



HEALTH, SAFETY & ENVIRONMENT HANDBOOK



- > Civil & Construction
- > Maintenance & Shutdowns
- > Wet Or Dry Plant Hire

- REDEFINING RECRUITMENT**
- > Warehousing & Logistics
 - > Professional & Permanent



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1. INTRODUCTION

Starc Resources is one of Australia's leading recruitment and labour hire companies specialising in the Civil and Construction industries.

Starc Resources provide recruitment solutions to clients and candidates at a national level. Delivered by specialist, niche recruitment teams, our success is built on the principles of providing an unbeatable customer service to our clients and candidates through high quality, high performance and high commitment recruitment solutions with discipline, honesty, professionalism and care at the heart of all we do.

2. SCOPE OF THIS HANDBOOK

This handbook applies to all site based employees, labour hire employees, Subcontractor Company's and subcontractor employees.

3. DUTY OF CARE RESPONSIBILITIES

3.1 Employer

- Provide safe systems to work to minimise risk
- Provide information, instruction, training and supervision as required to employees
- Establish and follow consultative processes
- Provide personal protective clothing and equipment
- Manage plant and substances
- Report injuries, fatalities and diseases to Worksafe WA

3.2 Employee

- Follow the employer safety and health instruction
- Use personal protective clothing and equipment
- Take care of equipment
- Report hazards to the employer
- Report work related injuries or harm to health
- Co-operating with employers

3.3 Right to refuse to do unsafe work

- Employees can refuse to continue to work under the Act section 26, where they believe that to continue to work would expose them or any other person to a risk of imminent and serious injury or harm to health
- Any employee who refuses to work under Section 26 of the Act must
 - Notify the site supervisor who will commence the issue resolution procedure (number 11 in this handbook)
 - Not leave the workplace unless authorised to do so unless remaining at the workplace places the person at serious and imminent risk
 - May be given alternative duties to complete until the issue is resolved

4. BEHAVIOUR

4.1 Behaviour and discipline

In accordance with relevant current Government Acts and Regulations Starc Resources have policies and procedures in place dealing with:

- Workers ensuring their own health and safety at work and avoiding adversely affecting the health and safety of other persons through their actions or omissions at work
- Sexual harassment
- Bullying
- Fit for work – Alcohol and drugs
- Work performance

4.2 Expected behaviour

- Follow policies and procedures as listed in 4.1
- Dress and behave in a manner acceptable to the client, customers of the client or the public
- Keep the worksite clear, tidy and as safe as possible at all times
- Follow company quality, safety, health and environment procedures at all times

4.3 Discipline

Starc Resources has implemented a system of verbal and written warnings for unsatisfactory conduct or performance. Where incidences of unsatisfactory conduct or breach of Company Policy or procedures occur, a First Written Warning and/or dismissal notice shall be issued based on the seriousness of the offence using the following guidelines:

<p>Life Threatening Offence</p>	<p>1st Offence Stood aside pending an investigation. If wilfully and directly responsible the Site Supervisor / Line Manager will consider immediate dismissal.</p>
<p>Serious Offences (including):</p> <ul style="list-style-type: none"> • Theft or fraud • Wilful damage to employers goods/property • Drinking alcohol or intoxicated whilst at work • Use of illegal drugs and intoxicated whilst at work • Refusal to undertake drug & alcohol testing • Drug & alcohol test returning positive result • Breaching confidentiality agreement • Violence, brawling or threatening personnel • Failing to comply with any lawful direction • Refusal to sign and acknowledge verbal & written warnings 	<p>1st Offence Immediate dismissal.</p>
<p>Minor Offences (including):</p> <ul style="list-style-type: none"> • Failure to use personal protective equipment • Failure to report accidents • Failure to follow safe work practices • Failure to follow a safety instruction 	<p>1st Offence Verbal or Written Warning and/or Defect Suggestion/Non Conformance.</p> <p>2nd Offence Final Written Warning</p>

<ul style="list-style-type: none">• Failure to observe requirements on safety signs• Wilful abuse of safety equipment	
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5. POLICY STATEMENTS

OCCUPATIONAL SAFETY AND HEALTH POLICY STATEMENT

The Directors at Starc Resources are committed to ensuring that all employees and contractors working for the company or on company projects are provided with a safe and healthy work environment.

The company is involved in recruitment within the civil and industrial sector. Starc Resources prides itself on the quality of its people, with their skills and experience playing a vital role in the continued success of the company.

Starc Resources will ensure the occupational safety and health system will meet applicable State and Federal Safety and Health Legislation and wherever practicable, exceed those requirements.

Starc Resources strives to deliver the best services to its clients and at the same time reduce and then mitigate risk to the health and safety of all personnel:

- Continue to implement and improve systems to ensure all safety and health hazards are identified, the risks of those hazards are assessed and the risk reduced as far as is practicable;
- Implement objectives and targets addressing key safety and health areas requiring improvement;
- Continue to monitor and improve relationships between Starc Resources and the client with regard to safety and health issues;
- Continue to monitor and improve the management of clients ensuring the safety and health policies and procedures are developed in consultation with employees, implemented and maintained by regular reviews;
- Continue to provide safety and health instruction, training and supervision relevant to the task and skills and experience of the individual;
- Constantly foster the empowerment of employees and clients to become involved in the development of best practice in occupational safety and health

EQUAL OPPORTUNITY, HARRASSMENT AND BULLYING POLICY STATEMENT

At Starc Resources we are committed to providing employees with a positive work environment free from any form of discrimination, harassment or bullying and in doing so, we will comply with all relevant Equal Opportunity and anti-discrimination legislation.

This policy applies to all employees of Starc Resources, and any agents or clients. Anti-discrimination and equal opportunity legislation is in place at a State and Federal level and it binds Starc Resources, as well as our clients and agents.

Starc Resources is committed to ensuring that all employees are treated with dignity, courtesy and respect and recognises the importance of valuing the many differences in background, cultures and demographic characteristics of employees, including their family commitments.

No form of discrimination, harassment or bullying will be tolerated by Starc Resources in the workplace, at work-related functions, or in work-related accommodation. Appropriate disciplinary action, up to and including dismissal, will be taken by Starc Resources where any complaint of discrimination, harassment or bullying is substantiated.

The Starc Resources brand, our vision and our values, support a work environment which is free from discrimination, harassment and bullying and respects the diverse needs of our employees in order to continue to build our unique Starc Resources culture. As a Starc Resources team member, you will be treated according to your skills, qualifications, competencies and potential.

Unlawful discrimination

Discrimination is treating a person less favourably than others in the same or similar circumstances because they are a member of a particular group or category.

Starc Resources will ensure that no person or group of people will be treated less favourably than another on grounds irrelevant to their work performance, such as sex, race, age, sexual orientation, political conviction, religious conviction, family responsibility, disability/impairment, marital status, pregnancy or any other factor not relevant to their work position.

Harassment

Harassment is a type of discrimination and it may be defined as an unwanted or uninvited action perpetrated by one person against another person which causes offence, embarrassment, intimidation, humiliation or which may contribute to a hostile work environment.

Two major form of harassment are sexual harassment and racial harassment.

Sexual harassment is unwelcome conduct of a sexual nature which a reasonable person could anticipate would cause humiliation, offence or intimidation to another person, or which could make that other person fear rejecting the sexual behaviour could disadvantage him or her in the workplace.

Sexual harassment can take many forms, and ranges from unwanted sexual contact (like pinching or touching), to unwanted sexual advances, sexual comments or questions, sexual jokes or the display of sexually offensive material such as posters, calendars or screensavers.

Sexual harassment can occur between men and women, between people of the same sex or between people who are senior, junior or equal to each other in the workplace.

Racial harassment is where a person threatens, abuses, taunts or insults another person on the basis of that person's race, ethnicity, nationality, colour, descent or cultural background. Racial harassment can take many forms, and often involves the use of offensive race-based terms or race-based jokes.

Starc Resources will not tolerate any form of harassment in the workplace, at work-related functions or in work-related accommodation.

Bullying

Workplace bullying occurs when a person in the workplace repeatedly behaves in an inappropriate or unreasonable way towards a colleague, or group of colleagues, and the behaviour could reasonably be regarded as offensive, intimidating, degrading, humiliating, taking away the dignity of another person or creating a safety risk.

Workplace bullying can also occur when a person in the workplace behaves in such a manner towards a colleague, or group of colleagues in a single event, which is deemed to be serious misconduct, gross neglect and wilful disobedience.

Bullying could be verbal, physical and also subtle intimidation and may be carried out directly or indirectly (e.g. letters, emails or telephone text messages). Initiation practices are a form of bullying.

It is a serious occupational health and safety issue and Starc Resources will not tolerate it in any form in the workplace, at work-related social functions or in work-related accommodation.

Your rights and responsibilities

All Starc Resources employees have a responsibility to observe and promote this policy.

It is your right to work in an environment free from discrimination, harassment and bullying.

It is also your responsibility not to discriminate against, harass or bully your colleagues. This behaviour is unlawful, leads to disciplinary action and can also lead to legal actions against Starc Resources, or against you personally, in the Equal Opportunity Commission, the State Administrative Tribunal or the Human Rights and Equal Opportunity Commission.

Report breaches of this policy

At Starc Resources we expect and encourage the reporting of any breaches of this policy and we provide an effective and fair process to deal with work related complaints and grievances. We will treat all complaints in a sensitive, fair, timely and confidential manner and guarantee protection from any victimisation or reprisal for raising such a complaint.

Any employee who believes that they have been subjected to discrimination, harassment or bullying, is encouraged to follow the reporting procedure.

Guidelines and procedures are available from Starc Resources HQ.

If you believe that you have been a victim of discrimination, harassment or bullying, your first point of contact should be your site supervisor. If you are uncomfortable discussing the issue with your site supervisor, you may contact Starc Resources directly.

6. FIT FOR WORK – ALCOHOL AND DRUGS

- Starc Resources has a general ‘duty of care’ obligation to ensure that, as far as practicable, workers are not exposed to hazards and risks that could arise from workers being impaired by alcohol and/or other drugs.
- The policy applies to everyone on site. This procedure is designed around improving people’s fitness for work not trying to “catch” people out.
- Independent qualified alcohol and drug professionals will conduct the tests and complete the paperwork.
- Saliva test kits are used for drugs detection and calibrated breathalysers for blood alcohol concentration assessment are used.
- Blood alcohol concentration results in 0.00% upwards and drug test for Opiates, amphetamines, THC (Cannabis), cocaine results will be anything above the detectable level on the device.
- Testing will be conducted during pre employment, randomly over all Starc Resources sites and after incident/accident.

7. SMOKING

- No smoking in any office/lunch room area
- No smoking within 15 metres of any office or lunch room door
- No smoking in any company light vehicle
- No smoking in the compound unless in the designated smoking area
- No smoking in any company earthmoving/load shifting equipment

Designated smoking area:

In the compound – 15 metres away from any office and lunch room door

In the outdoor on site

Smoking times:

Designated work breaks

Any work related discussions outside the machine

8. FATIGUE

- The employee must ensure they are in a fit state for work when presenting for his/her shift.
- The employee shall comply with the Starc Resources alcohol and drug policy.

- The employee should advise the manager where they have any injuries or illness that may prevent him/her carrying out specific duties.
- The employee should ensure they have had sufficient sleep prior to commencing shift.
- The employee should plan social activities so that adequate time for sleep is scheduled.
- The employee must not exceed a 5 hour period of work without taking a break.
- Healthy nutritional food should be consumed.
- It is recommended the employee drink at least 2 litres of water per day.

9. INDUCTION, TRAINING AND COMPETENCY

9.1 Employees induction

- All employees will be provided with a site specific induction at the site they are attending prior to commencing work. This will be carried out by the site supervisor.
- This Employee Handbook is to be retained by the employee for future reference.
- As part of the induction, an assessment will be conducted on site.
- Records of attendance to the induction and of the assessments will be maintained on the employee's personal file.
- High Risk Work Licences must be shown to the site supervisor during induction for the following operations (OSH Regulations Schedule 6.3):
 - Scaffolding
 - Dogging (applying singling techniques for lifting a load e.g. pipes and concrete products using chains and slings including selecting the method of lifting and inspecting the gear OR directing the operator of a crane or hoist in the movement of a load when the load is out of view of the operator.)
 - Rigging
 - Crane and hoist
 - Forklift
 - Pressure equipment
- When operating a loader with forks to lift concrete/limestone blocks from a truck or operating a bob-cat with a grab to lift individual blocks into place for a wall operators do not require a high risk work licence.

10. RISK MANAGEMENT

10.1 Hazard identification and risk assessment is carried out at the following stage;

- Risk workshops
- Preparation of a tender
- Preparation of health, safety and environment management plans for the site
- Project Start-Up Risk Assessment
- Within the first two days of the site supervisor being on site
- During the course of the works by the site supervisor and project manager
- Monthly site HSEQ inspections by the HSEQ advisers
- Six weeks after commencement
- **Every day by site based personnel**
- Site tool box meetings
- If the job extends past the original plan or into another location

10.2 Hazard management

Employees, visitors and contractors are encouraged to identify and report hazard. A Hazard Report Form is made available on each site for this purpose.

RISK MATRIX

CONSEQUENCE TABLE				
Consequence	Health and Safety	Environment	Community/media/government	Maximum foreseeable loss (MFL in 1000s)
LOW	First aid treatment Slight injury Short term irritation not requiring treatment	Limited damage confined to immediate area Rapid clean up Negligible or no environmental damage	Public concerns restricted to local complaints	\$0-\$5 K
MINOR	Medical treatment off site	Minor short term damage confined to isolated area Rapid clean up using internal resources Immediate action remedies any environmental impact	Minor adverse local public or media attention and complaints Minor client concerns	\$5-\$20 K

MODERATE	Lost time injury Hospitalization for more than 24 hours Medium term health effects	Moderate effects on the environment Impact confined to site Isolated species damage Clean up may require external assistance	Prolonged attention from the media and/or heightened concern from the community Moderate client concerns	\$20-\$50 K
MAJOR	Major injury or illness Permanent disability	Significant environmental damage Major environmental impact extends beyond site boundaries Local species distribution or ecosystem disturbance Considerable clean up using Starc and external resources	Significant adverse media/public attention Major client concerns Works stops – downtime Client requirements implemented Regular intervention	\$50-\$200 K
CRITICAL	1 or more fatalities Health effects to greater than 5 people	Severe environmental damage Local or regional ecosystem disturbance Extensive clean up and long recovery period/long term effects Requires ongoing site and external resources	Serious public or media outcry Major client concerns Works stops – downtime Client requirements implemented Regulator intervention Client suggests future work may be impacted	\$200 K +

ACTION TO TAKE

Level of risk	Classification	Initial Risk Evaluation
18+	Extreme	STOP work immediately and contact HSEQ Operations Co-ordinator to discuss with Project Manager and Senior Site Supervisor
11-17	High	Go to control measure and then discuss with the HSEQ Operations Co-ordinator and Senior Site Supervisor to seek advice prior to work commencing
7-9	Moderate	Go to control measure (if an extreme consequence identified go to 18+ above)
1-5	Low	Risk is acceptable. Manage by normal operating procedures. Follow safe work procedures.

CONTROL MEASURES

CONTROL MEASURE	QUESTION	ANSWER
ELIMINATION	Can the process be eliminated?	Yes/No Detail why yes or no
SUBSTITUTION	Can the process, plant or substance be substituted for a less risk process, plant or substance?	Yes/No Detail why yes or no
ENGINEERING	Can the hazard be engineered out, isolated, barriers installed?	Yes/No Detail why yes or no
ADMINISTRATION	Are there policies, procedures, checklists, training that should be done?	Yes/No Detail what policies, procedures, checklist, training
PERSONAL PROTECTIVE CLOTHING EQUIPMENT	What protective clothing and equipment is/should have been supplied?	Detail changes/additions

10.3 Job safety and environment analysis

Conducted for:

- Those elements of high risk construction work performed by all our clients:
 - Risk of a person falling two metres or more (e.g. working on a retaining wall where the fall exceeds two metres)
 - Removing or disturbing asbestos
 - Alteration to a structure that requires the structure to be temporarily supported to prevent its collapse
 - Confined spaces (where the risk of contaminated or flammable atmosphere or insufficient oxygen)
 - Work in, over or adjacent to water or other liquids if there is a risk of drowning
 - Excavation to a depth of more than 1.5m where there is a potential cave-in
 - Excavation to a depth greater than 6 metres
 - In soils with slip plains or variable ground conditions

- Any infrequent task/job that is not done as normal operating procedure

- Any task involving work:
 - Around or adjacent to water
 - Adjacent to steep face

- Near a blast zone
 - With contaminated materials
 - In another contractors traffic management plan
 - Over underground infrastructure
 - Under or next to overhead power lines
- Or to comply with client requirements

10.4 Safety inspections

- The purpose of safety inspections is to identify hazards in and around the work site and address any problems in a controlled manner throughout the project.
- A site Safety Inspection is to be conducted on all sites as required by the HSEQ Operations Co-ordinator with the site supervisor
- The HSEQ Operations Co-ordinator co-ordinates all the actions required from the site inspection\

11. EMERGENCIES

Emergencies can arise at any time and may include injury to personnel or damage to equipment through accident or fire. In all cases of emergency, immediately:

- Render assistance if safe to do so
- Notify the supervisor
- Standby to assist emergency crews with directions, traffic and crowd control, etc.

11.1 Fire and explosions

- Ensure your own safety **at all times**
- Assist other where it is safe to do so
- Use portable firefighting equipment control the fire (This applies only where training in the use of firefighting equipment has been provided).
- You will be shown where the firefighting equipment is. Look around and note where the equipment is located.

11.2 Mobile Equipment Fire Procedure

In the event of an on-board fire on mobile equipment;

- Shut the engine down as soon as possible
- Activate the park break, put transmission in neutral and isolate the batteries if possible.
- Vacate the machine
- Remove the hand-held extinguisher and activate fire suppression if safe to do so

11.3 Firefighting procedure

The following points should be remembered when fighting fires

- Ask practical use trained personnel to fight fires
- Do not aim the extinguisher nozzle at the centre of the fire, it may spread. Work from near the edge and with a sweeping motion drive the fire to the far edge.
- If there is any chance chemicals or explosives in the fire, evacuate the area
- If there is any doubt about it being an electrical fire, treat it as an electrical fire

11.4 Fire extinguishers

- All machines have their own fire extinguisher code to that machine
- If your extinguisher is emptied take it back to the compound and notify the site supervisor

DON'T LEAVE AN EMPTY EXTINGUISHER ON THE MACHINE

DON'T TAKE AN EXTINGUISHER OFF ANOTHER MACHINE

12. FIRST AID

Injuries

Basic first aid measures may be needed while waiting for an ambulance or qualified first aider. The following will assist the individual with the injured person(s):

- Check for any danger to yourself first, before attempting to assist any injured persons
- Move the injured person(s) if they are in danger of further injury, if the person(s) have to be moved, handle them as gently as possible
- Apply first aid if required, **but only to the extent of your training**
- As soon as possible phone the emergency number **000**, or get someone else to assist by calling that number
- Remain with the casualty, and continue to administer first aid to the extent of your training until qualified help arrives

13. HEALTH, SAFETY AND ENVIRONMENT ACCIDENT/INCIDENT REPORTING

13.1 Reporting procedure – General

It is company policy that all employees report accidents, incidents and near misses at the earliest opportunity, preferably on the day of the occurrence where possible. This includes safety, health and environmental incidents.

If you are involved in an accident/incident it is your responsibility to report it to the Site Supervisor immediately.

The Site Supervisor will report it to the client and HSEQ Department.

13.2 First aid incidents

First aid forms will be kept in the first aid box. This must be completed for all first aid incidents.

13.3 Non first aid incidents

The health, safety and environment accident/incident/near miss report form must be completed in consultation with the site supervisor and any witnesses.

This form is completed for:

- Medical treated injuries
- Lost time injury

- Fatality
- Damage to property

A further investigation of any incident may occur at the discretion of the site supervisor and the Quality, Safety and Environment operations co-ordinator.

In the event that a serious incident occurs, a drug and alcohol test may be required.

13.4 Workers compensation

(Where applicable) compensation claims will be processed once the injury has been reported to the supervisor, a first medical certificate and the workers compensation form has been provided and an accident/incident report form completed in full.

13.5 Damage to company vehicles

In all cases of damage to company vehicles, equipment or machinery, such damage is to be reported immediately to the supervisor. Whenever an accident/incident involves non-company vehicles or equipment, appropriate third party information is to be obtained in accordance with the company accident/damage report.

13.6 Burglary/Vandalism

The burglary/vandalism form will be completed by a site supervisor as required

14. ENVIRONMENTAL ISSUES

- All personnel employed or contracted by Starc Resources must follow the Starc Resources policies and procedures in relation to the minimisation of risk to the environment on site at all times.
- The following environmental procedures are contained within the site specific environmental management plan or the site specific construction management plan. These documents are on site.
 - Dust and smoke management
 - Noise

- Vibration
- Asbestos
- Light
- Protection of infrastructure
- Site security
- Drainage
- Dewatering
- Fill/Excavation management
- Traffic management

15. MOBILE PLANT, EQUIPMENT AND VEHICLE SAFETY

The site you are on operates a large number of light and heavy vehicles throughout their operations. It is the responsibility of every employee to ensure they comply with the following:

- Persons driving or operating company vehicles, heavy machinery or equipment on public roads must have a current West Australian driver's licence. Employees from interstate will ensure they transfer to a West Australian driver's licence within three months of being a resident in WA.
- Persons operating company vehicles, heavy machinery or equipment must be certified with the relevant heavy vehicle licence and the relevant competency standard for the operation of load shifting equipment.
- Persons must only operate company vehicles, heavy machinery or equipment if authorised to do so by their supervisor.
- Passengers shall only be carried when the vehicle is fitted with approved seats.
- No person shall drive or operate to drive or operate any company vehicles, heavy machinery or equipment whilst under the influence of alcohol or drugs.
- It is the responsibility of a driver or operator to notify his supervisor (in writing) when any medication has been prescribed that may affect their ability to drive or operate any vehicle or equipment.
- Drivers and operators of company vehicles, heavy machinery or equipment shall do a daily check of water, oil brakes and tyres and complete the daily pre start book on site.
- Drivers and operators of company vehicles, heavy machinery or equipment shall notify the supervisor of any serious and imminent hazards/defects immediately.
- Operator will not operate equipment with out of service/danger tags attached.
- Operator to walk around vehicle to observe surroundings/obstacles before vehicle movement and maintain/observe safe work zone requirements.
- Operator to use approved start and stop procedures:
 - **Prior to start up – one blast of horn**

- **Forward movement – two blasts of horn**
- **Reverse movement – three blasts of horn**
- Seat belts, where fitted, will be worn by drivers and passengers when travelling in company vehicles, mobile plant and equipment.
- All mobile plant and equipment must be fitted with a functional rotating yellow light and reverse beeper. All light vehicles are to be fitted with a functional rotating yellow light.
- All persons driving or operating company vehicles or heavy machinery shall not use a hand held mobile device unless the vehicle or machine is fitted with a hands free kit.
- Operators are to check the presence of and be aware of any personnel working close to or within their exclusion zones.
- The site supervisor is to be immediately notified of the expiry or loss of driver's licence.

16. OPERATING MOBILE PLANT

Conduct pre-start inspection

- Ensure area around mobile equipment is free of obstructions
- Ensure all operation controls are adequately marked and identified
- Conduct pre-start inspection in accordance with the checklist
- Check for “Out of Service” or “Danger Tags” as maintenance personnel may be working on the equipment

Access and egress to and from equipment

- Maintain three point contact when getting on or off the mobile equipment
- Be aware of hot surfaces and moving parts

Moving off

- Ensure seat belts where fitted are used at all times
- Ensure the area in the direction of travel is clear
- Raise the bucket/blade/bowl where applicable
- Sound the horn once prior to starting the engine
- Sound the horn twice prior to travelling forward
- Sound the horn three times prior to reversing
- Communicate to other equipment operators your position and that you are on the move

Operating

- Identify hazards that may impede on the operation that you or other operators may be conducting
- Take remedial action to neutralize the hazard by attending to it yourself or by notifying other operators and the project supervisor of the problem
- Always maintain speeds within defined speed limits
- Drive and operate to conditions
- When stockpiling remain within the confines of the windows
- Be aware of other equipment/pedestrians in the work area observing 20m buffer zone requirements
- Maintain adequate clearance from other operating equipment
- Maintain communication with other operators and personnel
- Follow give-way protocol:
 1. All emergency vehicles e.g. ambulance, fire, police, SES have right of way over all plant equipment
 2. Grader/Dozer with blade down
 3. Loaded scraper/dump truck
 4. Unloaded scraper/dump truck
 5. Other loaded plant
 6. Other unloaded plant
 7. Light vehicles
- If required to leave the vehicles ensure high visibility and other PPE is worn.

Parking up

- Heavy earth moving equipment must park with the front wheels on the go line, all other equipment must return to compound – lower bucket/blade/bowl/ripping gear where applicable
- Shut down operating systems
- Remove rubbish, personal effects, radio (where applicable) and fire extinguisher from cab
- Lock machine where applicable and remove ignition key

17. WORKING AROUND MOBILE PLANT

17.1 Light vehicle interaction with mobile plant

Always:

- Make eye-to-eye or/and radio contact with operator or driver
- Seek permission to enter a work zone or/and restricted areas
- Ensure operator cease plant operation and lowered implements prior to approaching equipment
- Approach equipment in full view of operator

- Use rotating flashing vehicle lights in active areas and
- Place warning and caution signs where appropriate

17.2 Pedestrian interaction with mobile plant

Enter the work zone ONLY under the following conditions:

- **All** mobile equipment ceases operating within the 20m zone from the machine; or
- A **physical barrier** exists between operating mobile equipment and pedestrian or light vehicles, e.g.
- Road with adequate earth window or bund

Note: This does not apply to personnel who are working in conjunction with the plant i.e. drainers, operators and ground workers must establish a clear communications procedure between themselves to ensure that contact between both parties is avoided.

17.3 Conditions of equipment breakdown

- If you are unable to maintain the mandatory 20m exclusion zone due to critical equipment breakdown, a work zone must be established 10 metres from any other piece of plant or equipment
- Suitable barricading or communication between parties must be used
- To allow for safe overtaking until the vehicle can be removed for the travel way, the operator of the broken down vehicle is to assist with traffic control or, where this is not possible, ensure the area is adequately signposted with warning signs or/and communications to all operators using the travel way

In all instances, the operator of the overtaking vehicle is responsible for the safe completion of the manoeuvre. Reduce speed of the vehicle and pass the vehicle maintaining a minimum 10m buffer.

18. PLANT ISOLATION

- No person shall remove any guard or otherwise neutralise any machinery/equipment guarding or other installed safety device prior to or in the course of normal operation of the item
- Isolation procedures must be followed where any item of plant must be repaired or maintained

19. PLANT AND MACHINE LOAD TOLERANCE

- Where restrictions/limitations on load capacities and other tolerances apply to certain items of machinery and equipment, including mobile plant, these requirements shall be complied with by all operators of such items, at all times.

20. EXCAVATION

- Conduct a risk assessment on where the excavation is to be carried out and how the work is to be done
- Consider the following:
 - Correct selection of plant and equipment to be used
 - The type of material to be excavated
 - Dumping ground where the excavated material will be disposed of
 - Dimensions of the excavation
 - Type of water control system to remove excess water
 - Ground material of surrounding area
 - Proximity of surrounding buildings, structures, lakes and rivers
 - Underground services
- Ensure temporary support systems, battering and other forms of retaining structures are used
- Erect suitable barriers
- Do not place any items of plant excavated material near the hole
- Shore up excavation when 1.5m and over
- When working in an excavated area of more than 1.5m another person must be in the immediate vicinity of the excavation in the work
- Stop work if the excavation could affect stability of other buildings or structures
- Surround the excavation site with suitable fencing, signage and barriers

Watch out for hazards:

- Cracks near and parallel to trench walls
- Water swelling and uplift trench bottom
- Services located within close proximity of trench area
- Surface water entering trench

21. PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment is and will be made available dependant on the nature and type of job being carried out. It is the individual's duty to take good care of all PPE provided to them and wear it as directed.

It is a requirement that all employees will comply with the following:

- Hard hats must be worn in all excavations deeper than 1.5m regardless of benching, buttering or ground conditions
- Hard hats must be worn in any trench at any depth where there is a load suspended or being slewed overhead
- Hard hats must be worn by all personnel where there is a risk of being struck in the head by a falling object and when suspending or slewing loads
- Hard hats must be worn where signposted
- Work clothes including a shirt with collar for sun protection
- Hearing protection must be used while operating machines
- High visibility safety clothing (vests) is required to be worn at all times
- Safety footwear (steel caps) will be worn at all times
- Gloves to be worn when applicable
- Safety glasses must be worn where signposted
- Eye protection shall be worn whenever there is a danger of eye injury occurring i.e. welding, cutting, grinding, chemical handling, dusty conditions, or as signed
- Ear protection (ear muffs, plugs or both) will be worn in high noise areas or as signed
- Respirators are to be used when there is a danger of breathing gases, vapours, fumes, dusts or any other substances likely to cause breathing problems.
- Safety harness and belts are to be used when there is a danger of falling from a height and sustaining injury. Only approved harnesses and belts are to be worn
- Additional personal protective equipment shall be supplied (e.g. wet weather gear) where required and as otherwise specified under specific job safety procedures.

22. PROTECTION FROM THE SUN

- Due to the high incidence of skin cancer in Australia, singlets or tank tops are NOT ACCEPTABLE wear
- Shorts and short sleeved shirts with a collar are an acceptable minimum
- Sun block (factor 30+) is recommended and will be made available on demand from the site supervisor for skin exposed to the sun for moderate to lengthy periods

- Wide brimmed hats preferable, but as a minimum a peaked cap
- Drink at least 2 litres of water per day

23. ISOLATION PROCEDURES

23.1 Out of service tags

The “Out of Service” tag is designed to ensure that faulty or substandard machinery is not used. “Out of Service” tags are not to be used instead of personal “Danger” tags. These tags are designed for the removal of the equipment from service pending repair, replacement or clean-up.

When to attach an Out of Service tag:

- When the equipment is found by any employee to be faulty or unsafe
- When a component has been removed for repair or replacement – this is in addition to the original out of service tag
- Any occasion where operation of the equipment is likely to cause damage, create a hazard or cause serious injury

Where to attach the Out of Service tag

- In a prominent position on the main isolation point, never attach it to the foot of a ladder or on a door handle, it may be overlooked.

Who can remove an Out of Service tag

- The person who completes the repairs or component replacement
- A supervisor once satisfied that the equipment is in a safe operable condition

When work on equipment is not completed at the end of the shift the Out of Service tag must be left in position on the equipment showing the reason for the equipment being unserviceable.

23.2 Personal Danger Tag

The personal Danger tag is designed for personal protection

When to attach the Danger tag

- Before you start any job where the operation of a switch, valve etc. will put YOU in danger, making sure that the switch or valve etc., is in the correct, non-dangerous position.

- Make absolutely sure that you have tagged the equipment out at the source of energy or at the correct valve or switch
- On each tag you must print your name, date and time

When two or more employees are working on the same job, each employee must attach their own personal DANGER tag to the main isolation switch or valve.

Where to attach the Danger tag

- Electrical – on the electrical isolation switch for the equipment located in the motor control centre or main switchboard
- Physical / mechanical – on the physical or mechanical item that has been isolated (valve etc.)
- On the main isolating switch, valve etc. because only isolator switches will fully protect you
- NEVER attach your personal tag to emergency red button stops as these are only control switches and it is possible that they may be over-ridden by an electrician or an electrical fault

Removal of Danger tags

- You are the only person who can remove your personal Danger tag under normal operating conditions
- The person who places the Danger tag must be the person who removes it
- In the event of the employee being absent for any reason whatsoever, the Danger tag cannot be removed without the permission of the most senior person on site
- Removing a Danger tag that you did not attach will result in instant dismissal. If you do inadvertently remove a tag that is not yours – immediately replace your tag and find the owner of the other tag and have them replace it. Then remove yours.
- The only exception is under controlled conditions with the direct supervision of the manager.

Disposal of Danger tags

- The eye must be pulled from the tag
- Tag must be worn vertically in half and disposed of in the bin

If the job is incomplete at the end of a shift and equipment is not fit for operation, an Out of Service tag must be placed on the isolation point.

Tag removal incident report

If Danger tag is removed by a person other than the person who applied the tag a written report in the form of an official incident report is to be completed by the responsible person.

Availability

Supervisors are to ensure that Out of Service and Danger Tags are readily available at all times.

Training in the use of Out of Service and Danger tags

Supervisors are to ensure that all personnel that are required or who are likely to use Out of Service or Danger tags are trained in their correct use.

24. HOUSEKEEPING

All employees are expected to maintain the area in which they work, regardless of the location, in the cab or vehicle or outside on the ground in a reasonably clean tidy, and safe condition.

All employees are required to keep crib rooms, machine cabs and toilet facilities as clean as is reasonably possible and develop good housekeeping techniques by:

- Keeping your work area clean and tidy at all times
- Remove and dispose of all waste materials and debris correctly

25. MANUAL HANDLING

To assist you in lifting and moving tools, equipment, drums and other items, follow the instructions listed below

- a) **Size up the load before attempting to lift or move it** – obtain assistance if you need it, make allowances for size of the load as well as its weight
- b) **Position your feet correctly** – place your feet as close as possible to the item to be lifted or moved, check that your footing is clear (when working on uneven surfaces it is easy to slip), adopt a balanced position with your knees bent
- c) **Obtain a proper hold** – get a safe, secure grip, diagonally opposite on the object with the palms of the hands, not with your fingers.
- d) **Maintain a good posture** – keep the head erect and the chin in, complete the lift or move with your back straight
- e) **Keep the arms in** – keep your elbows and knees slightly bent, maintain good flexible control over the load with arm and leg muscles, when you are putting the load down it is important to maintain the straight back just the same as when you're lifting

26. THREE POINTS OF CONTACT

The equipment used on sites all have safe access steps and points to enable the operator to get on and off the equipment safely. Remember, it is company policy that three point contact is maintained at all times when getting on or off equipment.

Use:

Three point contact means exactly what it says – that is three points of contact must be maintained when accessing and egressing (getting on or off) the equipment or vehicles.

Example:

One hand on a rail – requires both feet to be in contact with the steps or step off point.

One foot on the step – requires both hands to be in contact with the rail or grip.

- Do not jump onto or from plant or equipment
- Always ensure the braking system is engaged before leaving a vehicle
- Be aware of the ground surface at the base of the step off point, the area may be rough or slippery (clean boots during wet weather)
- Never hurry when getting on or off equipment

Care and maintenance:

Make sure the hand rails and steps are free of substances that can cause you to slip and fall by cleaning them regularly. Operators must inspect the access to the equipment every day, every time they get on or off.

If the means of access (steps or hand rails, grips etc.) is damaged, report it and get it fixed. Do not leave it until it becomes dangerous.

27. TOOLS

Hand tools, whether mechanical or powered, are the most common tool in general use. These tools give rise to many serious accidents mainly through the use of worn or damaged tools; tools not suitable for the task, or using the incorrectly or in an unsafe manner. Tools and equipment, whether company or privately owned, must be maintained in safe working condition.

All hand held power tools running on generated or mains power supply must be inspected and tagged by a licenced electrician every three months.

The person using the tools must inspect them regularly and have them repaired if they are damaged or replaced when worn.

Accidents caused by worn tools are predictable and can be avoided by timely repair or replacement. Never take a short cut, select and use only the correct tool for task. Report any damaged or unsafe company supplied tools to your supervisor.

27.1 Handy hints:

- Before using any portable electrical equipment, inspect the casing, brush caps, switch, lead and plug to ensure they are not broken or damaged
- Do not use any tool that has a damaged casing, brush caps, switch, lead or plug or which is overheating or smells burnt. Tag the tool "DO NOT USE" and report it to your supervisor.
- Do not overload tools or connect them to a power supply of incorrect voltage. Read the name plate carefully and find out what each item means.
- Hold the tool securely whilst using it and place it down gently after the tool has ceased revolving.

28.HOT WORK

The primary hazards associated with welding, cutting and grinding are

- Electric shock
- Burns
- Eye injuries
- Fires and explosions
- Oxygen deficient atmosphere

Adequate precautions must be taken against all of these. Welding, grinding and cutting equipment is not to be used unless you have been properly trained and assessed as competent in the use of them.

28.1 Welding

The following instructions will be observed by personnel using or assisting in the use of all welding equipment

- In all welding operations appropriate welding PPE will be used at all times
- A fire extinguisher will be kept within reach in all areas where a fire is likely to occur
- A permit is required and a fire watch maintained in highly flammable areas
- Disposable cigarette lighters and matches are not to be used for lighting oxy-acetylene torches. (ONLY USE APPROVED SPARK LIGHTERS).
- Oxygen and Acetylene bottles must be used while welding in confined spaces or while brazing, cutting or welding any zinc, brass, bronze, galvanised or lead coated material that will produce toxic fumes.

- Shield or barriers should be placed around welding jobs to protect or prevent visual contact with the welding process.
- Before welding, soldering or flame cutting any tank, pipe or container that has previously contained flammable substances, must be drained and purged.
- All welding cables, hoses and connections are to be thoroughly inspected prior to use for defects and damage. All defects are to be reported to your supervisor.

29. CONFINED SPACES

A confined and enclosed space usually means any space having a limited means of access or egress (hard to get in or out), which may be subject to accumulation of toxic or flammable contaminants, or a space where oxygen may become depleted through introduction of other substances.

Access to these spaces is restricted and may only be entered when approved by your supervisor and where a permit is issued following a risk assessment of the space.

There may be a requirement for special oxygen and hazardous substances testing prior to entry being allowed into the space.

Where entry is approved the confined space entry procedure must be followed at all times.

30. ELECTRICAL SAFETY

The following rules are in place to protect employees and other personnel from the possibility of electric shock.

- Do not attempt any electrical repairs unless you are a licensed electrician. Only a qualified electrician may work with any medium or high voltage electrical wiring or apparatus.
- Do not permit any electrical apparatus or nearby floors to get wet. Under certain circumstances, it is possible to receive a fatal electrical shock from circuits as low as 110 volts.
- Only fire extinguisher of the non-conductive type should be used on electrical fires. (Non-conductive fire extinguishers are dry chemical powder and CO2 type).
- When working around or under overhead power lines, operators must:
 - Ensure they check the clearance between the highest point of their machine and overhead power line
 - Ensure the highest point on the machine does not enter the danger point as above
 - Use a spotter or observer when operating plant and equipment close to power lines

- Never come into contact with a collapsed or damaged power line, remain a safe distance and report the problem.
- Maintain support around the power line as appropriate to prevent them from falling over

31. SECURITY

Site security is a major problem on building and construction sites. Signage is provided at all access points to the site indicating that construction work is being conducted, heavy earthmoving equipment is operating in the area and that unauthorised personnel are prohibited from entry.

Public safety is of major importance to Starc Resources, as is the safety of employees and contractors. All employees and contractors are therefore requested to notify the site supervisor should they observe unauthorised personnel or vehicles in the area they are working.

32. REHABILITATION/INJURY MANAGEMENT

All accidents resulting in injury must be dealt with at the earliest opportunity. The injured worker must seek medical attention as soon as possible and obtain a first medical certificate to claim workers' compensation. In consultation with the treating medical practitioner, Starc Resources will make every effort to allow the employee to continue working by modifying their duties or offering alternative duties that will not adversely affect the injury.

Starc Resources will maintain close contact with the injured worker to check on progress and make arrangements for the worker to return to work as soon as medically appropriate.

If required, a return to work program will be established in consultation with the injured worker in accordance with the Workers' Compensation & Injury Management Act.

When employees are returned to work on restricted duties, other workers should remember that the purpose of the process is to return them to pre-injury status as quickly and safely as possible. Everyone should assist the injured person as much as they can within the guidelines set down by us.

Where the claim has been accepted by Starc Resources's insurer, all agreed costs relating to workers compensation as specified by legislation will be covered by the insurer.

Starc Resources

Health, Safety & Environment Handbook

I have received a copy of the Starc Resources Health, Safety and Environment Handbook and confirm that I have read and understand its contents. I will contribute where possible to the pursuit of a safe working environment.

NAME:

OCCUPATION:

DATE:

SIGNATURE: