

Freiberg Australia
Health Safety Procedures Manual
19th April 2001



Health & Safety Procedures



Job Safety Analysis

Purpose

To establish and maintain a system which promotes a safe work method of hazard recognition while conducting a step by step Job Safety Analysis.

To lower the incidence of accidents and incidents in the workplace.

Scope

This procedure applies to:

- a) New employees starting with the Company;
- b) All employees who may perform processes which involves work identified as having potential risk to their health or safety, and/or having potential to cause property or plant damage.
- c) Current employees who transfer within the Company.

Responsibilities

1. The Manager in conjunction with the Factory Manager is responsible for specifying the induction training to be undertaken by new personnel employed by the Company.
2. The Factory Manager and Supervisors are responsible for:
 - a) Identifying the training needs of personnel under their control;
 - b) Ensuring that the required training/induction is undertaken;
 - c) Specifying the qualifications and experience required for all relevant positions;
 - d) Ensuring all training courses undertaken by personnel is recorded.
3. Supervisors and Site Managers are responsible for:
 - a) Ensuring that site specific risk assessments as required by the Occupational Safety and Health Act are carried out by the Front Line Controller on the prescribed form. Records of the assessment shall be kept;
 - b) Ensuring the requirements of the Occupational Safety and Health Act are complied with and as further detailed in this procedure;
 - c) Ensuring that Contractors and/or Sub Contractors carrying out work for or on behalf of Freiberg Australia Pty Ltd, shall fully comply with all Freiberg Australia Pty Ltd, Safety Practices and Procedures or have a safety system in place which meets with the requirement of Freiberg Australia Pty Ltd.
 - d) Employees are responsible for complying with the instructions as stated in the Job Safety Analysis work sheets.



Freiberg Australia Modus Operandi

Freiberg Australia is an office partition and Furniture manufacturer based in Belmont, Western Australia with distributors in every state in Australia, including Tasmania.

With Fifteen Factory staff and Nine office staff, we have in our employ, Designers, Planners, Salespeople, Estimators, an Accountant, Aluminium Fabricators, Press Operators, Wood machinists, Cabinetmakers and Apprentices.

All of these Employees are permanent staff and are an important, integral part of the Company Structure, without whom we cannot operate.

With this in mind we have established a clean, safe environment for our staff where all of our operations, be it in the Factory, Office or on Site, can be carried out in a secure, hazard free and totally professional manner.

We have two trained First Aid Officers in our employ and we have a fully equipped first Aid room within the Factory.

All of our employees are required to have a Safety Induction, (see enclosed) and be familiar with our Safety Manual which contains material ranging from Our Non Smoking policy and our Drug and Alcohol Policy through to Safety Data sheets on all the products we use.

The safety Manual also contains two Health and Safety policies, one covering the Factory and one covering our Site operations.

Our Site Installers have a good understanding of our Site Health and Safety policy and they always operate within not only our own guidelines, but also those of the Department of Occupational Health and safety.

As an example of our commitment to the health and welfare of our staff, we have just introduced a cleaning fluid into our Cabinet Shop which is a Citrus based product as a replacement for Thinners, which is a far more hazardous liquid, especially in the long term effects on the health of our staff.

As is stated in our Safety Induction, Worksafety is an ongoing issue, which requires the active participation of all staff on a daily basis with an ultimate view to a Workplace which is as safe as is humanly possible.

Ian Widdowson Gray,
Operations Manager



ON SITE POLICY

In keeping with current laws regarding work practices, the following is official company health and safety regulations;

ON SITE ALL EMPLOYEES ARE REQUIRED TO;

- Use an Earth Leakage Device at all times when using power tools.
- Only use power tools or extension leads that are displaying a current safety tag and must also exercise their own discretion if such a tool has sustained recent damage and is suspected by them to be unsafe to use.
- Wear Head Protection as required by individual working sites.
- Wear adequate foot protection at all times – steel toe caps minimum.
- Wear eye protection whenever using power tools or conducting any operation likely to cause dust or debris to enter the eyes.
- Wear hearing protection whenever noise is at a level whereby one person cannot hear another in normal conversation at a distance of 2 metres.
- Place all extension leads in the safest way possible to minimize risk of anyone tripping over same. In the case of sites still under construction this means keeping all leads off the floor.
- Keep the work area clean and tidy and not to place loose materials in such a place or position that they are likely to cause injury to others. This includes screws and other fixings that are not to be left lying on the floor.
- Not to undertake any work or operation that is deemed by yourself to be dangerous and to bring the same to the attention of your supervisor.
- Be aware of your responsibility to your workmates and others and practice safe Materials, loading, unloading, handling and other storage.



HEALTH AND SAFETY

- (a) The Employee should take all practicable steps to ensure his or her own safety while at work and that no action or inaction by the Employee while at work causes harm to any other person.
- (b) The Employee is to ensure safety procedures are followed at all times. The Employee must ensure that he/she knows the Employer's health and safety rules and procedures.
- (c) The Employee is expected to report as soon as possible to management any accidents, incidents or hazards arising during the course of employment.
- (d) If the Employee has any concerns in relation to his/ her safety or the safety of others in the Company, the Employee is to report to **the Safety Officer of the Company who will take all practicable steps to provide and maintain a safe work environment.**
- (e) The Employee agrees to provide the Employer with such medical records as may he reasonably required by the Employer when the Employer has reasonable grounds to consider the Employee's performance may be affected.
- (f) The employee further agrees to attend a medical practitioner where a second opinion is deemed appropriate by the employer. The medical practitioner will be nominated by the employer at the employer's expense.



DRUGS AND ALCOHOL POLICY

The following is strict Company policy;

- **No alcohol is to be consumed during working hours**
- **No Employee shall arrive at the start of or during the work day while under the influence of Alcohol**
- **No drugs that will affect an Employee's ability to function in a normal capacity while at work are to be taken during working hours**
- **No Employee shall arrive at the start of the work day while under the influence of such drugs**
- **No Illicit drugs are to be brought onto Company Premises**

The Safety and Welfare of our Employees is of extreme importance and failure to comply with the above regulations not only puts the individual at risk but also has the potential to put others at risk unknowingly through no fault of their own

Because of the possible consequences the Company regards deliberate flaunting of the above regulations as a serious breach and reserves the right to immediately terminate the offenders employment to ensure the safety of all our Employees

Smoking;

Smoking is permitted only outside the Company Buildings and Smokers are requested to have consideration for those Employees who are non-Smokers by refraining from smoking in their close proximity

Smokers are also to dispose of their Butts carefully & responsibly in receptacles provided because of the possible fire and health hazard and to maintain a neat environment

Consumption of Alcohol at Work sponsored Social Activities;

Social Activities, which include the consumption of Alcohol, are deemed to be after the completion of that working day and are outside working hours.

The Company does not condone the excess consumption of Alcohol while at a work related Social Function and requests that all Employees limit their consumption to a level, which will not cause their blood Alcohol level to exceed .05.

If any employee does consume Alcohol in excess of this limit, in no way does the Company accept responsibility for those person's subsequent actions.

If the said Employee has to travel after the over consumption of Alcohol, the company recommends that arrangements be made for another person who is not under the influence of Alcohol to transport said Employee to their destination.

Managers and Supervisors will remind Employees of the above recommendations but cannot take responsibility for those who do not heed their advice.

Once all Managers and Supervisors have departed from the Social Function then the Company is deemed to be no longer present.



SUPERVISOR SAFETY GUIDE

This Guide is intended to assist all Freiberg Supervisors to carry out their duties with regards to Safety within the Factory and on site

Safety Induction—Within the Safety induction there is a requirement for all Employees to receive training on all Machinery and Equipment that is likely to cause injury

This can range from a very simple instruction on the correct use of a Machine to a thorough Explanation of the ways that the Equipment works, including possible causes of accidents

FOR EXAMPLE; When showing someone how to use a Timber Docking Saw, advise them that;

- 1 They must keep their hands clear of the blade
- 2 That if the timber is not pushed firmly against the fence, the Saw may grab
- 3 Not to walk away and leave the Saw running
- 4 To keep the area around the Saw and particularly on the floor in front of the Saw free from waste material that may cause them to slip
- 5 Not to wear loose clothing that may get caught in the blade

The above example can be expanded upon and adapted to any equipment that we use if you simply apply commonsense

It is the Supervisors responsibility to identify possible safety hazards

FOR EXAMPLE; If an employee under your Supervision is about to climb a Step Ladder that is not fully extended and braced or is on an uneven surface, you need to advise them to make sure the Ladder is correctly placed before they use it

OR IF; An Employee is not wearing Hearing or Eye protection, you need to advise them that it is Company policy that they wear both when it is deemed necessary

In the case of hearing protection, it is required when two people talking in a normal tone of voice at a distance of two Metres from the source of the noise cannot clearly hear each other

In the case of eye protection, it is required when using any cutting, trimming, drilling or punching equipment which cuts or pares waste material from the Parent Material

Remember that just because an accident has never occurred in a particular area or on a particular Machine that does not mean that it will never happen

Please Note: This document, The Safety Induction and all the Material contained within the Safety Manual are not designed so that the Company can avoid responsibility or so that you can take blame for accidents

They are designed so that, to the best of our ability, all of us can come to work and go home uninjured, day after day after day

As a supervisor, it is required by the company that you are aware of the position of all Fire Extinguishers within the Factory and to be familiar with their use

See the Factory Manager for further instruction