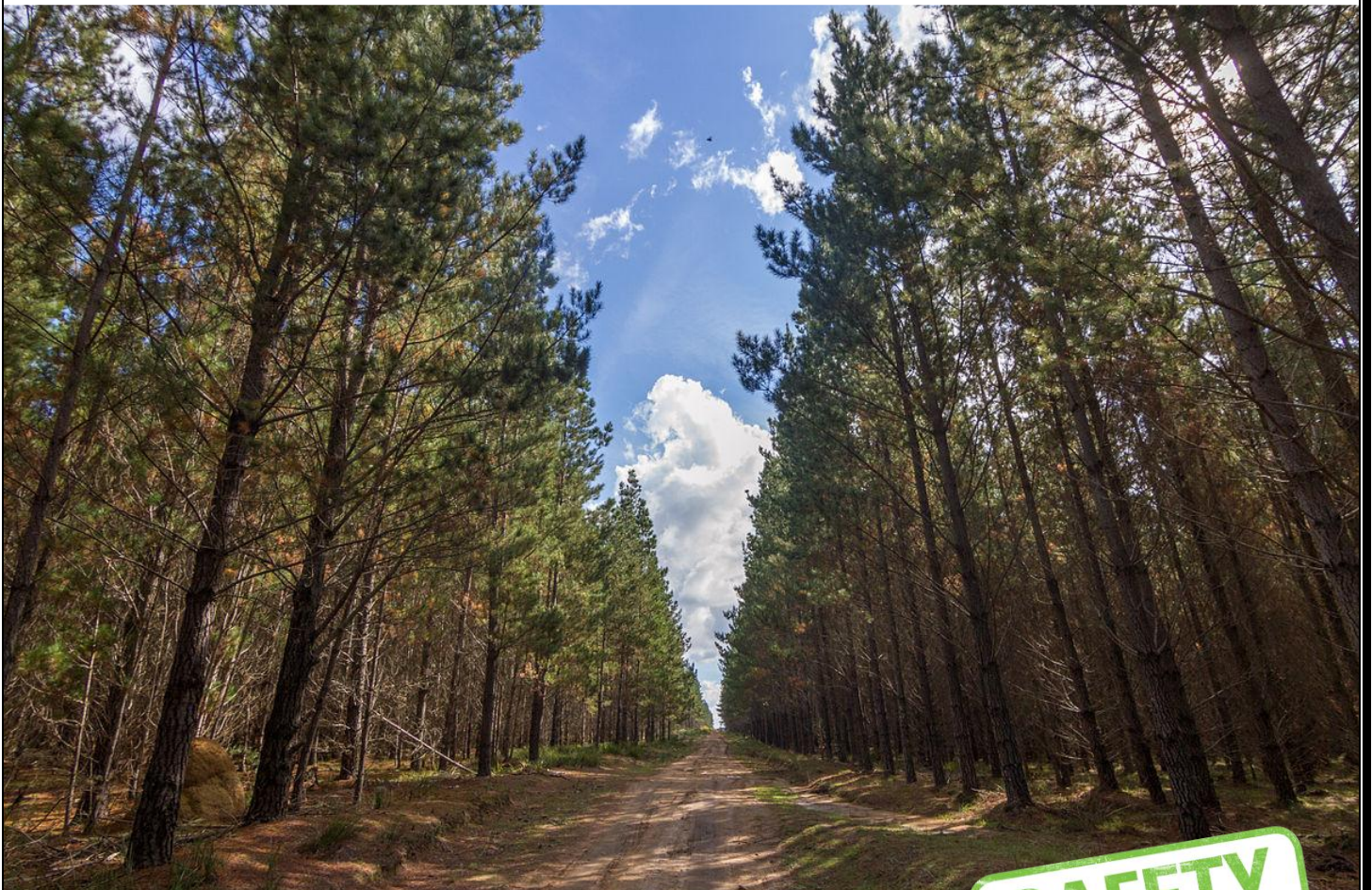




N.F. McDONNELL & SONS

"CONTINUAL IMPROVEMENT IS HOW WE DO BUSINESS!"

GENERAL SITE INDUCTION



**SAFETY
STARTS
WITH YOU**

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GENERAL EMPLOYMENT INFORMATION

WELCOME TO N.F. McDONNELL & SONS

Before working on our site it is a requirement that all employees complete this site induction. It is split into 2 parts – General Employment Information; and General Site Safety Information. To ensure you get the most out of this induction the inductor will ask you if:

- You require information in languages other than English.
- You have any disabilities or impairments that may affect your ability to work on this site.
- You have any questions or do not understand anything.

BUSINESS MISSION

“For over half a century, N.F. McDonnell and Sons has been involved in the forest products industry providing value for all stakeholders. Our mission is to continually grow and improve our business through the provision of exceptional customer value.”

CODE OF CONDUCT

NF McDonnell & Sons set out the following expectations for staff and management based around our core values, ethical principles and general expectations

Our Core Values articulate the manner in which we will conduct our business whilst seeking to achieve our business mission. Our Core Values are as follows:

1. **Accountability**, we accept our individual and team responsibilities and we meet our commitments. We take responsibility for our performance in all of our decisions and actions.
2. **Safety**, we strive to ensure the safety of our staff making sure to provide them a safe working environment.
3. **Innovation**, we are creative in the way we deliver value to both our customers and co-workers.
4. **Continuous Improvement**, we anticipate change and capitalise on the many opportunities that arise, recognising that every employee must be empowered to stimulate continuous improvement in all aspects of our business.
5. **Efficiency**, being efficient and effective in our approach to achieving our goals.

The ethical principles of the company are based on the following three principles:

1. Equity and Justice
2. Respect for people
3. Personal and professional responsibility

The company has expectations of each employee:

- To obey lawful instructions
- To be competent in performing duties
- To adapt to changes in work methods and procedures
- To be conscientious at all times
- To accept and act in accordance with company rules regarding discipline, hygiene and equality
- To accept and act in accordance with all company safety rules

EMPLOYMENT FORMS

You will receive the following paperwork and be asked to complete it as part of your induction:

- Employment details
- Bank Account details
- Superannuation
- Tax File declaration

These forms are to be completed and returned to the pay office as soon as possible.

If you require any assistance please inform the inductor or your Team Leader.

You will also receive a copy of the Fair Work information statement that you may retain.

LICENCES

Please provide the inductor with any relevant licenses and certificates so they may be photocopied and kept in your personal file (e.g. forklift, crane, first aid, etc.)

You must not operate any mobile plant (e.g. forklift, loader, etc.) without presenting the appropriate license.

FULL-TIME AND CASUAL AND EMPLOYMENT

You will normally commence employment as a full-time employee.

As a full-time employee you will be subject to a six-month probation period. During which time one-month and five-month performance reviews will be completed.

You will be entitled to Award benefits.

If you commence employment as a casual employee you will receive an additional loading percentage but no other entitlements such as Annual Leave, paid Public Holidays or Sick leave.

Refer to the Conditions of Engagement form on pg. 37 for more information.

COMPANY CLOTHING

Once your six-month probation period has been completed you will receive an annual allowance of \$250 for clothing and \$80 for safety boots.

For casual employees the company will issue you with a vest if needed, but any additional clothing or footwear you may require must be supplied by yourself.

Refer to the Company Dress Code & Hygiene Policy on pg. 29 for more information.

PAY PROCEDURE

The pay week is Thursday – Wednesday.

Your pay should be processed and in your bank account by Friday, depending on your financial institution.

The hours you work will be recorded using a clock machine and personal clock card.

To clock on, place your personal clock card in front of the reader and wait whilst it is scanned. If successful, the clock machine will display "Verified".

Speak to your Team Leader if you have any questions or concerns about this process.

Disciplinary action will be taken if an employee is found clocking on/off another employee.

You must clock on at least one minute before the start of your scheduled shift.

Failure to do so may result in disciplinary action.

PAY LEVELS

You will be paid under the appropriate levels of the Timber Industry Award 2010.

HOURS OF WORK & OVERTIME

You will be working a 38hr week, with overtime offered as per site requirements.

The hours for each shift are as follows: *(These times are subject to change.)*

AREA	DAY	SHIFT	TIMES
Mill #1	Mon-Fri	Day	5:30am – 3:30pm
		Afternoon	4:30pm – 2:30am
Mill #3	Mon-Fri	Day	5:00am – 3:30pm
		Afternoon	4:30pm – 3:30am
Debarker	Mon-Fri	Day	6:00am – 2:30pm
		Afternoon	2:30pm – 11:00pm

ANNUAL LEAVE

As a full-time employee you will accrue 4 weeks annual leave each year.

Normally 2 of these weeks will be used during the Christmas mill shut period.

The remaining two-weeks are to be taken during the year with approval from your team leader.

Please give 2 weeks' notice for planned annual leave.

SICKNESS & ABSENTEEISM

If you are going to be absent or late then notification is required to your Manager or Supervisor, in person or by telephone, as soon as is reasonably practicable, but definitely no less than a **half an hour** before your normal start time. You must advise the reason, period, or expected period, of the personal or carer's leave.

Text messages are unacceptable. If unable to directly contact your manager or supervisor, you must contact the Main Office (8725 8888) and leave sufficient details for your manager or supervisor to call you back.

Medical Certificates are required for all personal/carer's leave taken that exceed a 48 hour period. Where an employee is deemed to have taken excessive personal or carer's leave, NFM Management reserves the right to demand medical certificates for all personal/carer's leave taken by the employee.

TRADE UNION

The trade union for the timber industry is CFMEU.

PUBLIC HOLIDAYS

Full-time employees are entitled to payment for public holidays.

Casual employees are not entitled to payment for public holidays.

COMPANY SECURITY

Please be aware that the site is constantly monitored using video surveillance and is recorded 24/7. You may face disciplinary action if you betray any company information; speak to the press, directly or indirectly (through email, posting photos or slandering the company on social media, etc.)

You may not take photos of any part of the site or its plant/equipment without authorisation from management.

EQUAL EMPLOYMENT OPPORTUNITIES

NF McDonnell & Sons is committed to managing all aspects of our business in a way that promotes the development and implementation of a workplace culture supportive of equity, including opportunity, and diversity.

We aim to prevent discrimination and to treat all employees, both existing and future, customers, contractors and visitors, with respect and fairness, without regard to race, age, sex, relationship status or any other factors not applicable to appointed positions.

Diversity in our workplace brings different talents, experiences and perspectives helping to provide the best service and productivity for our business. Treating people fairly has a positive impact on staff and customers and enhances our reputation as an employer of choice.

Refer to the Equal Employment Opportunity Policy for more information.

WORKPLACE BULLYING, HARASSMENT & VIOLENCE

The company has a zero tolerance approach to workplace bullying, harassment and violence and does not condone actions, either physical or verbal, which could constitute as either harassment or sexual harassment. This is considered unacceptable behaviour and will not be tolerated whether given directly, indirectly or via any form of social media (Facebook, etc.)

Workplace violence occurs when someone is subjected to degrading behaviour which can range from verbal abuse or threats, to actual physical violence (pushing, fighting, etc.) It includes assaults, threatened assaults, bullying and harassment, and will constitute as workplace violence even if the perpetrator considers it a joke.

Once again this is considered unacceptable behaviour and **will not** be tolerated on this site.

If you believe you are the subject of any of the above behaviour please contact your supervisor, HSR or WHS Coordinator immediately.

SMOKING POLICY

This is a no smoking site. If you wish to smoke you must do it outside of the premises or in the designated smoking area. Smoking is only permitted during designated breaks.



PROPERTY DAMAGE

Any property that is damaged must be reported immediately to your Team Leader and a hazard/incident report form completed.

Writing on equipment or products without authorisation will not be tolerated and may result in disciplinary action.

DO NOT REMOVE TIMBER OR EQUIPMENT

No person is permitted to remove N.F. McDonnell & Sons goods, materials or equipment from the site without an appropriate signed authorisation document from a relevant manager.

Any person who attempts to or removes company goods or materials from the site without approval may face instant dismissal.

CONTACT NUMBERS

POSITION	NAME	DIRECT NO.	MOBILE NO.
Ambulance, Police, Fire Brigade		000	
SES (Emergency Only)		13 25 00	
Managing Director	Ian McDonnell	8724 6606	0408 856 936
Company Director	Shaun McDonnell	8724 6620	0409 699 098
Operations Manager	Stuart Husband		0429 300 375
Maintenance Manager	Stewart Kanahs	8724 6625	0439 872 218
WHS Co-ordinator	Richard McLoughlin	8724 6603	0407 059 884
Mill #1 Manager	Robert Jusup		0404 480 217
Mill #1 Team Leader (Rotating)	Wade Larsson		0437 465 229
Mill #1 Team Leader (Rotating)	Phil Lanyon		0419 812 762
Mill #2 Team Leader	Chris Shentall	8724 6612	0438 034 597
Mill #3 Team Leader	Terry Farrell		0408 843 233
Shift Electrician			0439 884 669
Despatch Forklift Operations	Andrew Best	8724 6621	
Mobile Plant Breakdowns	Mark Holloway		0409 674 377
Admin Office		8725 8888	
Site Office		8724 6603	

GENERAL SAFETY INFORMATION

LEGAL RESPONSIBILITIES

The Work Health & Safety Act 2012 states guidelines for our legal responsibilities.

Employers:

Must provide and maintain, so far as is reasonably practicable:

- A safe working environment,
- A safe system of work, and
- Plant and substances in a safe condition.



Employees:

- Must take reasonable care to protect his/her safety at work,
- Avoid adversely affecting the health and safety of other persons through any act or omission at work,
- Use any equipment provided for health and safety purposes,
- Obey any reasonable instruction that his/her employer may give in relation to health or safety at work,
- Ensure that he/she is not, by the consumption of alcohol or a drug; in such a state as to endanger his/her own safety or the safety of any other person at work.

COMPLIANCE TO THESE RULES IS NOT OPTIONAL – IT IS A CONDITION OF YOUR EMPLOYMENT.

COMPANY POLICIES & PROCEDURES

The company has a number of policies and procedures in place to govern how the various aspects of the business shall be run.

These policies and procedures are available for all employees to view, with a folder kept in each areas Team Leader office. Speak to your Team Leader if you wish to view any of these.

Some key policies and procedures are also displayed in area lunch rooms.

DISCIPLINARY PROCEDURE

The policies and procedures that govern operations at N.F. McDonnell & Sons are provided to ensure a safe and efficient work environment for all employees.

As an employee of the company you are under obligation to accept and abide by these policies and procedures.

Where there is negligence or a breach of the site policies and procedures by an employee, the company reserves the right to implement the disciplinary procedure which may include a verbal / written warning, performance counselling or termination of employment.

Refer to the Disciplinary Procedure for more information.

ENTRY TO SITE

All employees including visitors/contractors are expected to conduct themselves on the site using the safety/environmental principles and guidelines.

Access will not be permitted without the correct PPE.

Employees entering site after hours must abide by all safety requirements and site rules.

The company reserves the right to inspect bags and vehicles when entering or leaving the site.

VISITORS

Visitors must go directly to the mill office and sign in where they will be informed of the PPE requirements and site rules whilst waiting for a N.F. McDonnell & Sons representative, who will accompany them around the site as required.



TELEPHONE CALLS & MOBILE PHONES

Personal mobile phones and other electronic devices must not be used at the work place during work hours.

Employees must restrict their personal calls during work hours by only using their personal mobile phones and other electronic devices during scheduled breaks.

The Company expects personal mobile phones and other electronic devices to be kept in the worker's car, work bag or locker and are **not** to be on their persons (including, but not limited to, work stations, desks, consoles) at any time during work hours.

NF McDonnell & Sons does recognise that in some circumstances employees may need to make or receive personal telephone calls. The Company requests that all incoming calls of an emergency nature be directed through the Company switchboard on (08) 8725 8888 or to the workers Team Leader / Supervisor, where a message will be passed on to the employee concerned in a timely manner. Please ensure that the relevant parties (for example, childcare facilities, schools, family) are made aware of these phone numbers.

Refer to page 7 for list of site Contacts

Mobile phones are prohibited whilst operating mobile plant or machinery.

This applies to company vehicles also.

Refer to pg. 26 Personal Mobile Phone & Other Electronic Devices Policy

ALCOHOL & DRUGS

An employee must not report to work under the influence of alcohol or drugs.

Any employee under the influence or suspected of being under the influence of alcohol or drugs will be asked to leave the premises immediately.

An employee must not be in possession of or consume alcohol or drugs on company premises.

As a condition of working on this site you must read the attached Drug & Alcohol Policy on pg. 31 and sign the testing consent form.

If you are taking drugs prescribed by a Doctor please advise your supervisor to alert them of possible side effects.

PARKING

Parking is provided at the front and rear of the site.

You are permitted to park in the designated areas only (*refer to map on pg. 21*)

N.F. McDonnell & Sons accepts no responsibility for theft or damage to vehicles.

TOILETS

Toilets are provided near all main work areas.

Please ensure you keep these areas clean and tidy so others can fully benefit from them.

LUNCH ROOMS

Areas are provided for you to eat and take breaks.

Once again, please ensure you keep these areas clean and tidy so others can fully benefit from them.

NOTICEBOARDS

Noticeboards are provided by the company at the mill office and near clock machines.

These are used to display information relating to and for the instruction of its employees.

Please read these regularly to keep up to date with what is happening across the site.

Information such as policies, procedures, minutes from meetings, etc. will be posted.

STANDARD OPERATING PROCEDURES (SOP's)

You must read and sign off on the relevant SOP before starting a new task.

Our site standard operating procedures are used for all mill tasks in order to train new employees to a high level of competency and ensure safe work methods are understood and used.

These are enacted across the company through a combination of strategies and processes.

This includes an ongoing process of review, education and training for all employees in aspects

relevant to their specific workplace. Your involvement is an essential element in the success of these initiatives.

HAZARDS

As you may be aware, the timber industry is recognised as a high risk industry and can present a number of hazards to its employees.

Processes and procedures are in place across the site to ensure the consequences and likelihood of harm occurring is minimal. Some general hazards you will face across the site include:

Compressed Air

Compressed air must be used only for the purpose provided and not for blowing down hands or clothing. Do not direct air at self or other people under any circumstances.

Due to the high pressure of compressed air there is a chance of it entering the body via a break in the skin, etc. and result in air bubbles in the bloodstream. This can be fatal.

Safety glasses and hearing protection must be worn when using or working with compressed air during handling, removing, adjusting, cleaning or maintenance procedures on airlines, hoses, gauges or any other compressed air unit.

Limit pressure to the minimum for the task, and always turn off air supply and store hoses/tools correctly when finished – do not leave lying across walkways, etc.

Confined Spaces

These areas are sign-posted and listed on the site register.

Under no circumstances is any unauthorised person to enter a confined space.

Before entering a confined space area you must have attended an accredited confined space course, review the risk assessment and satisfy the criteria of a Confined Space Entry Permit.

Hot Work

A hot work permit must be completed for any task that requires oxy cutting, welding, grinding or heating. The permit is only issued for a specific task and is restricted to a specific job, location, and to trained personnel, as stated on the permit.

Hazardous Substances

Safety Data Sheets (SDS's) are kept in the site office and workshop for all on site chemicals.

An SDS details the hazards and safety precautions associated with that specific chemical.

You must not handle or use hazardous chemicals unless:

- You are adequately trained
- Wearing the correct personal protective equipment
- Using the correct tools
- Have read and understood the SDS; and
- Are aware of the emergency procedures



Dust

Health effects associated with exposure to dust from wood products include:

- Skin disorders such as allergic dermatitis
- Certain timbers are known to produce adverse health effects and sensitisation
- Asthma and impairment of lung function
- Irritation of the nose, rhinitis, violent sneezing, blocked nose and nose bleeds
- Throat irritation; and
- Sore and watering eyes

Use of personal protective equipment (eg. Eye protection, dust masks, gloves, etc.) is extremely important when handling dust or in dusty environments in order to reduce the exposure limits and prevent harm from occurring.

Entanglement

Ensure long hair and beards are tied back or contained so it does not get entangled in machinery or equipment.

Jewellery such as bracelets and necklaces also has the potential to get tangled in machinery and equipment. Therefore the safest practice is to remove these items before work or secure them so they do not pose a risk to you.

Do not wear loose clothing as this too can become trapped in equipment.

Manual Handling

Manual handling is an issue that is constantly being addressed to continuously improve the working environment for all employees.

Inappropriate manual handling is a major cause of injury in the workplace.

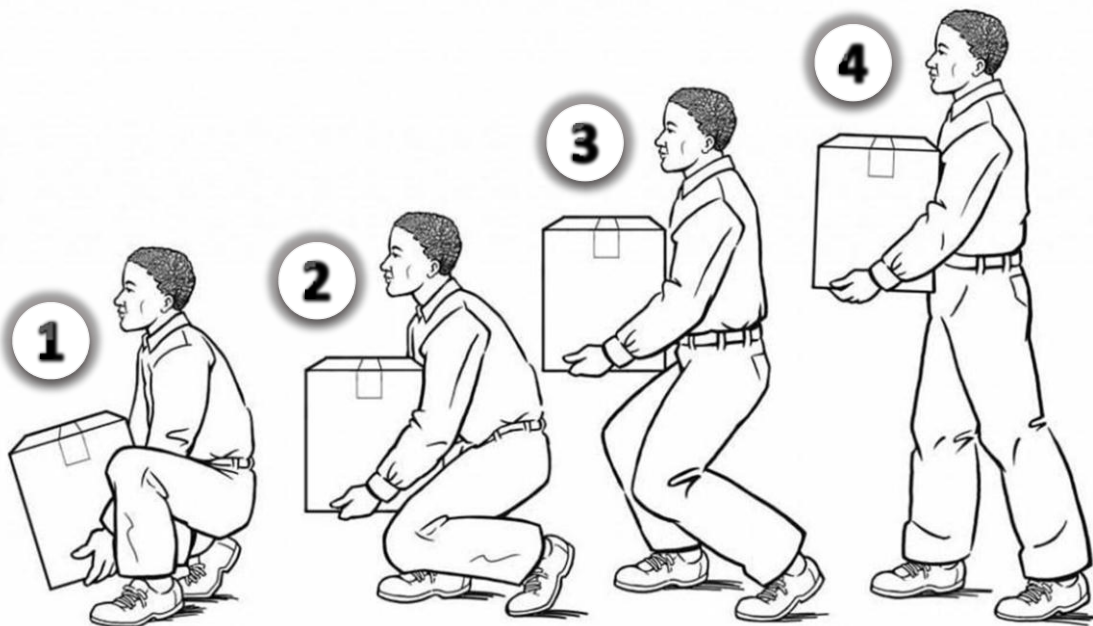
N.F. McDonnell & Sons have procedures in place to address manual handling issues and ensure tasks that require manual handling are undertaken in a safe manner.

Through a process of assessment, investigation, training and the use of mechanical aids we aim to eliminate or minimise an employee's exposure to inappropriate manual handling.

Correct lifting procedures must be used in order to protect your back.

The following procedure must be used in all lifting situations regardless of weight and location.

1. First plan the lift and assess the weight of the object.
If the object is going to be too heavy then get assistance – if in doubt get assistance anyway!
Assume a well-balanced position using your feet and bend down to a squatting position.
2. Use the palms of your hands to get a firm and comfortable grip on the object.
Do not use your fingertips. Move in close to the load and tuck your elbows in.
Bend your knees; keep your back straight and your head raised.
3. Use your leg muscles to lift the load, without jerking or straining.
4. Keep object close to your body whilst carrying it. Make use of your full body weight to move the load to ensure no straining on a particular area.
When putting the load down bend your knees and keep your back straight.



Some important points:

- Always ensure your path is clear and your vision is unobstructed before carrying loads.
- Avoid stretching or twisting when moving or lifting a load.
- Use lifting devices or other mechanical aids wherever possible.
- Always obtain assistance when required.
- Do not take any shortcuts!!!

Mobile Plant, Machinery & Vehicles on Site

- Motorcycles and bicycles are not to be ridden on site.
- Be aware of forklifts, log grabs, front end loaders, trucks and other site vehicles when walking or driving in the yard or in operation areas.
- If they have a full load it is highly likely that you will see them before they see you.
- Never work or stand under a raised load!!!
- Pedestrians must not travel on any part of the machine (side guard, tynes, etc.)
- Pedestrians must maintain a safe distance from all mobile plant whilst it is in operation, and only approach when driver has acknowledged you, the machine is fully stopped and the handbrake has been applied, etc.
- Pedestrians must notify mobile plant operators before entering into their work areas (e.g. Mill #3 yard storage, Logyard, despatch yard, etc.)
- No unauthorised person shall operate any machine, equipment or vehicle.
- Drivers must follow the correct working procedures.
- Drivers must not allow pedestrians to travel on any part of the machine.
- Seat belts must be worn where fitted.
- Abide by speed limit signs and all other relevant traffic signs (10kmph on site).
- Park in the designated parking areas, where identified.
- Vehicles that do not have flashing lights on top must have the vehicle hazard lights on.
- Be alert for pedestrians at all times.
- Vehicles must be prepared to stop at any time.
- Do not park in such a way that it creates an obstruction on walkways or roadways.
- Never raise a load above a person.



PEDESTRIANS – UNLESS DIRECTED OTHERWISE ALWAYS GIVE WAY TO MOBILE PLANT!!!
MOBILE PLANT OPERATORS – BE PREPARED TO GIVE WAY TO PEDESTRIANS AT ALL TIMES AS
THERE IS ALWAYS A POSSIBILITY THEY HAVE NOT SEEN YOU!!!

Working at Heights

Any task that requires work to be done at heights requires an employee to be trained and competent in Safe Working at Heights. A working at heights permit must be completed and appropriate controls put in place before the task is to commence.

No items are to be thrown from elevated structures. Lifting equipment must be used to raise/lower items. Personnel must have an Elevated Work Platform (EWP) license prior to the use of such equipment.

Ladders

As a minimum requirement the following must be observed:

- Ladders, while in use, must be effectively secured in position.
- Extension ladders are to be tied off at the top or steadied by another person.
- 3 points of contact must be maintained when ascending/descending.
Use a tool bag, etc. if tools are required to be lifted or lower tools to the ground.
- Step ladders must have a solid type spreader bar.
- Do not extend body outside of the safe reach zone.

Noise

Employees may be exposed to noise levels above 85db - hearing protection must be worn in mills.

The use of radio earmuffs or MP3 players is prohibited on site due to the health and safety risk posed

PPE (PERSONAL PROTECTIVE EQUIPMENT)

For your own protection you must wear the appropriate PPE as provided and directed. Failure to comply with the PPE requirements may result in disciplinary action.

Your supervisor, team leader, safety representative or trainer will direct you as to what PPE requirements apply for your area and the tasks you are undertaking.

Signage is also displayed in relevant areas.

PPE is issued from your Team Leader or from the Site Office.

You may be asked to provide proof of damaged or worn PPE for replacement.

High Visibility Clothing

High visibility clothing must be worn on site at all times

(excluding administration areas.)

Casual and full-time employees on commencement of employment will be issued with a high vis vest.

Full-time employees who have completed their probation period will receive an annual clothing allowance.

All high vis clothing worn on site must be yellow and have the day/night reflective strips.

Hoods are not to be worn as they can obstruct your view and pose a risk to yours and others safety.



Eye Protection

Safety glasses **must be worn at all times** in all areas of the site, excluding car parks, offices, cabins, lunch rooms, designated smoking areas & toilets.

All glasses (including prescription glasses) must comply with Australian Standard AS/NZS 1337.

No dark glasses are to be worn inside the mills.

Hand Protection

It is recommended that gloves are worn when handling timber or tools, or where the SOP stipulates their use. Cut resistant gloves must be worn when handling saws and other sharp objects including cutters, sheet metal, steel strapping, etc.

Foot Protection

Steel cap boots must be worn on site (excluding administration areas).

Full-time employees who have completed their probation period will receive a boot voucher for purchasing a pair of safety boots.

Speak to your leading hand or safety support person for more information.

Hearing Protection

Appropriate earmuffs (class 5) must be worn in designated sign posted areas or anywhere where the noise level exceeds 85dB.

Earplugs are not permitted to be used on site due to housekeeping and quality assurance reasons.

GUARDING

Safety guarding on machinery and equipment is in place to prevent or reduce access to dangerous areas of the machine.

If you remove a guard for cleaning or maintenance purposes you must ensure that the plant is not restarted until the guarding is securely replaced.

If a guard is missing or defective you must not operate that equipment until the guarding has been replaced – report it to your Team Leader immediately.

SAFETY INCIDENTS & HAZARDS

Injuries or Illness

If you suffer an injury or are involved in a near miss incident at work, it must be reported to your Team Leader immediately or before the end of your scheduled shift.

Inform your Team Leader and gain assistance from the shift first aid office when treating an injury.

The Team Leader, area Manager or RTW Coordinator **must** be contacted prior to seeking medical treatment beyond first aid administered at the worksite.

This will allow for suitable paperwork to be provided to the medical provider and ensure a quick recovery and prompt return to work.

WHY

- So that appropriate care can be given
- To eliminate risk of further accidents
- To help correct the unsafe situation – not for placing the blame on employees

WHAT

- Report all work related injuries, illness and incidents
- This includes near misses, environmental issues, hazards and damage

WHEN

- It must be reported immediately or before going off site after completion of shift
- Before going to the Doctor

HOW

- Hazard/Incident Report form or Work Cover forms to be filled out with the help of a Team Leader, Manager, HSR or WHS & RTW Coordinator

WHO

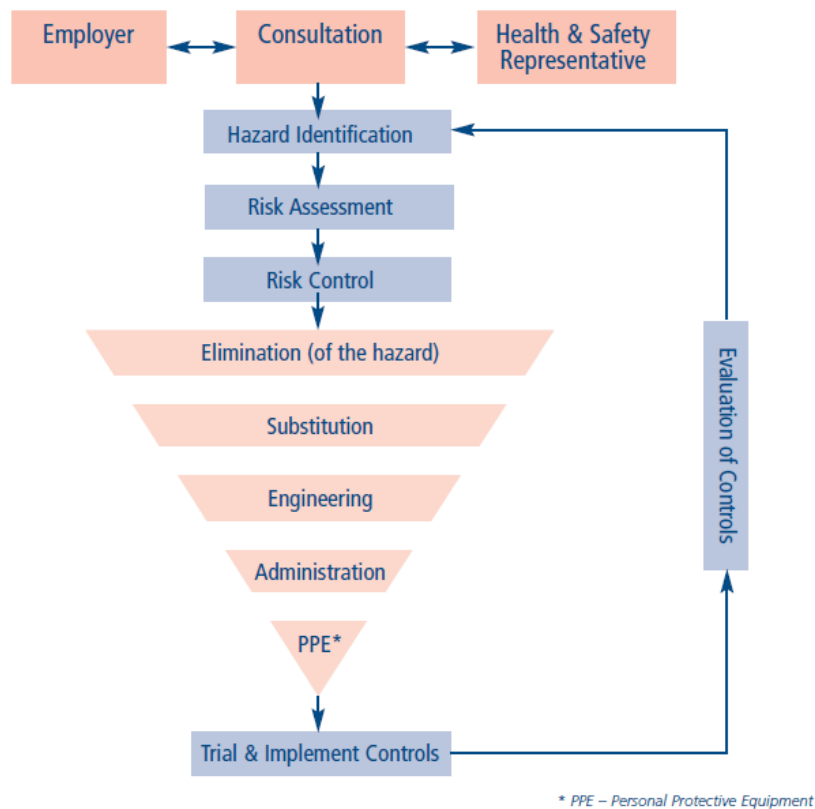
- Always utilise sections First Aid Officer for initial treatment
- Injured employee has the responsibility to fill in Work Cover forms with assistance from RTW Coordinator

The image shows two overlapping forms. The top form is titled 'HAZARD / INCIDENT REPORT FORM' and contains various sections for reporting an incident, including 'INCIDENT DETAILS', 'HAZARD IDENTIFICATION', 'INCIDENT INVESTIGATION', and 'ACTION PLAN'. The bottom form is titled 'WORK COVER FORM' and contains sections for 'INCIDENT DETAILS', 'MEDICAL TREATMENT', 'RECOVERY', and 'RETURN TO WORK'. Both forms are designed to be filled out by employees and their supervisors to document safety incidents and manage recovery.

Hazards

If you identify any hazards throughout the site you **must** report and control them immediately.

1. Stop any associated equipment and make sure the area is safe
2. Report hazard to supervisor or leading hand
3. Put interim controls in place to prevent anyone coming in contact with the hazard
(Contact WHS Coordinator or Health & Safety Representative for assistance if necessary)
4. Complete a hazard/incident report form



THE HAZARD MANAGEMENT APPROACH

RIGHT OF REFUSAL TO PERFORM UNSAFE TASKS

Each employee has the right to refuse work that the worker believes is unusually dangerous or may threaten themselves or others.

Deciding to refuse is an individual decision that has to be based on a personal belief that the work is dangerous and only applies to actual health and safety issues – “what if” situations do not count.

Unless proven that an employee wilfully misused this process, an employee cannot be disciplined or dismissed for following the Occupational Health and Safety Act or any of its rules.

“Unsafe work” means any dangerous situation which is not normal to your job, or any danger that you have not been adequately trained to control.

If unsure speak to your Health & Safety Representative or WHS Coordinator.



ISOLATION

This section is extremely important. Read it carefully and ensure it is followed at all times.



Isolator

An Isolator is a physical device that prevents the transmission or release of energy.

For example:

- Full electrical current isolator.
- Line valves (air, steam, hydraulic, etc.)
- Retaining pins (gravity.)
- Press blocks.



Push button, selector and similar control circuit type devices are NOT energy isolating devices.

Personal Danger Tag / Padlock

These tags are a prominent warning device, capable of being securely attached to isolation devices, which is used for the purpose of personal protection. This tag / padlock forbids the operation of any equipment that is attached to the isolating device and identifies the person(s) that is in control of the equipment isolation.

Only the person who places their Personal Danger Tag/Padlock on the isolator is allowed to enter that area and remove their tag/padlock on job completion.

If removal of a Personal Danger Tag / Padlock by another person is required then the area supervisor must be contacted. They will then complete an "Authority to Remove Isolation" form and follow the instructions therein.

Out of Service Tag

These tags may be used to identify equipment that is not to be used (awaiting service, etc.) Out of Service tags are not to be used to provide personal protection to employees working on equipment, they merely provide a method of identifying equipment in an unserviceable condition.

Isolation

This is the act of removing all energy sources from equipment then securely fixing a Personal Danger Tag / Padlock to it.

It also ensures that entry to a restricted area is controlled while the specific task is being carried out.

When isolating equipment and any doubt exists on the source of any energy supply **DO NOT PROCEED!** Contact the appropriate Leading Hand, Supervisor, or Operator immediately.

Energy Source

In order for isolation of equipment to be effective, all energy sources must be de-energised and isolated before work begins in order to avoid the plant being inadvertently powered.

Some types of energy sources found on site are:

- electrical (mains)
- mechanical
- hydraulic
- pneumatic (air)
- stored energy (compressed springs), or
- gravity.

Zero Energy Isolation

Zero Energy Isolation is the state of a piece of equipment or a process in which the possibility of unexpected or unwanted energy release, activation or movement has been eliminated. Zero Energy Isolation is to be used when cleaning in/on/under a machine, carrying out maintenance to a machine, removing guards or reaching into any part of the machine. When a machine is isolated it shall not be able to be overridden by any other means.

Intermediate / Controlled Isolation

Intermediate or Controlled Isolation is the state of energy of equipment or a process where designated hazardous energy sources are isolated or controlled while maintaining other designated energies to perform minor toll changes and adjustments, or other minor routine and repetitive services that are required to operate the equipment or process. Intermediate isolation is only permitted to be used to test run the machine or part of the machine.

A Job Safety Analysis (JSA) should be completed in conjunction with any Intermediate Isolation.

ISOLATION PROCEDURES

Each piece of plant and equipment will have an Isolation Procedure posted in the vicinity.

Isolation procedures involve the isolation of all forms of potentially hazardous energy so that the plant does not move or start up accidentally.

This is to be used as a reference, and will list all of the isolators that are required to be locked out in order to safely work on that piece of equipment.

It will also list any connecting hazards that you may need to consider (e.g. Stenner saws, forklift removing packs from outfeed, air trapped in the system, etc.)

The isolation procedure will also state whether it is for Zero (red) or Intermediate (orange) energy isolation.

The process for isolation should be as follows:

- shut down machinery & equipment
- identify all energy sources and other hazards (listed on Isolation Procedure)
- identify all isolation points (as per Isolation Procedure)
- isolate all energy sources
- control or de-energise all stored energy
- lock out all isolation points with personal danger tag/lock
- test by attempting to reactivate the plant without exposing the tester or others to risk. Failure to reactive the plant means that the isolation procedure is effective and that all stored energies have dissipated. This may require further measures to safely release these energies, for example hydraulic or pneumatic pressure, suspended weight or compressed springs.

ISOLATION POLICY

- All employees shall carry with them at all times and use Personal Danger Tags/Locks for the purpose of locking out equipment whenever isolation is required. Failure to do so will result in disciplinary action.
- Personal Danger Tags and locks must be named.
- All equipment and associated energy sources (electrical, hydraulic, pneumatic, gravity, etc.) being worked in, under or on must be fully isolated by each person entering or working on equipment.
- If more than one person is required to isolate then you must use a lockout hasp.

Do not use control buttons or switches as these only place the machinery in a holding mode.

A fluctuation in electrical supply could restart the machinery.

Remember to isolate machinery that could feed product to the machine you are working on (also known as a connecting hazard.)

SAMPLE ISOLATION PROCEDURE

ISOLATION PROCEDURE M3-ZES-10

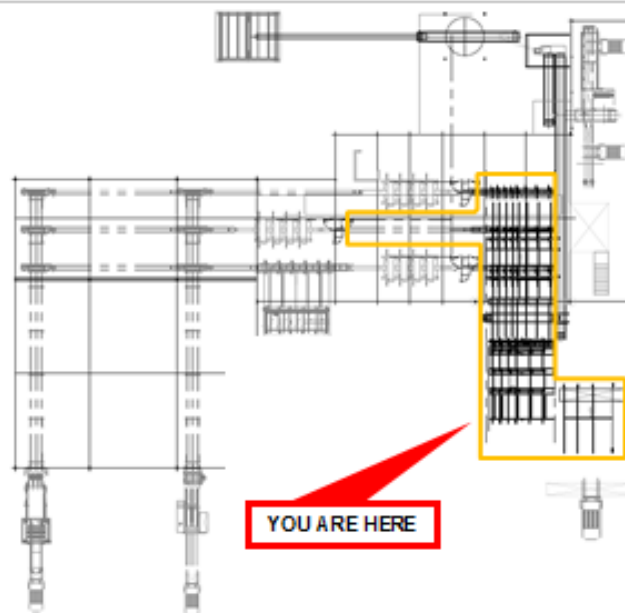
LOCATION: Mill #3

AREA: Zone #1, #2 and #3

DATE: 20/1/16

EQUIPMENT: Zone #1, #2 & #3 (Infeed Chains, Pack Scraper, Lift-Up Rollers, Landing Deck, Backlog Table #1, Backlog Table #2, Lug Loader, Trimsaws, Pusher Lug, Staging Chains, Speed-Up Chains, Infeed Rollers #1, Infeed Rollers #2, Infeed Rollers #3 & Stenner Line #2 Transfer Belt).

SHUT DOWN: Shut down using stop button on console.



DEACTIVATE THE FOLLOWING ISOLATION DEVICES & SECURE WITH A DANGER TAG/LOCK

1. Mill #3 Infeed

3010

4.

2. Zone #2 Air Isolator

3030

5.

3. Zone #3 Air Isolator

3031

6.

CONNECTING HAZARDS

1. Stenner Saws Line #1

M3-ZES-04

5. Air Trapped in System

2. Stenner Saws Line #2

M3-ZES-05

6. Forklift Loading Infeed

3. Stenner Saws Line #2

M3-ZES-06

7. Fall From Heights

4. Trimsaws Waste Belt

M3-ZES-18

FURTHER INSTRUCTIONS:

1. Ensure hoist is lowered. If required to work with hoist raised you must suspend with lifting equipment.
2. Dump all air from system & attempt to start by manually operating equipment or valve.
3. Attempt to start electrical equipment by pressing start, observe if machinery activates, then press stop.
4. Working at heights provisions must be in place when working on Pack Scraper, in Zone #2 or Pusher Lug area.
5. On job completion secure all guards/gates with nuts and bolts and tighten with shifter so they cannot be removed without the use of a tool. Restore energy by removing danger tag/lock and re-activating.

APPROVED BY: N. Podobnik

SAFETY OFFICER: R. McLoughlin

HOUSEKEEPING

Housekeeping is the basis of a safe working environment and involves keeping your workplace clean, tidy and in good order. It is everyone's responsibility to clean up around your work areas.

Utilise break downs and use every opportunity to clean up in your immediate area.

Bad housekeeping, in many cases is the direct cause of injuries (slip, trip, fall, etc.) so keep materials and debris off of walkways, roll up hose reels when not in use, do not lay tools and equipment on stairs and walkways, etc.

Among our largest customers are those who purchase Chip. These customers must have clean chip! Please ensure you do the following:

- Never put rubbish on a chip conveyor
- Keep your work area tidy
- Place rubbish in the bin so it doesn't blow into chip heap

ENVIRONMENT & WASTE CONTROL

We have an obligation to current and future generations to protect our natural environment and to use natural resources wisely. Your actions can have a direct influence on the quality of the natural environment.

All of our actions that impact on our environment are covered by the Environmental Protection Act (EPA) which states: "A person must not undertake an activity that pollutes, or might pollute the environment unless the person takes all reasonable and practicable measures to prevent or minimise any resulting environmental harm."

If during your work activities you consider that the environment is being polluted or put at risk, report the situation immediately to your supervisor.

Prompt action in this regard will greatly reduce the risk to us all and future generations.

Spills of any form should be cleaned up immediately (using spill kits provided) and an incident report form completed if there is potential for a reoccurrence.

WALKWAYS

All personnel, contractors and visitors must at all times:

- Observe designated walkways and crossings
- Use designated walkways and crossings for access to and from work areas, amenities, meal rooms and offices
- Always maintain 3 points of contact when ascending / descending stairs – do not jump down stairs, etc.
- Maintain walkways clear of obstructions and hazards
- Report immediately and rectify any obstructions or hazards identified on walkways, etc.
- Use installed warning systems (flashing lights, gates, etc.)
- Do not walk in front of the log deck.
- Follow site rules when notification is required to enter restricted areas
- Where work is required in a restricted area (between timber stacks or out of view of site mobile plant operators) you must place a portable bollard, barricade or safety cone to advise the mobile plant operators of your location.
- Do not enter into the Logyard, Despatch yard, or Mill #3 pack storage areas unless you have notified mobile plant operators and gained permission (via UHF radio, etc.)
 - Logyard – Channel 10;
 - Despatch - Channel 19;
 - Maintenance – Channel 13.

EMERGENCY

In the event of a fire you must inform the leading hand or supervisor immediately.

Do not put yourself or anyone else in danger by trying to put out the fire.

Only attempt to extinguish the fire if you have assessed the situation is safe, know the appropriate fire extinguisher to use and are aware of the available escape routes.

In the event of an evacuation you must shut down machinery and electrical power if safe to do so.



● Emergency Assembly Area

Do not leave the assembly area until you are told it is safe to do so by the chief emergency warden. It is extremely important that you stay calm at all times and do not panic.

Fire wardens are responsible for making sure the site is clear of all employees.

In the event of an emergency always follow instructions given by fire wardens.

Chief Emergency Warden (Site)

Stewart Kanahs

0439 872 218

If using a site telephone you must press **"0"** before dialling the phone number.

On the Suttontown Road site the evacuation is currently via word of mouth and mobile phones.

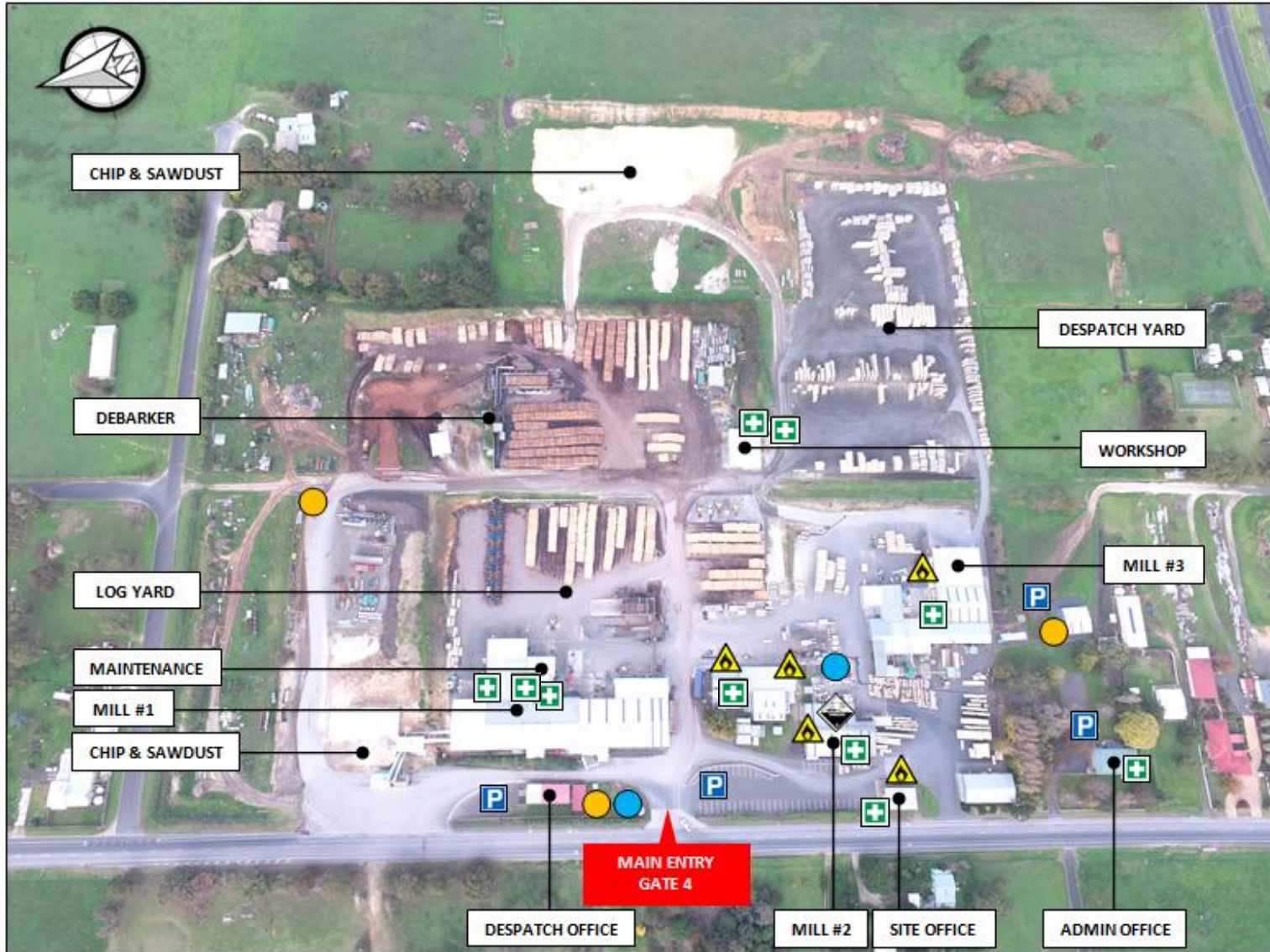
Evacuation drills are held approximately twice a year to identify any downfalls or areas that could benefit from some improvement.

FIRST AID AMENITIES

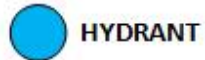
First Aid and Trauma kits are situated across the site in key work locations (*see map on pg. 21.*) It is important that you know where these are located and who the First Aid Officers are in your immediate area. All employees have access to First Aid equipment, but this equipment must only be used and treatment applied by a trained First Aid Officer.

When any first aid equipment is used a hazard/incident report form **MUST** be filled out – no matter how minor the injury. See your leading hand or safety representative for assistance.

KEY LOCATION



LEGEND



HYDRANT



EVACUATION POINT



FLAMMABLE



CORROSIVE



FIRST AID KIT



CAR PARK

EVACUATION DIAGRAM – MILL #1 (LOWER LEVEL)



- R** Remove People From immediate danger to a place of safety.
- A** Alert Staff and visitors.
- C** Confine Fire & Smoke
Close windows and doors (if safe)
- E** Evacuate
Proceed to main assembly area.

STAGE 1: Removal of people from immediate danger area.

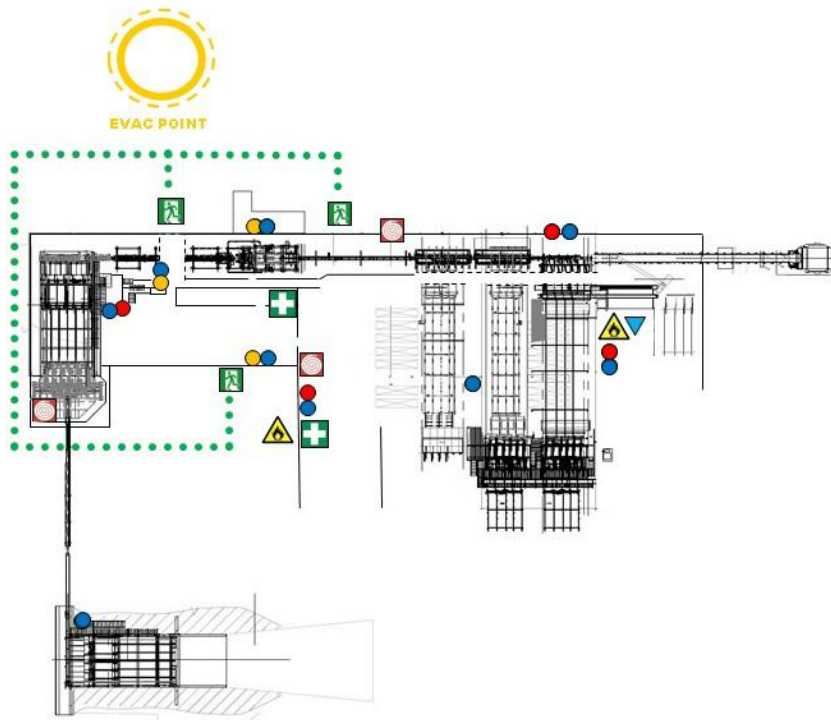
Employees and visitors in the immediate danger area are to evacuate to a place of safety. When the area has been evacuated doors should be closed to localise the fire.

STAGE 2: Evacuation of entire site.

Should the emergency necessitate evacuation of the entire site, employees will assemble at the Emergency Evacuation Points and remain there until directed by Emergency Warden.

STAGE 3: Roll Call

To be conducted as soon as possible by Supervisor to ensure all persons are accounted for. They will report missing persons to Emergency Warden or attending Fire Officers.



- Exit
- Hose Reel
- Water Extinguisher
- Powder Extinguisher
- Foam Extinguisher
- Flammable Goods
- Emergency Shower
- First Aid

EVACUATION DIAGRAM – MILL #1 (TOP LEVEL)



- R** Remove People From immediate danger to a place of safety.
- A** Alert Staff and visitors.
- C** Confine Fire & Smoke
Close windows and doors (if safe)
- E** Evacuate
Proceed to main assembly area.

STAGE 1: Removal of people from immediate danger area.

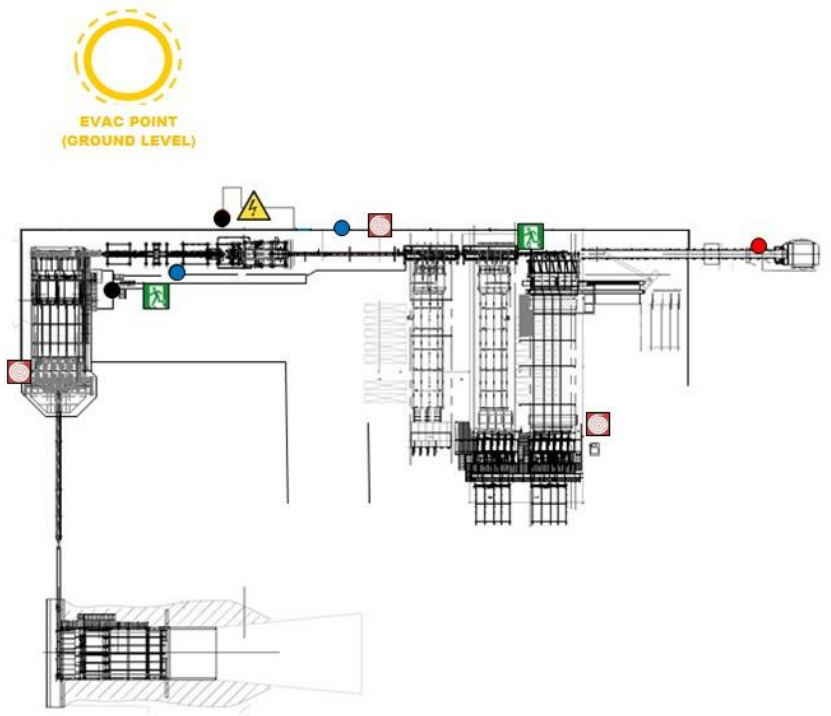
Employees and visitors in the immediate danger area are to evacuate to a place of safety. When the area has been evacuated doors should be closed to localise the fire.

STAGE 2: Evacuation of entire site.

Should the emergency necessitate evacuation of the entire site, employees will assemble at the Emergency Evacuation Points and remain there until directed by Emergency Warden.

STAGE 3: Roll Call

To be conducted as soon as possible by Supervisor to ensure all persons are accounted for. They will report missing persons to Emergency Warden or attending Fire Officers.



- Exit
- Fire Hose Reel
- Water Fire Extinguisher
- CO² Fire Extinguisher
- Powder Fire Extinguisher
- Foam Fire Extinguisher
- First Aid

EVACUATION DIAGRAM – MILL #2



- R** Remove People
From immediate danger to a place of safety.
- A** Alert
Staff and visitors.
- C** Confine Fire & Smoke
Close windows and doors (if safe)
- E** Evacuate
Proceed to main assembly area.

STAGE 1: Removal of people from immediate danger area.

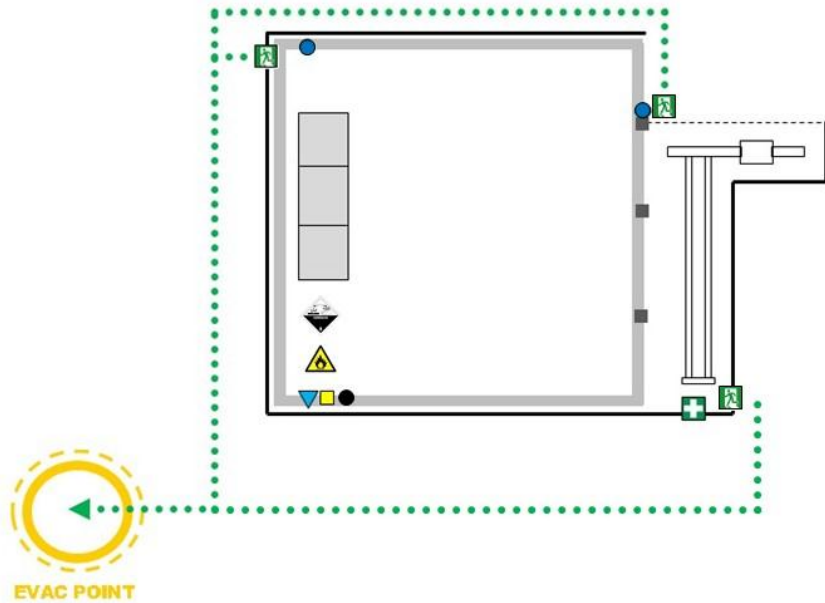
Employees and visitors in the immediate danger area are to evacuate to a place of safety. When the area has been evacuated doors should be closed to localise the fire.

STAGE 2: Evacuation of entire site.

Should the emergency necessitate evacuation of the entire site, employees will assemble at the Emergency Evacuation Points and remain there until directed by Emergency Warden.

STAGE 3: Roll Call

To be conducted as soon as possible by Supervisor to ensure all persons are accounted for. They will report missing persons to Emergency Warden or attending Fire Officers.



- Exit
- Spill Kit
- Co2 Extinguisher
- Powder Extinguisher
- Corrosive Chemical
- Flammable Goods
- Emergency Shower
- First Aid

EVACUATION DIAGRAM – MILL #3



- R** Remove People
From immediate danger to a place of safety.
- A** Alert
Staff and visitors.
- C** Confine Fire & Smoke
Close windows and doors (if safe)
- E** Evacuate
Proceed to main assembly area.

STAGE 1: Removal of people from immediate danger area.

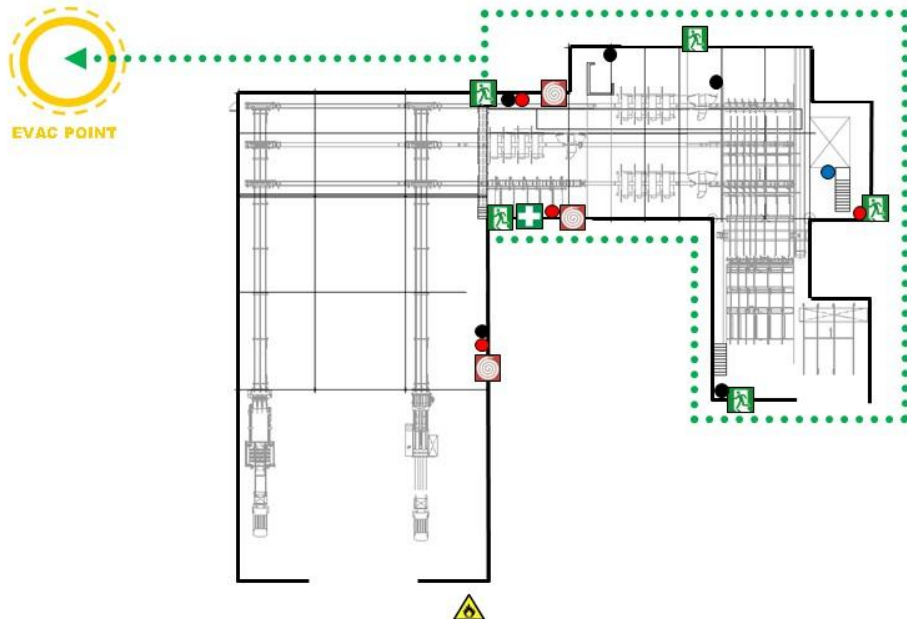
Employees and visitors in the immediate danger area are to evacuate to a place of safety. When the area has been evacuated doors should be closed to localise the fire.

STAGE 2: Evacuation of entire site.

Should the emergency necessitate evacuation of the entire site, employees will assemble at the Emergency Evacuation Points and remain there until directed by Emergency Warden.

STAGE 3: Roll Call

To be conducted as soon as possible by Supervisor to ensure all persons are accounted for. They will report missing persons to Emergency Warden or attending Fire Officers.



- Exit
- Fire Hose Reel
- Water Fire Extinguisher
- Co2 Fire Extinguisher
- Powder Fire Extinguisher
- First Aid
- Flammable Goods



WORKPLACE HEALTH & SAFETY POLICY

It is the policy of NF McDonnell & Sons that all working activities will be undertaken with all reasonable and practicable measures taken to eliminate or reduce the risk of injury to, and the ill health of, all workers, contractors and visitors at any NF McDonnell & Sons workplace.

Accountability for health and safety ultimately rests with the Person Conducting Business or Undertaking (PCBU) and the board of Directors (Officers.)

The PCBU and Board of Directors accepts health and safety as having equal priority with all other aspects of the core business therefore will ensure that all financial and resource requirements are provided, and that proactive health, safety and injury management program is implemented at all levels.

A delegated line of authority and responsibility has been documented and implemented to ensure the objectives of the various policies and procedures are effectively met. In addition the Company has appointed a Workplace Health and Safety Co-ordinator with direct access to the PCBU and board of Directors, and who has the authority and responsibility to co-ordinate all OHS and injury management programs on behalf of the company.

Workers, contractors and visitors have a duty of care not to place themselves, other workers or any other persons at any NF McDonnell and Sons workplace at risk of harm or injury to their health, safety and welfare. Whilst undertaking any work activities under the control of NF McDonnell and Sons, they will be required to co-operate with the company to ensure that, so far as is reasonably practicable, this duty of care is maintained.

Management accepts the responsibility to provide and maintain:

- A safe working environment and safe systems of work.
- Machinery, equipment and substances in a safe condition.
- Information, instruction, training and supervision at all levels as deemed necessary.
- Up to date policies and procedures for all hazardous tasks and equipment.
- Consultative processes which foster co-operation between management and employees at all times in the pursuit of optimum workplace standards and activities.

Individual responsibilities and accountabilities are detailed in the various policies and procedures which have been developed to support this policy, and it is incumbent upon each individual to ensure they fully understand and meet the scope of their application.

Consultative arrangements for the company includes Health and Safety Representatives and WHS Committees whose main roles are to develop, review and implement the policies and procedures to identify, assess and control hazards at all NF McDonnell and Sons workplaces.

This Workplace Health and Safety Policy will be displayed in prominent locations at NF McDonnell and Sons premises, and will be reviewed annually by the management and WHS Committee to ensure it meets or exceeds all legislative standards.



SAFETY ORGANISATION & CONTROL STATEMENT

The various sections have been set out to establish minimum individual safety responsibilities and to emphasise that it is the policy of NF McDonnell & Sons that every reasonable effort will be made in the areas of accident prevention, fire protection and the provision of a safe and healthy workplace.

All workers and other personnel working on a NF McDonnell & Sons site will be encouraged to bring to the attention of the appropriate level of management any hazards and near miss incidents which they may observe in the normal course of their duties.

The PCBU and Board of Directors (Officers) accept the overall responsibility for providing safety, training and information to ensure that the objectives of the policy are fulfilled.

PERSONAL MOBILE PHONE & OTHER ELECTRONIC DEVICE POLICY

The purpose of this policy is to provide NF McDonnell & Sons employees with clear guidelines of the Company's expectations regarding the usage of personal mobile phone and other electronic devices (for example but not limited to, iPad's, MP3 players, radio earmuffs) in our workplace.

Use of personal mobile phones and other electronic devices can not only interfere with an employee's productivity and be distracting for others, but in a high risk environment, can also pose a safety risk for both the employee and their co-workers.

The Work Health & Safety Act 2012 obligates NF McDonnell & Sons to provide and maintain a safe workplace, safe plant, tools and equipment, and safe work practices at all of its locations. It also obligates workers to ensure they are not endangering their own or any other person's safety through any act or omission whilst at work.

In order to meet these statutory requirements, the following controls have been implemented for all workers that have **not** been provided with a company mobile phone or other electronic device and have **not** been given authorisation to use such equipment;

- Personal mobile phones and other electronic devices must **not** be used at the work place during work hours. Employees must restrict their personal calls during work hours by only using their personal mobile phones and other electronic devices during scheduled breaks or lunch breaks.
- NF McDonnell & Sons does recognise that in some circumstances employees may need to make or receive personal telephone calls. The Company requests that all incoming calls of an emergency nature be directed through the Company switchboard on (08) 8725 8888 or to the workers Team Leader / Supervisor, where a message will be passed on to the employee concerned in a timely manner. Please ensure that the relevant parties (for example, childcare facilities, schools, family) are made aware of these phone numbers.
- The Company expects personal mobile phones and other electronic devices to be kept in the worker's car, work bag or locker and are **not** to be on their persons (including, but not limited to, work stations, desks, consoles) at any time during work hours.
- N.F. McDonnell & Sons takes no responsibility for damage or loss of personal mobile phones or other electronic devices.
- NF McDonnell & Sons reserves the right to monitor an employee's behaviour to ensure they comply with this policy. Disciplinary action may be initiated by Management if it is deemed that an employee is in breach of this policy.



EMPLOYEE ASSISTANCE PROGRAM (EAP)

OBJECTIVES

The purpose of this policy and procedure is to outline arrangements for the operation of the Employee Assistance Program (EAP.)

The EAP is intended for people who are experiencing difficulties of a personal or work-related nature, and provides assistance for issues such as:

- Conflict resolution
- Interpersonal relationships
- Anxiety, stress & depression
- Alcohol & substance abuse
- Impact of financial & legal problems
- Coping with change
- Marital & family problems
- Trauma & critical incidents
- Grief & loss issues
- Coaching for managers & supervisors

N.F. McDonnell & Sons provides this service in order to promote a satisfying, safe and healthy work environment.

OUR COMMITMENT

N.F. McDonnell & Sons is committed to providing a safe and productive working environment for all its workers. It recognises that workers may, from time to time, experience problems of a personal or work related nature which impact on their work performance, health or wellbeing.

An Employee Assistance Program (EAP) is available to assist workers in resolving personal or work problems which may adversely affect work performance.

Managers and supervisors are expected to support and encourage the use of the program by staff.

SCOPE

This policy applies to all workers employed by N.F. McDonnell & Sons.

ROLE

If a worker believes they require counselling or support to assist them with personal problems that may affect their work performance they are encouraged to speak to their supervisor or workplace health and safety co-ordinator / mental health first aider.

These personnel can provide **confidential** advice and support to workers on matters concerning:

- Sexual harassment
- Workplace harassment
- Workplace conflict or reaction to stressful events
- Personal matters which are affecting or may affect an employee's work performance

They will also:

- Listen and provide support to the worker
- Provide information on resolution options, is appropriate
- Make referral to external organisations

If specialist advice or support is required then the supervisor or workplace health and safety co-ordinator will refer you to one of the many community organisations which offer free counselling and assistance in South Australia. A list of these is contained within this policy.



EMPLOYEE ASSISTANCE PROGRAM (EAP)

RESOURCES & SERVICES

ANXIETY & DEPRESSION

Beyond Blue
Ph: 1300 224 636
www.beyondblue.org.au

Black Dog Institute
www.blackdoginstitute.org.au

ALCOHOL & DRUG ABUSE

Alcoholics Anonymous
Ph: (08) 8346 3255
www.aa.org.au

South East Drug & Alcohol Counselling Service
Ph: (08) 8723 2920
Ph: 1800 332 202
www.centacare.org.au

Narcotics Anonymous
Ph: (08) 8231 4233
www.na.org.au

Drug Information
www.druginfo.adf.org.au

FINANCIAL ISSUES

Money Minded
www.moneyminded.com.au

FAMILY & RELATIONSHIPS

Family Relationship Centre
Ph: (08) 8721 3500
Ph: 1800 880 913
Email: mountgambierfrc@accare.org

Lifeline
Ph: (08) 8202 5820
Ph: 13 11 14
www.lifeline.org.au

MULTICULTURAL ISSUES

Multicultural Mental Health Australia
www.mmha.org.au

SUICIDE Reach Out
www.reachout.com.au



COMPANY DRESS CODE & HYGIENE POLICY

NF McDonnell & Sons requires all employees to present themselves in a professional manner, with regard to attire, personal hygiene and appearance.

These standards are commensurate with our organizational practices of appropriate business conduct, professionalism and dress code.

Employees involved in all aspects of the operational side of NF McDonnell will be provided with Personal Protective Equipment which must be worn at all times in areas where such equipment is required.

Distribution / Production Employees

NF McDonnell & Sons provide an annual \$250 clothing allowance for all permanent employees, to assist with the purchase of appropriate work attire. The package includes work jeans, cotton drill trousers/shorts, high visibility cotton drill shirts, polo shirts and jumpers. A jacket may be issued to employees who work outdoors and may be exposed to the elements.

Casual employees will be expected to provide their own clothing in compliance with these company standards.

For an employee to access their clothing allowance, they will need to speak to the WHS Coordinator to get a purchase order. At this time, they will discuss the styles of clothing that the employee is able to purchase with the allowance and provide details of the company's clothing supplier.

The following list of clothing is not permitted:

- Tracksuit pants;
- Bicycle shorts or other athletic shorts;
- Singlets and other sleeveless tops
- Hi Vis clothing with other company's logos on
- Any form of clothing that is generally offensive, controversial, disruptive or otherwise distracting;
- Any form of clothing that is overtly commercial, contains political, personal or offensive messages

High Visibility Clothing

High visibility clothing must be worn at all times whilst on site (excluding administration areas).

It must be yellow/navy blue and day/night compliant (have reflective strips) as per Australian Standard 4602.1.

Employees with bee allergies are permitted to wear orange/navy compliant with the above standard.

Maintenance Employees

Maintenance employees (fitters, electricians, saw doctors, etc.) are not permitted to wear short sleeve clothing or shorts due to the potential hazards they may be exposed to during their work.

Maintenance employees will have access to cotton overalls on a needs basis.

Personal Grooming

- Clothing must be clean, pressed, in good condition and fit appropriately.
- Long hair must be secured (hair must be tied back to prevent potential for being caught in equipment).
- No loose clothing as it could pose a safety concern or interfere with the safe operation of equipment (e.g. hoods, scarves, tracksuit pants etc.)
- Limited jewellery and no dangling or large hoop jewellery that may create a safety hazard to self or others. A general rule of thumb is that if a pencil can be passed through a hoop earring it is not safe to wear near operating equipment.



COMPANY DRESS CODE & HYGIENE POLICY

Hygiene

NF McDonnell & Sons employees are expected to meet hygiene requirements, during regular business hours for the duration of their employment, by maintaining personal cleanliness and using deodorant / anti-perspirant to minimize body odours.

Clarification

Every NF McDonnell & Sons employee is responsible for exercising sound judgment and common sense for his or her attire at all times. If an employee is deemed to be wearing inappropriate attire, his/her Manager is responsible for coaching the employee accordingly.

Individual situations relating to appropriate workplace attire may be addressed on a case-by-case basis. If you have questions about these guidelines or a particular business areas dress requirements, contact your Manager.

Compliance

Departure from appropriate grooming, hygiene and attire standards will result in employee counselling and/or disciplinary action up to and including termination of employment.

Personal appearance standards may be reviewed periodically and updated as deemed necessary.

3.8 DRUG & ALCOHOL POLICY

OBJECTIVES

The Workplace Health and Safety (WHS) Act 2012 requires N.F. McDonnell & Sons to provide and maintain a safe workplace, plant, tools, equipment and work practices at all of its locations.

The WHS Act further requires N.F. McDonnell & Sons to develop and implement appropriate policies, procedures and plans to achieve their obligations.

To satisfy these responsibilities, N.F. McDonnell & Sons is a drug and alcohol free workplace.

It is their policy that a worker be present and able to perform their job free from the effects of drugs, alcohol or any other substances which may impair job performance.

A drug and alcohol free workplace is defined as:

- Alcohol – less than 0.02% blood alcohol concentration;
- Drugs – Any level of drug less than the cut off levels stipulated by AS 4308 and AS 4760.

OUR COMMITMENT

N.F. McDonnell & Sons recognises that drug and alcohol abuse may be a sign of chemical dependency and that substance abuse can be treated with professional help.

N.F. McDonnell & Sons provides an Employee Assistance Program (EAP) for workers to deal with substance abuse and other personal problems that can affect work performance.

Our commitment is to help workers remain productive members of our team. In certain circumstances, the company may insist upon a mandatory referral to our EAP as a condition of continued employment.

No worker will be disciplined or discriminated against simply for seeking help.

SCOPE

This policy and each of its rules apply to all management staff, supervisors, workers, volunteers and contractors employed by N.F. McDonnell & Sons.

This policy applies whenever a worker is on or in company property (including car parks), on company time (including breaks and meal periods), in any vehicle used on company business, and in other circumstances (such as on customer premises or at business/sales functions) we believe may adversely affect our operations, safety, reputation or the administration of this policy.

RESPONSIBILITIES

It is the workers responsibility to ensure that they are drug and alcohol free at work.

The worker is also responsible for following all of our workplace health and safety rules.

If you believe you may have a problem with drugs or alcohol, you are responsible for seeking assistance, whether through the company EAP or any other resource, before a drug or alcohol problem adversely affects your work performance or results in a violation of this policy.

EMPLOYEE ASSISTANCE PROGRAM

If a worker believes they suffer with substance abuse or have personal problems that may affect their work performance they are encouraged to speak to their supervisor or workplace health and safety co-ordinator. These personnel can refer them to organisations which offer free drug and alcohol counselling and assistance in South Australia.

Information about the risks of substance abuse will be provided to workers and displayed in prominent locations.

The treatment and recovery of workers who have issues with substance abuse will be supported through availability of flexible work arrangements.



DRUG & ALCOHOL POLICY

ROLES

It is the role of the supervisor, mill manager and workplace health and safety co-ordinator to monitor work performance and observe all workers for symptoms of drug and alcohol use, unusual behaviour and other physical indicators (see also Reasonable Suspicion Testing or Reasonable Cause.)

These personnel may also be responsible for approaching a suspected worker, imposing disciplinary measures, keeping records and evaluating the policy and EAP.

DRUG & ALCOHOL RULES

The following rules are extremely important, and any worker who violates any of them will be subject to disciplinary action, up to and including termination of employment.

ALCOHOL - A worker may not possess, use, transfer, offer, or be under the influence of any intoxicating substance while at work or on company business. This rule prohibits using any alcohol prior to reporting to work, during breaks or meal periods, or in conjunction with any company activity, except social or business events where a company director has authorised the moderate consumption of alcoholic beverages.

DRUGS - A worker may not possess, use, transfer, offer, share, attempt to sell or obtain, manufacture, or be under the influence of any drug or similar substance and also may not have any drugs of similar substances present in the body.

Therefore, a worker who tests positive for any illegal drug violates this rule. This rule also pertains to prescription drugs being taken without doctor's authorisation.

DRUG PARAPHERNALIA & ALCOHOL CONTAINERS - A worker may not possess any drug paraphernalia or alcohol containers.

PRESCRIPTION & OVER-THE-COUNTER MEDICATIONS - It is the workers responsibility to check the potential side effects of prescribed drugs and over-the-counter medications with your doctor or pharmacist before starting work, and to immediately let your supervisor know when such use makes it unsafe for you to report to work or do your job.

Workers taking prescribed medications will be found alternate duties where possible and will not be dismissed from employment.

All information will be kept strictly confidential.

ADULTERANTS - Any substance that is used for the purpose of manipulating a drug or alcohol test by adding to the specimen or ingesting.

PRE-EMPLOYMENT TESTING

It is the policy of N.F. McDonnell & Sons that all new employment applicants for full-time, part-time or casual employment are required to submit to a drug and alcohol test. This will be conducted by an independent outside agency.

Any applicant who refuses the screening test or has a positive test result will not be considered for employment.

RANDOM TESTING PROGRAM

N.F. McDonnell & Sons reserves the right to request a worker to submit to a random drug and alcohol test. The worker required to submit to a test can be randomly selected by a third party or if there is reasonable suspicion by a supervisor, manager or workplace health and safety co-ordinator.



DRUG & ALCOHOL POLICY

REASONABLE SUSPICION TESTING OR REASONABLE CAUSE

- Observable symptoms or unusual behaviour.
- The odour or smell of alcohol or drugs on a workers breath or clothing or in an area (such as vehicle, office, work area, etc.) immediately controlled or occupied by the worker.
- Alcohol, alcohol containers, illegal drugs or drug paraphernalia in the workers possession or in an area controlled or occupied by the worker (vehicle, office, etc.)
- Unexplained or significant deterioration in job performance.
- Unexplained significant changes in behaviour (e.g. abusive behaviour, repeated disregard of safety rules or procedures, etc.)
- Evidence that the worker may have tampered with a previous drug or alcohol test.
- Criminal citations, arrests or convictions involving drugs or alcohol.
- Unexplained absenteeism or tardiness.
- Employee admissions regarding drug or alcohol use.
- Any involvement in any work-related accident or near miss.
- Any type of paraphernalia discovered on your person or company property.
- Workers presenting themselves for work in a manner which appears that they are under the influence or inhibited by drugs/alcohol, will be sent home with the cost of transportation recovered from the ensuring pay period. The employee will then be stood down without pay and be required to submit to drug and alcohol testing. If such testing proves a positive result the employee will be subject to further disciplinary action which may include termination of employment. Should the test result be negative, the employee will be paid for the period stood down and recommence duties.

FIT FOR DUTY

The company may require a fit for duty examination by a certified medical practitioner. This exam can be administered along with a drug and alcohol screening test to determine if a worker is fit for duty.

DUTY TO CO-OPERATE

A worker who fails to co-operate in the administration of this policy will face disciplinary action and their employment may be terminated. This includes the following:

- Refusing to consent to testing, to submit a sample, or to sign required forms.
- Refusing to cooperate in any way (for example, refusing to courteously and candidly cooperate in any interview or investigation, including any form of truthfulness, misrepresentation or misleading statements or omissions.)
- Any form of dishonesty in the investigation or testing process.
- Refusing to test again at a time of the company's choosing whenever any test results in a finding of a dilute sample or reasonable suspicion.
- Failure to accept any referral, to enter into and complete an approved treatment program as part of rehabilitation plan, etc.



DRUG & ALCOHOL POLICY

TESTING PROTOCOL

- The applicant to be tested must read the Drug & Alcohol Policy document and have any areas of misunderstanding clarified by the manager, supervisor or workplace health and safety co-ordinator.
- The applicant to be tested must have read and signed the Drug & Alcohol Testing Consent Form.
- The manager or supervisor shall instruct the applicant to go to the mill office for testing.
- A trained member of the management/supervisory team or the workplace health and safety co-ordinator will conduct a saliva / breath test (with permission from the applicant) to test for the presence of alcohol or drugs in the applicants system.
- This test will be done using approved testing equipment.
- The applicant may request for a split test. This means the applicant will be provided with a separate sample that they can have independently tested.
- The completed saliva test will be stored for a minimum of 1 year in a sealed bag and kept in a locked container in the mill office strongroom in order to maintain confidentiality and privacy.
- Details of the test, including the test results, time, place and name of each person who handles the sample will be recorded and stored in a sealed bag along with the completed test equipment.
- In the event of a positive test result the applicant's supervisor will be contacted immediately.
- Transportation will be organised for the applicant to be taken to the third party / medical practitioner to complete a follow up urine or blood test.
- The area manager or supervisor shall instruct the applicant to take with them photographic identification such as a drivers licence (if third party testing required.)
- On completion of the third party test the applicant will be transported home.
- Once received, the results of the third party test will be reviewed by the applicant's supervisor and area manager.
- In the event of a positive test result, disciplinary actions will be decided upon and documented by the applicant's supervisor and area manager.



DRUG & ALCOHOL POLICY

WORKER ACKNOWLEDGEMENT & CONSENT TO TESTING

1. I, acknowledge receiving a copy of the N.F. McDonnell & Sons Drug & Alcohol Policy and have read and fully understood the said policy.
2. I voluntarily agree to provide a sample of my urine or a saliva swab for testing and to submit to any related physical or other examination when I have been requested to do so.
3. I authorise the release of the test results (and any other medical information) to the company so it may assess and evaluate my suitability for continued employment. I also release the company from all liability arising out of or connected with the testing.
4. I understand that if I refuse to submit to testing, to give a requested sample(s), to authorise release of the results to the company and / or if the test results indicate that I do not meet the company's standards, I may be terminated.
5. I understand that any attempt to switch, adulterate or in any way tamper with the requested sample(s) or to otherwise manipulate the testing process may result in termination of employment.
I also understand that if my test results are dilute on the second testing I may be terminated.

I have read the entire policy and agree to each of the above statements YES NO

Print name: Date of birth: / /
Signature: Phone number:
Date: / /

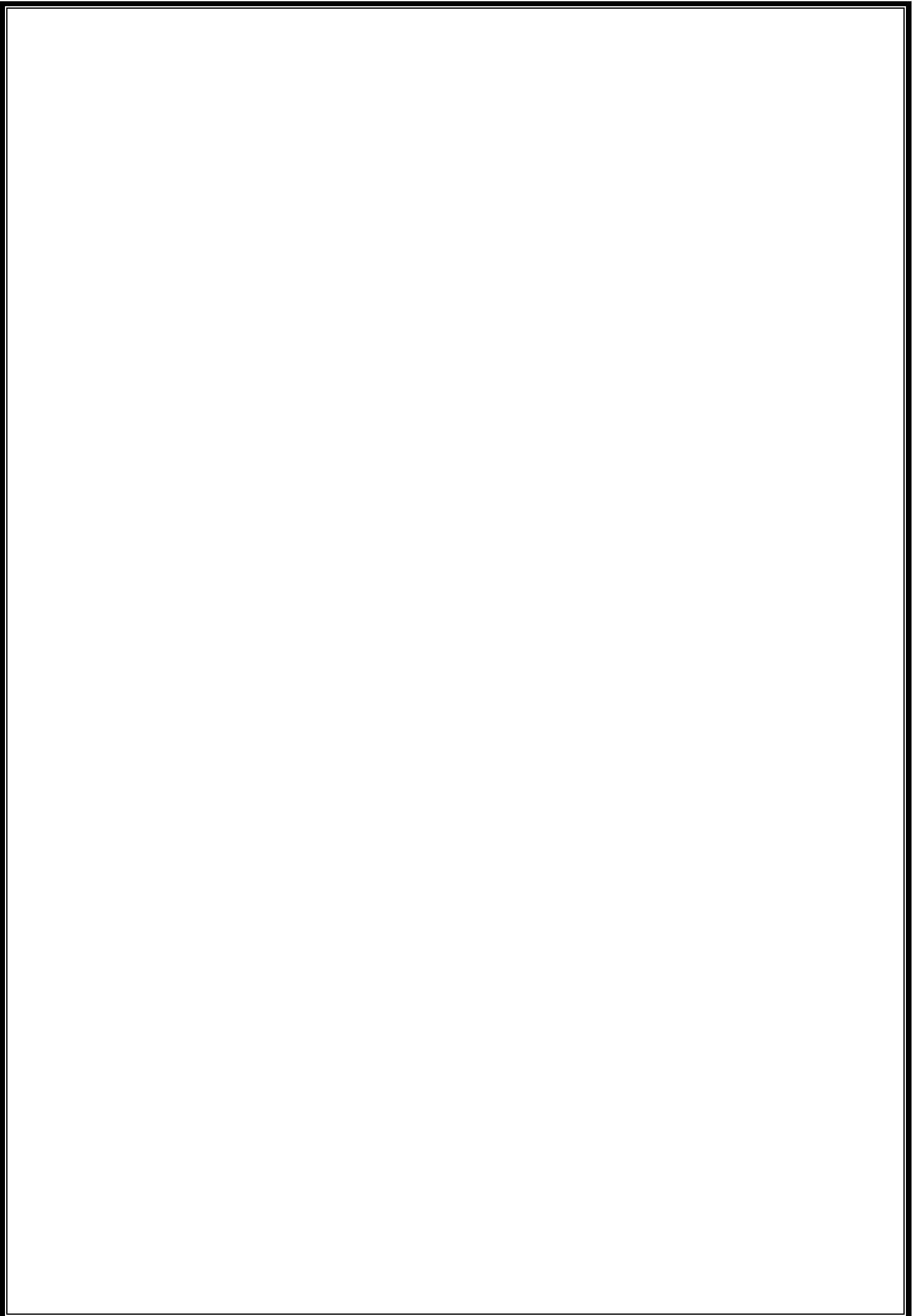
Witness:

Witness Signature:

Date: / /

Please indicate any over-the-counter or prescription medication that you are currently taking or have ingested in the past thirty (30) days, or any other information which may be relevant to, or explain and positive result on such a screening test.

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.....
.....
.....





CONDITIONS OF ENGAGEMENT

All new employees will be on initial six months probation in line with the Fair Work Act 2009, during which time management will evaluate their performance, behaviour and enthusiasm. At any time during the six months, if either party is not happy they can terminate the employment by giving a weeks notice.

Casual employees are “hourly paid” and do not have a probationary period.

Acceptance and Acknowledgement

I, [insert employee’s name] of [insert address]

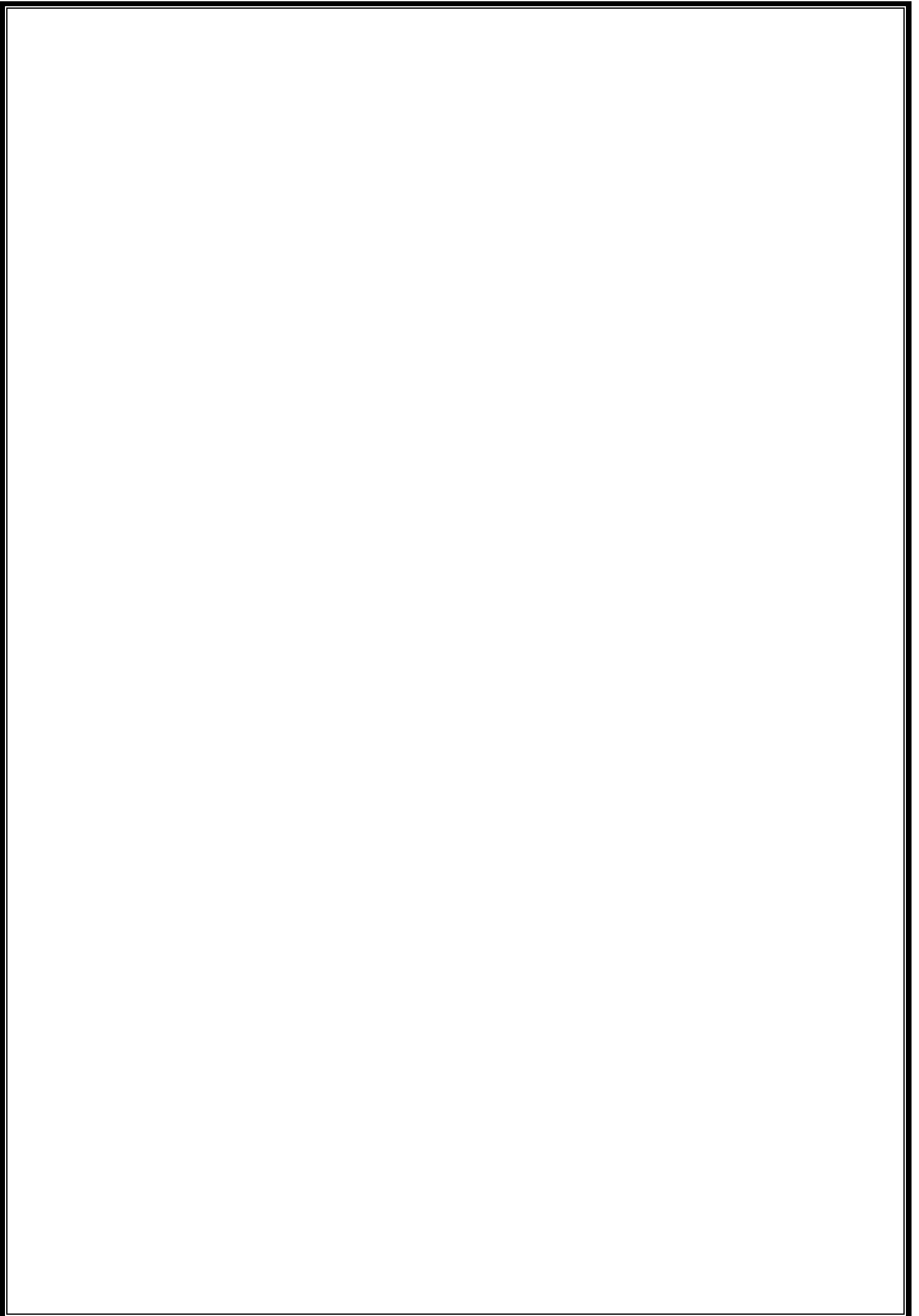
..... have read, understood and acknowledge my conditions of employment with McDonnell Industries. I understand the Company’s expectations with respect to the duties and responsibilities of my role.

I also agree to the probationary period of 6 months as outlined in my conditions of employment, above. I acknowledge and agree that provided the company is happy with my performance then at the end of the probationary period the company will expect me to become a permanent employee. I agree to become a permanent employee at this time or at any other time during my employment with McDonnell Industries outside the period of the first 6 months.

I understand that if the company offers me a position on a permanent basis, then my hourly rate will be decreased and that as a permanent employee I would become entitled to annual leave, personal leave and public holidays.

Print name.....

Signature Date





EMPLOYEE CONFIDENTIALITY AGREEMENT

This employee confidentiality agreement is made between(hereon referred to as the "Employee") and NF McDonnell & Sons (hereon referred to as the "Employer").

The Employee agrees to the terms of this agreement:

1. The Employee acknowledges that, in the course of employment by the Employer, the Employee has, and may in the future, come into the possession of certain confidential information belonging to the Employer including, but not limited to, trade secrets, customer lists, supplier lists and prices, pricing schedule, methods, processes, or marketing plans. The Employee further acknowledges that no photographs are to be taken on site without permission of the management.
2. The Employee hereby covenants and agrees that he or she will at no time, during or after the term of employment, use for his or her own benefit of others, or disclose or divulge to others, any such confidential information.
3. Upon the termination of employment, the Employee will return to the Employer, retaining no copies, all documents relating to the Employers business including, but not limited to, reports, manuals, drawings, diagrams, blueprints, correspondence, customer lists, computer programs, and all other materials and all copies of such materials, obtained by the Employee during employment.
4. Violation of this agreement by the Employee will entitle the Employer to an injunction to prevent such competition or disclosure, and will entitle the Employer to other legal remedies, including attorney's fees and costs.
5. This agreement shall be governed by the laws of South Australia
6. If any part of this agreement is adjudged invalid, illegal or unenforceable, the remaining parts shall not be affected and shall remain in force and effect.
7. This agreement shall be binding upon the parties, and upon their heirs, executors, personal representatives, administrators and assignees. No person shall have a right or cause of action arising out of or resulting from this agreement except those who are parties to it and their successors in interest.
8. This instrument, including any attached exhibits and addenda, constitutes the entire agreement of the parties. No representation or promises have been made except those that are set out in this agreement. This agreement may not be modified except in writing signed by all the parties concerned.

Employee:

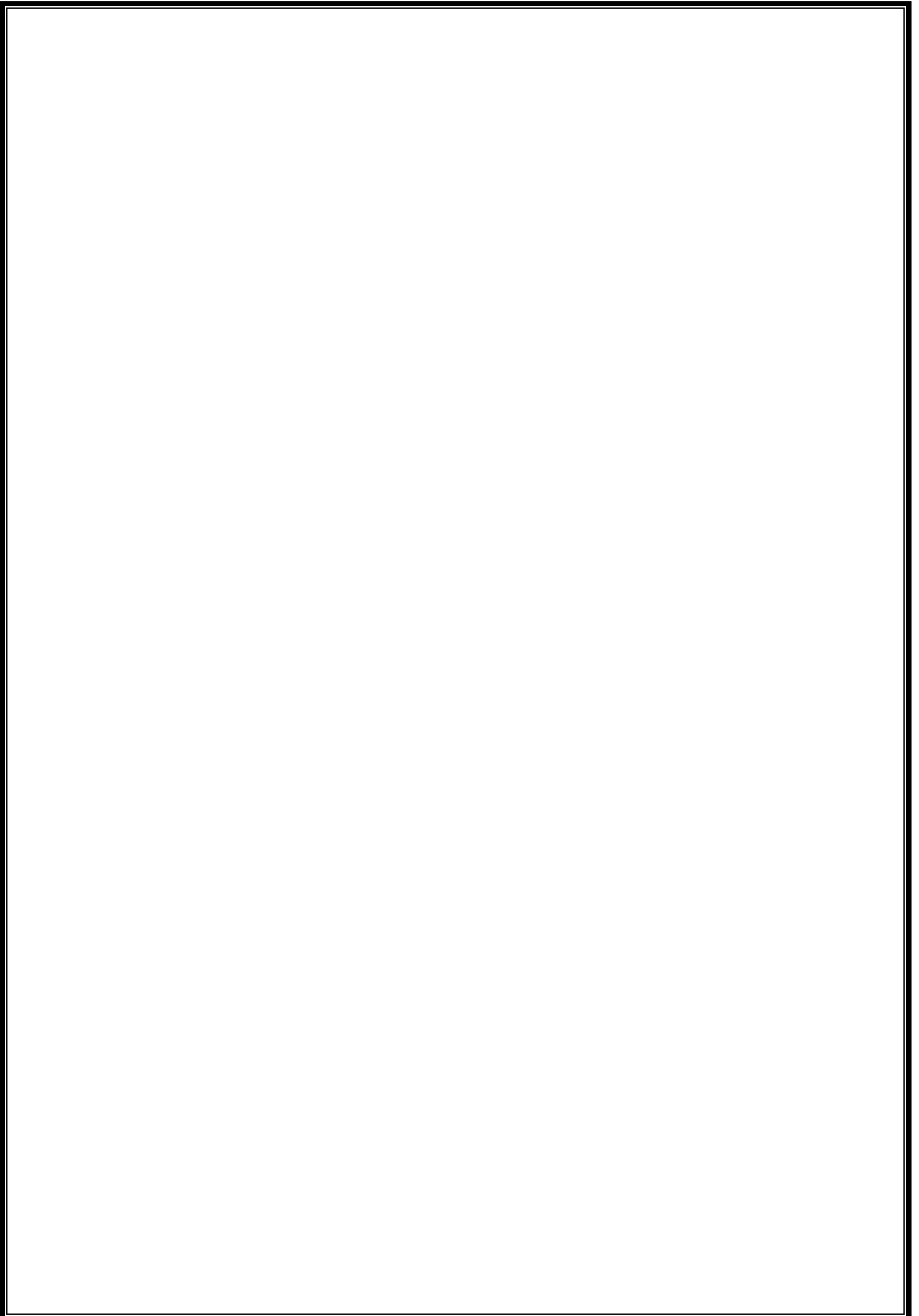
Employer:

.....
(Signature)

.....
(Signature)

.....
(Date)

.....
(Date)





INDUCTION QUESTIONNAIRE

1) You must clock on before the start of your scheduled shift.

2) If you are going to be late then notification is required to your manager or supervisor, in person or by telephone, at least 30 mins before the start of your scheduled shift?

- True False

3) The company has a zero tolerance approach to workplace bullying, harassment and violence. What would you do if you believe you are the subject of any of these behaviours?

.....

4) If you wish to smoke you must do it outside of the premises or in the designated smoking area during your designated break times?

- True False

5) If you damage company property what must you do?

.....

6) List 3 legal responsibilities that you have when working on our site.

.....

.....

7) Personal mobile phones must be kept in your car, work bag or locker and are not to be on your person during work hours?

- True False

8) You must have read and signed off on the relevant SOP before starting a new task?

- True False

9) List 3 hazards that may be present on this site?

.....

.....

.....

10) What must you do before operating mobile plant on this site?

- Present a copy of relevant licence(s) Sign off on the relevant SOP
 Complete the relevant pre-start checklist / log book All of the above

11) 3 Points of Contact must be maintained when using ladders or stairs.

- True False

12) What 3 items of PPE must be worn when entering this site?

.....
.....
.....

13) Earmuffs must be worn in designated sign posted areas or anywhere where the noise level exceedsdB.

14) If you suffer an injury or are involved in a near miss incident what must you do?

.....

15) Why must injuries or near miss incidents be reported?

- So that appropriate care can be given
- To help correct the unsafe situations
- To eliminate risk of further accidents
- All of the above

16) All equipment and associated energy sources must be fully isolated by each person entering a guarded area or working near equipment?

- True
- False

17) List 2 forms of stored energy that may need to be de-energised before working on equipment?

.....
.....

18) What must you do if you are unsure where to isolate equipment?

.....

19) What would you do if you noticed a guard missing whilst completing your machine centre pre-start checklist?

.....

20) List 2 things you would do in the event of a fire / emergency?

.....
.....

21) What must you do before entering the Logyard, Mill #3 storage yard or Despatch areas?

.....

NAME: SIGN: DATE:

INDUCTOR NAME: SIGN: DATE:

INDUCTION ACKNOWLEDGEMENT

I have completed the N.F. McDonnell & Sons General Site Induction and have received the relevant employment forms.

By signing this I acknowledge that I have had all the employment and safety requirements explained to me and fully understand the information I have been given.

I agree to abide by the requirements and all other company policies and procedures in the full knowledge that breaches of these requirements may lead to disciplinary action.

Signature Date

Supervisor/Trainer (Name)

Supervisor/Trainer (Signature)..... Date

Employee will be working in the following location

Return to:

Richard McLoughlin | WHS & RTW Coordinator
Suttontown Rd (PO Box 434) Mount Gambier SA 5290
Phone (08) 8724 6603
Mobile 0407 059 884
Fax (08) 8724 6688
Email richard@mcdindustries.com.au
Web www.mcdindustries.com.au



N.F. McDONNELL & SONS
"CONTINUAL IMPROVEMENT IS HOW **WE DO BUSINESS!**"