



N.F. McDONNELL & SONS

"CONTINUAL IMPROVEMENT IS HOW WE DO BUSINESS!"

CONTRACTOR INDUCTION



**SAFETY
STARTS
WITH YOU**

WELCOME TO N.F. McDONNELL & SONS

When accepting work for N.F. McDonnell & Sons, you undertake an obligation to perform your duties (on our site) in accordance with our Policies, Procedures, Hazard Identification and Management Systems.

The information contained in this Induction is designed to be complementary to all relevant Australian Standards, Codes of Practice and Regulations.

As a contractor, you must have adequate insurance which meets the needs of the company and legislative requirements, and covers yourself, your employees and/or any sub-contractors you employ.

The responsibility for performing the necessary work in a safe manner lies with the contractor. Non-compliance with company and legislative requirements may result in the offending contractors being removed from the site.

At the end of this induction you will be required to complete pages 18-22.

This includes a questionnaire, with answers being contained within this induction. You are required to answer all questions correctly to gain authorisation to carry out works on this site.

ROLES AND RESPONSIBILITIES

On an annual basis all contractors' employees and sub-contractors will need to complete this induction. Once completed and received you will be issued a Contractor's Site Authorisation card that is valid for 1 year. Please carry this card at all times or be able to present it if requested.

The induction will cover all site Policies and Procedures, and expected behaviour of contractors whilst working on N.F. McDonnell & Sons sites.

The principal contractor will also be required to present evidence of their own WHS Management Systems, including policies, procedures, safe operating procedures and training documents.

This includes copies of individual's licences to perform specific tasks or operate machinery.

The principal contractor must also provide evidence that their insurances are current (Workers Compensation, Personal Accident, Public Liability, etc.)

N.F. McDonnell & Sons recognises that skilled contractors that work safely on our site are an integral part of our business. Throughout the rest of this document the term "Contractor" means both the Contractor and the Contractor's employees.

ENTRY TO SITE

All contractors must report to the site office and sign in on the visitors book before entering the site, and sign out when leaving. The book is located outside the Site Office and is accessible 24/7.

Contractors must then make contact with the appropriate N.F. McDonnell representative and wait for them to meet you at the front office so they can escort you to your work area.

MAINTENANCE MANAGER – Stewart Kanahs	8724 6624	0439 872 218
OPERATIONS MANAGER – Stuart Husband	8724 6622	0429 300 375
ELECTRICAL – Jason Rice		0408 854 321
MILL #1, DEBARKER – Robert Jusup		0404 480 217
MILL #2 – Chris Shentall		0438 034 597
MILL #3 – Terry Farrell		0408 843 233
SAWSHOP – Jason Campbell		0439 669 310
SAFETY CO-ORDINATOR – Richard McLoughlin	8724 6603	0407 059 884
SITE MANAGER – Shaun McDonnell	8724 6620	0409 699 098

CODE OF CONDUCT

When a contractor enters the Suttontown road site we believe that each person has a right to expect the following from N.F. McDonnell & Sons and its staff:

- Good working conditions,
- Correct equipment for the job,
- Proper instruction on operations and methods of carrying out the work assigned,
- Reasonable consideration of personal needs,
- A safe system of work,
- Equal opportunity regardless of sex, religion, marital status, age, race or sexual preference.

The company also has expectations of each contractor:

- 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.

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.

Contractors/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.

COMPANY RULES & POLICIES

These rules are to ensure a safe and orderly work environment for all contractor/employees.

You are under obligation to accept and abide by them. Where there is negligence or a breach of the site safety rules by a contractor/employee, the company reserves the right to implement the disciplinary procedure.

VEHICLES

When bringing vehicles on site all contractors must abide by the following:

- Only bring vehicles on site if carrying materials necessary to complete a job.
All other vehicles must be parked in the car park.
- If vehicle is mounted with a flashing light then this must be turned on whilst driving around site.
If not, then hazard lights must be turned on.
- Park vehicle in designated parking areas.
- Speed limit of 10kph and other restrictions must be followed.
- Give way to all log trucks, forklifts and other production vehicles.
- Be alert for pedestrians at all times.
- Carry your own fire extinguishers and first aid kit if required.
- Wear seat belts at all times.
- Passengers must remain in your vehicle.
- Do not park in such a way that it creates an obstruction on walkways or roadways.

MOBILE PLANT

Contractors must not operate any mobile plant owned by N.F. McDonnell & Sons, unless appropriate licence is provided and authorisation is granted from a representative of the company.

All pre-start checklists and log books must be completed before operating mobile plant on this site.

FIXED PLANT

Contractors must not operate any fixed plant or equipment owned by N.F. McDonnell & Sons, unless appropriate training is provided and authorisation is granted from a representative of the company.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The following PPE is required to be worn on site at all times (excluding offices, cabins, etc.)



SAFETY FOOTWEAR



HI VIS CLOTHING



GOGGLES/GLASSES

The following are some other types of PPE that may be required depending on the task / conditions.



HEARING PROTECTION



HARD HAT



FACE SHIELD



GLOVES

There are other items of PPE that may be required that are not listed here.

Refer to the SOP that relates directly to the task, or if none exists conduct a Job Safety Analysis as necessary to ensure all PPE and controls are in place.

- **Safety glasses must be worn on site at all times, excluding offices, cabins, car park, lunch rooms, smoking areas and toilets.**
All glasses (including prescription glasses) must comply with AS/NZS 1337.
No dark glasses are to be worn inside the mills.
- The site does not allow the use of earplugs – class 5 earmuffs must be worn when noise exceeds 85dB.
- All high vis clothing worn on site **must** have 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.
- All PPE must comply with the appropriate Australian Standards.

EMERGENCY

In the event of a fire you must inform the leading hand, supervisor or fire warden 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. Leave the area/building by the nearest safe exit and proceed to the site evacuation point. Park all vehicles in a safe area that does not obstruct doorways, walkways or roads.



● Emergency Assembly Area

The main site evacuation point is located west of the weighbridge.
(See above and the map on page 6.)

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)	Deputy Chief Emergency Warden
Stewart Kanahs 0439 872 218	Robert Jusup 0404 480 217

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.

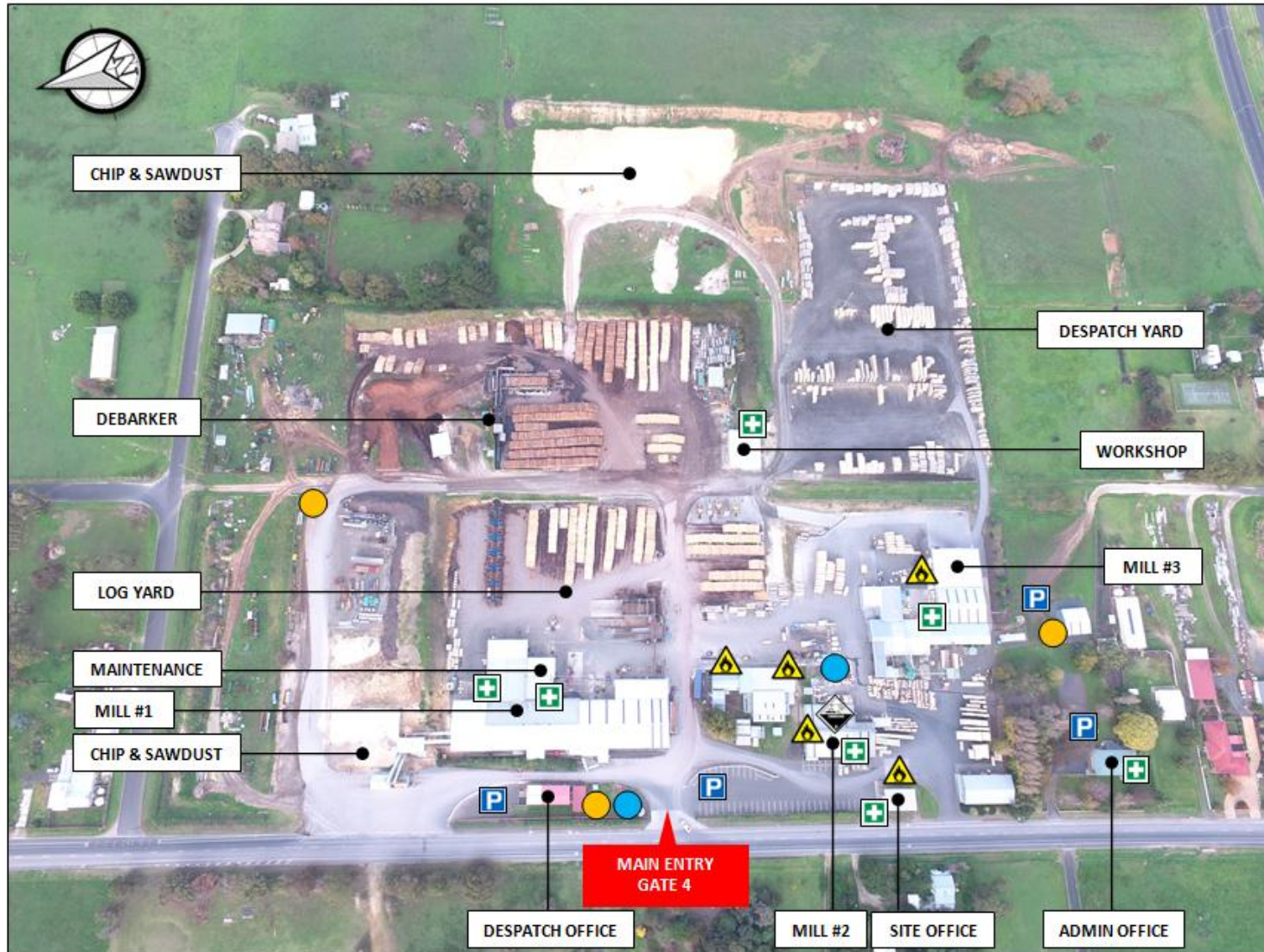
FIRST AID AMENITIES

First Aid and Trauma kits are situated across the site in key work locations (see map on page 6.)

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 area leading hand or safety representative for assistance.

KEY LOCATIONS



LEGEND	HYDRANT	EVACUATION POINT	FLAMMABLE	CORROSIVE	FIRST AID KIT	CAR PARK

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

Writing on equipment or products will not be tolerated and may result in disciplinary action. Any property that is damaged must be reported and a hazard/incident report form completed.

DO NOT REMOVE TIMBER OR EQUIPMENT

No person is permitted to remove N.F. McDonnell & Sons goods or materials 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 will be removed from site and police may be contacted.

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 decks.
- 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;
 - Maintenance – Channel 13;
 - Despatch – Channel 19.

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.

HOUSEKEEPING

Housekeeping is the basis of a safe working environment and involves keeping our workplace clean, tidy and in good order. It is your responsibility to leave the work site clean when finished.

- Never put rubbish on conveyors
- Keep work area tidy
- Place all rubbish in bins
- Dispose of PPE correctly
- Keep walkways clear
- No drink container allowed on site

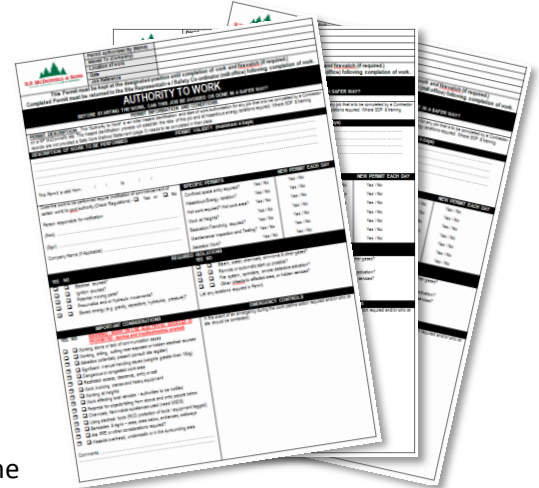
PERMITS TO WORK

An Authority to Work (ATW) permit must be completed and accompany all work on our site.

The Authority to Work permit is an initial hazard identification tool used for any job that is completed by a contractor on a N.F. McDonnell & Sons site. The permit will assist in establishing the risks of the job and all hazardous energy isolations required.

Authority to Work forms should accompany all work orders. If an ATW permit is not available please speak to your company representative.

The completed Authority to Work permit must be handed in to the site representative or safety co-ordinator (site office).



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 contractors/employees.

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 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.

Hazardous Substances

Safety Data Sheets (SDS's) are kept in the mill office and workshop for all on site chemicals. A 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, beards, loose clothing, etc. 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.

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 accompany all work at heights.

No items are to be thrown from elevated structures.

Lifting equipment must be used to raise/lower items.

Personnel must have presented 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 during work hours.

Hearing protection (class 5 earmuffs) must be worn where indicated.

Earplugs are not permitted on site for housekeeping and product quality reasons.

Electrical Safety

These rules apply and must be followed:

- Entry to switch rooms or transformer yards is prohibited, unless authorised by a representative of N.F. McDonnell & Sons.
- Only qualified electricians have permission to open/enter and make adjustments in any electrical cabinets or switch rooms.
- Only qualified electricians have permission to carry out repairs to electrical equipment.
- All wiring (wether temporary or permanent) must be in compliance with the current Australian Standards and the Wiring Rules of the local electrical authority.
- A Certificate of Compliance (COC) must be given to the site representative on completion of the work.
- Electrical equipment brought on site must be inspected, tested and tagged.
- All temporary appliances must only be used in conjunction with an approved Residual Current Device (RCD) unit.

Excavation

24 hrs notice must be given to SafeWork SA for any planned excavation deeper than 1.5m.

Any excavations, floor openings and hazardous areas must be protected with appropriate barriers and warning signs.

Hot Work

A hot work permit must be completed for any task involving open flames or producing heat and/or sparks. This includes, but is not limited to: oxy cutting, brazing, welding, grinding, soldering or heating. The permit is only issued for a specific task and duration, and is restricted to a specific location, and to trained personnel, as stated on the permit. Controls must be in place before hot work commences.

All instances of fires, smoulders, etc. where an extinguisher is used must be reported to area supervisor and the appropriate incident report form completed, etc.

Hot work permits can be found at the Site Office or Maintenance Workshop.

Refer to Hot Work Procedure on page 15 for more information.

Manual Handling

Manual handling is an issue that is constantly being addresses 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.

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!
2. Assume a well-balanced position using your feet and bend down to a squatting position.
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.
3. Bend your knees; keep your back straight and your head raised.
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.

INCIDENTS & HAZARDS

If you suffer an injury or are involved in a near miss incident at work, it **must** be reported immediately. Inform relevant area supervisor or representative and gain assistance from the shift first aid officer when treating an injury.

The area supervisor or site representative must be contacted prior to seeking medical treatment beyond first aid administered at the worksite.

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 Manager, Supervisor, Leading Hand, Health & Safety Representative, or WHS/Return to Work Coordinator.

WHO

- Always utilise sections First Aid Officer for initial treatment
- Injured employee has the responsibility to fill in Work Cover forms
- Assistance can be obtained from Health & Safety Representatives, Leading Hand or WHS/Return to Work Coordinator.

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 HSR or WHS Coordinator for assistance if necessary)
4. Complete a hazard/incident report form





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

Personal danger tags / padlocks are a prominent warning device, capable of being securely attached to isolation devices, which are used for the purpose of personal protection.

Tags / padlocks forbid 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 tag / padlock on the isolator is allowed to enter that area and remove their tag / padlock on job completion.

If removal of a 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 unusable 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 started.

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 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 detail 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 (as per 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.)



1.1 WORKPLACE HEALTH AND 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.

HOT WORK PROCEDURE

PURPOSE

The purpose of the Hot Work Procedure is to specify conditions under which Hot Work can be carried out safely, i.e. where heat generated from hot work, may ignite flammable liquids, gases or other flammable or combustible materials.

The Hot Work Procedure ensures the safety of occupants and persons performing these works, and prevents the start of fires associated with these works. It also provides for ensuring that fire and emergency precautions associated with the works are undertaken.

DEFINITION OF HOT WORK

"Hot work" is any work that may generate flames, heat or sparks or that has the potential to generate a source of ignition and includes the following:

- a) use of open fires;
- b) burning acetylene or gas;
- c) soldering, brazing, welding, electric arc welding;
- d) abrasive blasting, and chipping and grinding;
- e) blow lamps and shrink wrap guns.

COMPETENT PERSON or PERMIT AUTHORISER

All Hot Work shall be under the control of a competent person, who shall be responsible for the safety of the operation and have the authority to enforce the requirements of this procedure, with respect to other employees, contractors and other parties.

The competent person or permit authoriser cannot be the same person who will be completing the hot work.

Contractors performing Hot Work on the premises shall also follow the procedure.

HOT WORK PERMIT

A Hot Work Permit must be completed prior to any hot work being carried out. On completion of the hot work, the permit is then handed onto the competent person, who will be undertaking the observations. Once all observations are completed and the required information has been documented, the permit is then handed to the manager / supervisor for verification and filing.

FIRE WATCH

A person must be assigned to observe a work area where Hot Work is being or has been carried out in a High Risk Area. The observations will address the detection of fire or events that may lead to a fire. The observations must be performed for a minimum of 1 ½ hrs after the works have been completed.

WELDING

- a) A welding screen must be used wherever possible.
- b) All portable welders must have a fire extinguisher within each of the welding unit, or a fully charged fire hose.
- c) Ensure the area is free of all flammable and combustible liquids

HIGH RISK AREAS

Certain areas are identified as High Risk Areas as these areas may have one or more of the following hazards associated there: -

- a) Paint, Solvent and fuel stores
- b) LPG storage areas and gas bottles
- c) Flammable liquid processes (solvent baths)
- d) Vessels which contain, or have contained, flammable or combustible liquid, including fuel tanks on vehicles.
- e) Areas which contain high levels of wood and sawdust (Mill #1, Mill #3, Sawdust Bin, etc.)
- f) Areas which have more than one level.

These areas are those where accumulations of flammable or combustible materials either as dusts, liquids or vapours may exist in sufficient concentrations to ignite and combust during Hot Works. A High Risk Area may be one that is normally safe, but may become hazardous due to the performance of a particular operation i.e.

- a) Flammable and combustible liquids must be contained and stored in accordance with AS1940. There should be no flammable liquids stored or placed within **15** metres of any hot work area. Any flammable or combustible liquid storage should be within designated Flammable liquid cabinets.
- b) Flammable liquids used in the completion of work activities i.e. degreasing bowls and the like, shall have a hinged lid so that vapors may be contained and the equipment shielded from any ignition sources.
- c) Chemical stores shall be located similarly to flammable liquid stores, at least **15** metres from any of the possible hot work areas, except where they are located in a separate room.
- d) Fire extinguishers for these hot work areas shall be located no further than **10** metres travel distance from any possible hot work site. They shall be selected and installed in accordance with AS 2444 and maintained in accordance with AS1851.1
- e) There shall be a suitable disposal facility for hot metal off-cuts, slag or electrode stubs.
- f) There shall be equipment (such as fire blankets etc) available to protect combustible materials that may require works.
- g) There shall be suitable ventilation to ensure that fumes and other air borne particles that may be generated during hot work are maintained at levels below that required under Standards for Occupational exposures (as published by Work Cover and other regulatory bodies).

FIRE DANGER SEASON

Fire Danger Season is an annual period of time where restrictions apply throughout South Australia and Victoria. (22nd November – 30th April). During this time there are general precautions that must be undertaken to prevent fires. However during periods of extreme weather conditions days of Total Fire Ban will exist.

TOTAL FIRE BAN (as declared under the Country Fire Act and Regulations)

Total Fire Ban Days are days declared by the Country Fire Service where fires may not be lit or allowed to remain alight in the open air. They occur on days where extreme weather conditions (high winds, high temperatures) could cause fires to become uncontrollable. Total Fire Bans apply for 24 hours from midnight to midnight the following day. They are broadcast on TV and radio at 1800 hrs the night prior but may be imposed as late as 0700hrs on the day of the ban should adverse weather conditions develop suddenly.

HOT WORK CONDUCTED DURING FIRE DANGER SEASON

During the Fire Danger Season a Hot Work Permit will be required for works to be carried out in the open (outside of a building) i.e. Electric Welders, Angle Grinders, Oxy Welders etc.

However under the Country Fire Service Regulation workers must also ensure:

- 4 metres clearance around work area.
- A Water extinguisher or Charged Hose reel is present during Hot Work.

OPEN FIRES

- A Schedule 9 Permit from the Wattle Range Council, Fire Prevention Officer will be required for Unenclosed Fires to be carried out in the open (outside of a building).

A copy of the Country Fires Act Schedule 9 Permit shall be attached to the Hot Work Permit. A Schedule 9 Permit under the Country Fire Act 1989, *Permit to authorize a person to light or maintain a fire during the fire danger Season*, may be obtained from an approved Permit Writing Officer under that Act. This Permit will require strict compliance with certain conditions similar to these Hot Work requirements.

TOTAL FIRE BAN DAY

A Schedule 10 Permit from the Wattle Range Council, Fire Prevention Officer will be required for works to be carried out in the open (outside of a building) during a declared Total Fire Ban day. A copy of the Country Fires Act Schedule 10 Permit shall be attached to the Hot Work Permit.

The Schedule 10 Permit under the Country Fire Act 1989, *Permit to authorize a person to light or maintain a Fire in the Open Air contrary to the Terms of a Total Fire Ban*, may be obtained from an approved Permit Writing Officer under that Act. Normally this permit will only be available under emergency situations and require strict compliance with certain conditions similar to these Hot Work requirements.

Hot Work Permits can be found here or at the sign in desk at the Site Office:

<G:\Public\Occupational Health & Safety\1. Forms\Permits>





INDUCTION QUESTIONNAIRE

ALL QUESTIONS MUST BE ANSWERED CORRECTLY TO RECEIVE AUTHORISATION TO CARRY OUT WORKS ON OUR SITE.

1) What is the first thing you must do when you arrive at the Suttontown Road site?

.....

2) You must wait for a company representative to come and collect you before proceeding onto site?

True False

3) List 2 Legal Responsibilities you have when working on our site.

.....
.....

4) What is the site speed limit? km p/h

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

Complete the relevant pre-start checklist / log book Present a copy of relevant licence(s)
 Get authorisation from company representative All of the above

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

Hard Hat Safety Boots
 Safety Glasses Hi Visibility Clothing

7) Earplugs are allowed to be worn on the Suttontown Rd site?

True False

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

.....
.....

9) What must you do before entering the Logyard, Debarker or Despatch areas?

.....

10) What permit must be completed and accompany all work on site?

.....

11) Any contractor has permission to enter and make adjustments in any electrical cabinets or switch rooms?

True False

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

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

13) What permit must be completed before starting work involving open flames or producing heat or sparks?

.....

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 being worked on must be fully isolated by each person entering or working on equipment?

- True
- False

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

.....
.....

17) What must you do if unsure where to isolate equipment to be worked on?

.....

18) Complete the following sentences.

The sequence for Isolating machinery or equipment is as follows:

- Notify all affected that isolation is required.
- Ask operator to shut down equipment as outlined in relevant SOP.
- Disconnect and all energy sources from the equipment.
- Lock every relevant isolator with a personalised
- Try to the equipment to ascertain if correct isolation has been achieved.
- If any parts of the equipment start notify your site – do not work on it!!!
- Check that all parts of the equipment have stopped.
- Enter into isolated area.

CONTRACTOR NAME: **DATE:**

CONTRACTOR SIGNATURE:

INDUCTOR NAME: **DATE:**

INDUCTOR SIGNATURE:



CONFIDENTIALITY AGREEMENT

This confidentiality agreement is made between and N F McDonnell & Sons.

I agree to the terms of this agreement:

1. I acknowledge that I may come into the possession of certain confidential information belonging to N F McDonnell & Sons including but not limited to trade secrets, customer lists, supplier lists and prices, pricing schedule, methods, processes, or marketing plans. I further acknowledge that no photographs are to be taken on site without permission of the management.
2. I hereby covenant and agree that I will at no time, during or after the term of this agreement, use for my own benefit or the benefit of others, or disclose or divulge to others, any such confidential information.
3. Violation of this agreement will entitle N F McDonnell & Sons to an injunction to prevent such competition or disclosure, and will entitle N F McDonnell & Sons to other legal remedies, including attorney's fees and costs.
4. This agreement shall be governed by the laws of South Australia.
5. If any part of this agreement is adjudged invalid, illegal or unenforceable, the remaining parts shall not be affected and shall remain in full force and effect.
6. 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.
7. This instrument, including any attached exhibits and agenda, 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.

Contractor:

N.F. McDonnell & Sons:

.....
(Name)

.....
(Name)

.....
(Signature)

.....
(Signature)

.....
(Date)

.....
(Date)

CONTRACTOR INDUCTION SIGN-OFF

I (*contractor name*) have completed the N.F. McDonnell & Sons Contractor Induction.

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

I confirm that I have provided all relevant licences and certificates and understand permission must be received by site representative prior to using any site plant and equipment.

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

Completed induction paperwork is to be handed in to the WHS Coordinator.
A Contractor Site Authorisation Card will then be issued.

Signature Date

Contractor Company

Inductor (*name*)

Signature Date

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

