches/starters etc. and where possible place a lock on the equipment isolation.
- Before removal of tags/locks, check that all equipment is safe to be energised.
- Never remove another person's personal Danger Tag or Locking Device
- Never operate equipment while another person's personal Danger Tag is in place

## Safety Tag and Lock-out Procedures (cont)

- If the signatory of the Danger Tag is unable to remove the tag due to unforeseen circumstances, then a Supervisor must approve the removal of the tag, but only after investigating the situation personally to ensure that no person will be endangered by the removal of the personal Danger Tag by someone other than the signatory
- Notify all personnel that the equipment will be energised
- If 'Lock-out' procedure is used, and more than one person is involved in the job, then a 'Multi-lock' may be used which allows each worker to ensure the other can not release the "Lock-out' and inadvertently start the equipment

# Standard Work Procedures (SWP)

- Held electronically in iPort on Safety site
- Hard copies are held in each work area
- SWPs MUST be complied with and fully understood prior to commencing tasks
- Ask your supervisor if you have problems accessing them, if in doubt, see the above point!

# Job Safety Maps (JSM)

- They are to be completed as part of a pre-task risk review where no SWPs exist
- They are to supplement an existing SWP where a pre-task risk review identifies variations outside procedures and conditions within the SWP
- JSM forms are available from your supervisor or from the iPort safety site

**COMPLETING A JSM MAY SAVE YOUR LIFE!!!**

# Site Specific Induction

You will now be provided a site specific induction for the sites that you may be required to access in the course of your employment or tasks. Subjects covered will include but not limited to:

- Domestic arrangements (eg working hours, meals, smoking areas)
- Reporting chain for all safety issues
- Hazards and permits to work
- Location of MSDS, Fire fighting and first aid equipment
- Emergency evacuation
- Access controls and restrictions



You will now be issued with the Ports North Safety Handbook and will be required to sign to acknowledge receipt of this book and also that you fully understand the workplace health and safety requirements of Ports North and that you will fully abide by these.

ANY QUESTIONS????