

Shire of Victoria Plains



Safety Handbook



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The **Shire of Victoria Plains** has produced this booklet to align with our commitment towards increasing staff awareness and promoting continuous improvement in matters of safety and health.

This booklet was compiled with assistance from our Work Health Safety Team. It is anticipated that the information will both help to ensure that workers and others who work for the Shire adopt safe working practices when carrying out their tasks and make the work environment a safe place.

All injuries, whether they occur at home, on the roads or at work, have a detrimental effect on the services given to the people living in the Shire. Serious injury can not only severely impact a person's life, but also cause hardship to family, friends and work colleagues.

It is the Shire's goal to eliminate all accidents and incidents where possible. All staff members, at all levels, are urged to work to achieve this goal.

The work place today should offer safe and secure employment to all people and to achieve this we must play a part and accept our share of the responsibility. Our safety record of recent times has been good, but as long as injuries continue, we must strive for continual improvement of our safe systems of work.

If any staff member believes they can help to improve our safety and health record please let your Health and Safety Representative (HSR) or Supervisor know.

Sean Fletcher
CHIEF EXECUTIVE OFFICER



OBJECTIVES OF THE WORK HEALTH & SAFETY ACT 2020

In the process of implementing work health and safety requirements, the Shire must ensure that procedures, programs and actions are integrated with, and complimentary to, all relevant legislation and government policies.

The development of this Manual, and the procedures contained herein, have taken into account the preceding and the objectives of the Work Health and Safety Act 2020 (WHS Act) during their formulation.

The purposes of the Act are included to make you aware of the basic requirements of the legislation governing your workplace.

The Work Health & Safety Act aims to:

- protect the health and safety of workers and other people by eliminating or minimising risks arising from work or workplaces
- ensure fair and effective representation, consultation and cooperation to address and resolve health and safety issues in the workplace
- encourage unions and employer organisations to take a constructive role in improving work health and safety practices
- assist businesses and workers to achieve a healthier and safer working environment
- promote information, education and training on work health and safety
- provide effective compliance and enforcement measures
- deliver continuous improvement and progressively higher standards of work health and safety

In furthering these aims, regard must be had to the principle that workers and other persons should be given the highest level of protection against harm to their health, safety and welfare from hazards and risks arising from work as is reasonably practicable. For these purposes, 'health' includes psychological health as well as physical health.

General Duty of Care

The Work Health & Safety Act 2020 places a general duty of care on all employers and employees and outlines the responsibilities for the safety and health at the workplace. The duty of care provisions of the Work Health & Safety Act 2020 are the starting point from which all other work health & safety measures begin.

Management Commitment

The Chief Executive Officer, together with Senior Management, are responsible for ensuring that the Shire has in place appropriate policies, programs and procedures to ensure that the effectiveness of each employee is maximised. Each employee will be made aware of their entitlements and responsibilities under the Work Health & Safety Act 2020.

Without the commitment of Senior Management, the best designed safety program will ultimately fail. Therefore WHS will have a primary focus for all Victoria Plains Shire business activity and be steered from the top.

Notifiable incident

A Person conducting a business or undertaking (PCBU) must notify the regulator as soon as they become aware of a death, serious injury or illness or dangerous incident that arises out of the conduct of the business or undertaking.

Dangerous Incident

The regulator must also be notified immediately of any **dangerous incident** means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to —

- (a) an uncontrolled escape, spillage or leakage of a substance; or
 - (b) an uncontrolled implosion, explosion or fire; or
 - (c) an uncontrolled escape of gas or steam; or
 - (d) an uncontrolled escape of a pressurised substance; or
 - (e) electric shock; or
 - (f) the fall or release from a height of any plant, substance or thing; or
 - (g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or
 - (h) the collapse or partial collapse of a structure; or
 - (i) the collapse or failure of an excavation or of any shoring supporting an excavation; or
 - (j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
 - (k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
 - (l) any other event prescribed by the regulations,
- but does not include an incident of a prescribed kind.

Notification process

Notice of an incident must be given by the fastest possible means, by telephone or in writing (including electronic means, where available). If notice is given by telephone, the regulator may request follow-up written notice of the incident. This must be provided within 48 hours of the request. A record of each notifiable incident must be kept by the PCBU for at least five years.

Shire of Victoria Plains Duties

Under the WHS Act, the Shire has a primary duty of care to ensure the health and safety of their workers while they are at work. In this context, 'workers' are those engaged, or caused to be engaged by the person and those whose activities in carrying out the work are influenced or directed by the person.

This primary duty of care requires Shires to ensure health and safety, so far as is reasonably practicable, by eliminating risks to health and safety. If this is not reasonably practicable, risks must be minimised so far as is reasonably practicable.

Under the primary duty of care, a Shire must ensure, so far as is reasonably practicable:

- the provision and maintenance of a working environment that is safe and without risks to health, including safe access to and exit from the workplace
- the provision and maintenance of plant, structure and systems of work that are safe and do not pose health risks (for example, providing effective guards on machines and regulating the pace and frequency of work)
- the safe use, handling, storage and transport of plant, structure and substances (for example, toxic chemicals, dusts and fibres)
- the provision of adequate facilities for the welfare of workers at work (for example, access to washrooms, lockers and dining areas)
- the provision of information, instruction, training or supervision to workers needed for them to work without risks to their health and safety and that of others around them
- that the health of workers and the conditions of the workplace are monitored to prevent injury or illness arising out of the conduct of the business or undertaking
- the maintenance of any accommodation owned or under their management and control to ensure the health and safety of workers occupying the premises.

Worker Duties under the Act

Under the Work Health and Safety Act 2020 Section 28 a worker is any person who carries out work for the Shire, including work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.

While at work, workers must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.

They must also:

- comply, so far as they are reasonably able, with any reasonable instruction given by the Shire to allow the Shire to comply with WHS laws
- cooperate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.



Role of Supervisors

Supervisors are in key positions to encourage safety and health awareness and provide support to workers to work in the safest possible way. For the purpose of this Work Health Safety Manual the term Supervisor also includes Leading Hands. There is a need to encourage all workers to identify, assess and control hazards. Workers need supervisory support and encouragement to be creative and effective in fixing their WHS related problems. Remember Take 5 can save lives.

Supervisors should:

- ensure workers have a safe area in which to work;
- ensure workers have safe methods of performing the required tasks;
- ensure workers are adequately trained; and
- ensure workers are adequately supervised.

Supervisors are required to:

- accept responsibility for safety management in their area;
- lead by example;
- wear personal protective equipment supplied and make sure others do the same;
- recognise potential hazards and ensure appropriate remedial action is taken;
- investigate safety issues and provide feedback;
- be conversant with Work Health & Safety legislation, Australian Standards, Codes of Practice and Guidance Notes relevant to the workplace;
- investigate accidents/incidents promptly and ensure action is taken;
- recommend training as required;
- liaise with Health and Safety Representatives (HSR);
- undertake documented safety inspections on a regular basis.

Supervisors must ensure safe work practices and procedures are documented and implemented.



1. Safety Induction Program

This safety induction procedure aims to help new employees gain an understanding of the rights and responsibilities that the Work Health Safety Act places on both the employer and employee, and the procedures that Shire has in place to ensure a safe working environment.

All new employees are required to undertake the following actions within the first day of their employment with Shire:

Be informed jointly by their Supervisor and relevant Work Health Safety Representative of:

- The identity of the relevant Safety representatives and Safety committee members;
- The location and contents of the Shire of Victoria Plain's Work Health Safety procedure manual;
- Any significant hazards that exist at the designated workplace;
- The necessity to follow procedures and work instructions for controlling risks (including manual handling, noise, violence against employees, chemical hazards, safe operation and maintenance of plant and equipment, use of electrical apparatus and falls from heights) so they can carry out their job in a safe and healthy manner;
- The necessity to follow procedures on the appropriate use, storage and maintenance of personal protective equipment and clothing;
- The necessity to follow procedures for reporting and dealing with accidents, incidents, hazards, illnesses, fires and emergencies; and
- How to contribute to the consultative process according to procedures and legislation.

Undertake the Employee Induction training which consists of:

- Completing the Local Government Employee Induction 'Part A' and answering the questions to make sure the key points have been understood.
- Completing the Shire of Victoria Plains Induction 'Part B.'

After this induction procedure has occurred, the attached form details the safety induction procedure that has occurred shall be completed by all parties. A copy of the form shall be placed on the employee's personal file.

It is the responsibility of the new employee's supervisor to closely supervise the new employee in the first weeks of employment to ensure that they have gained a thorough understanding of Shire's procedures associated with work health and safety.



2. Safety Rules

The safety and health of all people working for the Shire of Victoria Plains is of primary concern. The following rules are to be observed and complied with to reduce the risk of injury to any person.

1. Safe working practices must be observed at all times. If there is any doubt, speak to your supervisor.
2. Report any injury or incident immediately.
3. Safe and appropriate clothing and personal protective equipment must be worn while performing work tasks. **All staff who are required to wear high visibility clothing whilst working must at all times correctly wear this clothing.** Any member of staff who does not comply with this direction will be reprimanded in the first instance and serious disciplinary action may be initiated in the next instance.
4. Shire vehicles, machinery, equipment and facilities are to be used only by authorised personnel.
5. Lift all objects safely and correctly. If in doubt, ask someone to assist you or ask your supervisor.
6. In the event of fire or other emergency, follow the instructions of the Shire emergency procedures.
7. Alcohol and drugs, other than drugs prescribed by a medical practitioner, must not be consumed at any work site or work location unless officially authorised. Some prescribed drugs may affect work performance and make it dangerous to drive or operate machinery. If you have been prescribed drugs of this type please inform your supervisor before you commence work. Failure to observe this requirement may result in dismissal or suspension without pay.
8. All road rules including speed limits and weight limits must be observed at all times on public roads and at work locations.
9. Machinery, equipment, materials and tools must be secured whilst in transit.
10. Any unsafe working conditions must be reported to your supervisor.
11. All roadworks must comply with the MRWA standards as found in the General Field Guide MRWA Traffic Management for Road Works.
12. Greasing, refuelling or cleaning machinery, plant and equipment that is running is prohibited.
13. Horseplay, fighting, practical jokes, throwing of materials or objects can lead to injury and will not be tolerated.
14. Smoking is not permitted inside Shire buildings, enclosed areas or Shire vehicles. Smoking must not occur within 5 metres of a doorway, window or open vent.



3. Accident and Incident Reporting

All workers have a responsibility to report all accidents, incidents, hazards and near miss occurrences whether they are of a minor or major nature to their supervisors immediately.

In the event of an accident, incident, hazard or near miss occurrence the employee (worker), as soon as practicable, shall complete the relevant section of the Incident/Hazard Report form. These are available from either your Supervisor or Health and Safety Representative (HSR).

Procedures:

1. The employee shall forward the form to their supervisor who shall investigate the incident in conjunction with a Health and Safety Representative (HSR).
2. The relevant section of the form shall be completed and signed by both parties.
3. Any action that can be taken to prevent re-occurrence shall be undertaken.
4. The form shall then be brought to WHS meeting for review.
5. Once the Committee have reviewed and are satisfied that all steps have been taken to minimise this event recurring the form can be given to the Chief Executive Officer to sign off on.

It is the responsibility of the local government representative (Chief Executive Officer) to notify WorkSafe WA of any work-related deaths, serious injuries or disease. The **Chief Executive Officer** shall notify WorkSafe WA of any reportable incidents.

4. Aggression in the Workplace

Aggression in the workplace may come from three base sources:

1. Bullying by workmates;
2. Bullying by supervisors;
3. Aggravated members of the public.

The Shire of Victoria Plains has zero tolerance towards bullying in the workplace.

Refer to [HR-01 - Discrimination-Harassment-and-Bullying-Policy -MJM V2 -22-02-2024.pdf](#)



5. Chemicals and Hazardous Substances

All the chemicals and substances used in our workplace can be dangerous if not handled correctly. Most industrial detergents, solvents, disinfectants and particularly kerosene are harmful to the skin.

Correct protective equipment must be worn and a minimum requirement for this work is a face shield and waterproof gloves.

Follow the safe handling instructions on containers and also the instructions relating to the safe disposal of the material.

Ensure safe decanting, including suitable labelling and suitable containers.

If you are not certain about the correct way to handle a chemical or substance ask your supervisor and check the appropriate material safety data sheets (SDS).

Every chemical and substance used by the Shire of Victoria Plains must be supplied with a SDS. No chemicals are to be purchased from any manufacturer until SDS forms are first obtained.

When the SDS lists the substances as a "hazardous according to the criteria set by Safe Work Australia (Refer: Safety data sheets/Safe Work Australia) the SDS prepared within last five years for all chemicals in the workplace.

All chemicals and substances must be listed on the hazardous substance register, which is at the front of the file containing all SDS'S.

All chemicals and hazardous substances will be approved by the Works Supervisor through direction of Chief Executive Officer's or delegate and will be accompanied by a SDS.

This procedure is to control the use and type of chemicals and hazardous in use within the Shire.

6. Confined Spaces

- Confined spaces can include manholes, tanks, bins, silos, vats, piping, pump, wells, surge vessels, boilers and any area which it is difficult to escape or in which you may become trapped.
- The hazards of working in confined spaces may include lack of oxygen, the presence of toxic, corrosive, flammable or explosive gases, liquid, vapours and dust.
- Always obtain permission from your supervisor before entering a confined space, observe isolation, danger tag or lock-out procedures and wear the correct protective equipment.

7. The Tagging System

The tagging system uses two types of tag, these being:

- **The 'Out of Service Tag':** a yellow and black tag used to protect partly operational or defective equipment from being started up or used prematurely;
- **The 'Personal Danger Tag':** a red, black and white tag used to protect personnel from injury while working on stationary equipment.

7.1 Use of Out of Service Tags

The 'out of service tag' is used to place faulty or unsafe equipment, plant and machinery that require maintenance out of service. It is used to prevent damage to plant or injury to personnel. It does not provide the worker with specific protection.

- Any person upon discovering faulty equipment shall attach an 'out of service tag' firmly to the isolate switch or cord plug immediately. The faulty equipment must be reported to the appropriate manager or supervisor as soon as possible, definitely no later than the end of the shift.
- A person who assigns an 'out of service tag' shall not be penalised or suffer any repercussion for performing this safety service.
- Any equipment or plant that has an 'out of service tag' attached to it must not be operated.
- The only person who is permitted to remove an 'out of service tag' is a person who is deemed competent to check that the equipment is safe to return to service.

**THE 'OUT OF SERVICE TAG' IS ALWAYS THE FIRST TAG TO GO ON
AND THE LAST TAG TO COME OFF!**



Example of an 'Out of Service' tag

7.2 Use of Personal Danger Tags

A 'personal danger tag' is used to warn other personnel that you are working on a particular piece of equipment or plant. It provides you with personal protection against injury that could occur should the equipment be started up.

- Every person who inspects or repairs moving equipment and fluid or air streams in pipes must place a 'personal danger tag' on the appropriate isolation device that controls or operates that equipment. More than one device or item of equipment may need tagging.
- The tag must be filled out legibly with the person's name, date, time and piece of equipment that is being worked on, it must then be attached firmly to the isolate point and made visible.
- Each person is responsible for placing their own 'personal danger tag' on respective equipment before they commence work on it and for removing their own tag when their part in the job is complete or when they leave the job temporarily for any reason.
- The only person permitted to remove a 'personal danger tag' is the person who has placed it. The only exception to this being when that person is absent from work and cannot be contacted by any means. The tag may then be moved with the authorisation of the Works Manager or

their nominee and then only after all reasonable efforts have been made to contact the person who placed it, and so all reasonable precautions have been taken to ensure that it is safe to.

- **Tags once removed should be destroyed.**



Example of a 'Danger' tag

8. Drugs and Alcohol

Un-prescribed Drugs and alcohol shall not be brought onto or consumed in the workplace;

Coming to work under the influence of drugs and alcohol is strictly prohibited.

Some prescribed drugs may affect work performance and make it dangerous to drive or operate machinery. If you have been prescribed drugs of this type, tell your supervisor before you start work.

If you have a drug or alcohol related problem speak to your supervisor or manager about it. Arrangements can be made for you to receive professional and confidential medical counselling.

FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL MAKE YOU LIABLE TO DISMISSAL.

Refer to [HR-02- Drug-and-Alcohol-Policy-MJM - V2 08-08-2022 Under Further Review.pdf](#)

9. Electrical Equipment

Employees have a responsibility to take reasonable care for their own safety and the safety of others when using electrical equipment.

- The Shire office and depot are hard wired with residual current device's (RCD's). Any work done in other locations, shall be undertaken using a portable RCD, **employees however must first establish that the location is not already wired with an operational RCD.**
- Prior to the use of any electrical equipment always inspect and report any faults.
- Only electricians are authorised to repair electrical equipment. No other employee is authorised to carry out electrical repairs.

When you are working with or near electrical equipment:

- Always assume that electrical conductors are live;
- Inspect electrical tools and equipment before use;
- Check equipment has a current inspection tag attached;



- Report any frayed wires damaged cables or faulty switches to your supervisor and tag out immediately;
- Do not operate or use any electrical equipment which has a “Danger” or “Out of Service” tag attached;
- If you receive a shock, even a small one you must report it to your supervisor immediately and complete an Accident/Incident report. **You must Tag out the equipment/lead immediately.**
- When electrical cords are renewed or replaced, ensure that they are fitted with moulded or transparent connections. Inspect all Shire premises where hand-held or portable equipment is being used to ensure residual current devices are fitted as required by the legislation.

If you have any questions, ask your supervisor or safety representative.

10. Emergency Procedures – Utility Services

In all incidents involving damage to any utility service the following Emergency Procedures must be implemented and adhered to.

Dial 000.

10.1 Electricity

If an electric cable is damaged, or overhead lines are brought down:

1. Assume all wires are live;
2. Stay in vehicle if rubber tyred (the rubber will insulate you). Drive machinery well clear of powerlines if possible, and stay with the vehicle until the power has been isolated and the power lines removed;
3. If it is unsafe to stay in the vehicle and unsafe to move the vehicle, leave the vehicle by jumping with feet together, or hopping. Do not make contact with the ground and the vehicle at the same time;
4. Move to a safe area;
5. Isolate area from members of the public ;
6. Advise your supervisor;
7. Phone Western Power Emergency number 13 13 51.

10.2 Water

If a water service is damaged:

1. Move vehicles to a safe area;
2. Phone Water Corporation faults, Emergencies number 13 13 75;
3. Advise your supervisor;
4. Isolate area from members of the public;
5. Direct water to minimise damage if safe to do so;

10.3 Phone lines/cables

If a Telstra line is damaged:

1. Phone Telstra emergency line 13 22 03



2. Advise your supervisor

NOTE: *Please ensure you record the time and date of any incident and names of witnesses if applicable*

A LAMINATED COPY OF THIS PROCEDURE SHOULD AT ALL TIMES BE KEPT IN THE WORKPLACE WHICH INCLUDES VEHICLES AND PLANT THAT MAY BE UTILISED IN CONSTRUCTION AND MAINTENANCE WORKS

11. Emergency Procedures

The following procedures have been developed to assist employees who find themselves in an emergency situation. If you find yourself in emergency situation try to stay calm and remember that your own personal safety is the most important issue, followed by the safety of others, with material possessions are a long last as a priority.

You must know what the emergency procedures in your workplace are. The procedures cover fire, inclement weather event, serious accidents, armed hold up, chlorine leaks and other such emergencies as may be identified.

You must ensure that you know:

- How to raise the alarm
- Know what the alarm/s mean
- Where the nearest emergency exit is
- Where all emergency exits are
- Your assembly/muster area
- Where fire extinguishing equipment is located
- How to use fire extinguishing equipment.

Make yourself familiar with these requirements. If you have any questions, ask your supervisor or safety representative.

Training will be undertaken at induction and on a regular basis to all staff ensure are familiar with Emergency Procedures.

These procedures apply to both the administration offices, libraries and the works depot.

11.1 Medical Emergency

1. Render whatever assistance you can.
2. Immediately phone or arrange for another person to phone the Ambulance on 000. (If using a mobile phone where 000 will not connect, dial 112).

Give your name, location, number of people involved, and details of medical emergency. Await further instruction and advice whilst continuing to render whatever assistance you can.

11.2 Personal Safety

1. Seek assistance from a nearby trusted person.



In an emergency phone the Police on 000. (If using a mobile phone where 000 will not connect, dial 112).

11.3 Evacuation

On hearing a verbal emergency warning, or an alarm:

If possible, collect personal effects and turn off electrical equipment;

1. If fire, close all windows and doors prior to exiting workplace;
2. Proceed to closest exit at a fast walk (do not run);
3. Make way to emergency assembly area;
4. If you encounter a person with some form of disability that restricts their ability to respond to the situation, you may be required to assist them from the building. If you are unable to remove them from the building inform the emergency personnel or Warden of their location so that they can be retrieved as soon as possible. Leave the person's mobility aids behind; they can always be claimed on insurance.

(WARDENS ARE IDENTIFIABLE BY THEIR HARD HAT/CAP HAT)

If you discover a fire:

1. Warn others by shouting "Fire, Fire, Fire";
2. Help people in immediate danger;
3. Phone the **Fire and Rescue Brigade on 000**. (If using a mobile phone where 000 will not connect, dial 112);
4. Decide if you can put the fire out. If you can put out the fire then do so, if not proceed to evacuate the building. Don't attempt to use a fire extinguisher if you have never been instructed on how to use one;
5. Be over cautious.

If you are alerted to a fire via a warning:

1. You must prepare to evacuate the building.
2. Switch off all computers, printers and electrical appliances.
3. Close all windows and doors.
4. Gather your personal belongings in preparation to immediately evacuate the building.
5. Organise/help other people in the room.
6. Move at a quick walk, do not run.
7. If you have to move through a closed door that you cannot see through:
 - Feel the door to see if it is hot;
 - Look for smoke coming under the door;
 - Open the door slowly and look around it to see if there is a fire behind it;
 - If there is no fire on the other side, proceed through and close the door behind you.
8. Move to the emergency assembly area as quick as possible;
9. Report to the Warden that you/your group is there and if you know of anyone trapped in the building. The most senior officer at the emergency assembly area shall assume the responsibilities of the Warden.



10. Remain in the emergency assembly area until you are informed that you may leave or move by either the Warden or a member of the emergency services
11. The Warden shall ensure that all personnel are accounted for and take control of the situation pending the arrival of emergency services personnel.

If you notice someone on the verge of panic:

1. Give them a task or responsibility;
2. The person will still require constant monitoring;
3. Do not hit them;
4. Take hold of one of their hands and guide them out of the building to the emergency assembly area;
5. If they will not cooperate or start to grab hold of things, leave them where they are;

Evacuate yourself and inform the Warden or a member of the emergency services immediately.

If you are trapped in a room:

1. Exit through a window if possible.
2. If the room is filling with smoke, stay close to the ground. The air is cooler and oxygen is more plentiful in this region.
3. Wait for the fire brigade to rescue you.

11.4 Bomb Threat

If you receive a bomb threat call, try to obtain the following from the caller:

- When is the bomb going to explode?
- Where did you put the bomb?
- What does the bomb look like?
- What kind of bomb is it?
- What will make the bomb explode?
- Did you place the bomb?
- Why did you place the bomb?
- What is your name?
- What is your address?

Should a bomb threat be delivered by note form please retain the note for evidence purposes.

1. Phone the **police on 000**.
2. Do not panic. Care is required to avoid exposure to alleged bomb. Alternative escape routes may be required.
3. Evacuate building quietly and without panic.

If you find a bomb (or suspect you have):

1. Do NOT touch it.
2. Ask all persons within the building to leave the area.
3. Seal the area as best possible (eg. block entrance).
4. Immediately go to a safe area (well clear) and phone the police on 000.



5. Await further instruction and advice.

11.5 Earthquake

1. If you are outside - move to an open area away from any buildings. If you are inside a building - take shelter under tables, desks or in doorways. Stay away from windows, shelving, and large freestanding furniture.
2. After the earthquake, look for any injured persons in your area and follow Medical Emergency Procedures if necessary.
3. If safe to do so, leave the building as soon as possible.

11.6 Lockdown

Lockdown exercises are conducted to prepare individuals and organizations for responding effectively to emergency situations such as an armed intruder, violent threat, or other dangerous situations.

1. promptly respond to the lockdown notification by securing themselves in designated safe locations.
2. Follow established procedures for barricading doors, turning off lights, silencing mobile devices, and remaining silent to avoid detection.
3. Designated personnel should promptly notify emergency services, such as police or security, about the lockdown situation, providing essential details such as location, nature of the threat, and any relevant information.
4. Remain calm and where you can, provide reassurance to others and help to maintain a sense of order and safety.

11.7 Muster Points (Evacuation Assembly Area)

Muster Point 1

Muster points as listed hereunder will be used for all evacuations, unless it is deemed unsafe. It is here that everyone will wait until the Chief/Deputy Warden communicates further instructions.

No person shall re-enter the building/area until the Chief/Deputy Warden declares it is safe to do so (as directed by the relevant emergency response authority).

Muster Point 2

If for any reason it is unsafe to use Muster Point 1 (i.e. if wind and emergency conditions do not make this area accessible/practical), wardens will notify employees of an alternative location that is safe.

11.8 Wardens

The Work Safety Committee has appointed the following employee positions as the Chief Warden, Deputy Wardens and area Wardens.

Wardens have all been equipped with distinctive headwear to enable them to be easily recognised in an emergency. The following applies:

Red Hard Hat / Cap Hat -Worn by Chief Warden



White Hard Hat / Cap Hat	-Worn by Deputy Warden
Yellow Hard Hat / Cap Hat	-Worn by Area Wardens

12. Eye Protection

You must always wear eye protection where the danger of flying particles, flash or splash hazards exist.

If anything enters your eye you must seek medical attention from a trained first aider. Do not try to remove it yourself and do not let a workmate try. Your eyes are particularly delicate and require trained care.

The correct eye protection must be worn when;

- Welding and burning – electric or oxy-acetylene
- Chipping-steel, concrete, brick, wood etc
- Grinding and buffing
- Riveting or assisting to rivet
- Operating any metal working machine, lathe, etc
- Operating any wood working machine, lathe, etc
- Operating any portable power tool
- Operating any explosive power tool
- Operating any compressor power tool
- Using compressed air
- Pouring molten metal or substance whilst using or handling any caustic solution
- Working sheet metal
- When handling chemicals, if required by the material safety data sheet.
- Hammering occurs as part of any operation as there is a risk of airborne particles sand, dust etc
- Whipper snipping, Mowing, slashing
- Windy/dusty days on road works

Anybody assisting in any of these operations is required to wear the correct protection.

Never look at welding arc – wear anti-glare glasses if you are working nearby this activity.

Look after your safety glasses, goggles and face shield. Keep them clean for your own safety.

Speak to your supervisor or safety representative for the issue or replacement of your eye protection equipment.

Reference should be made to procedure Personal Protective Equipment for what safety equipment is provided in this area.

13. Fire Prevention

- To reduce any possible fire hazards ensure the workplace and plant are maintained in a tidy safe manner and all rubbish is removed.
- Observe no smoking signs and keep fire extinguishers and hose reels readily accessible and be aware of their location.
- Do not use a fire extinguisher if you have not been shown the correct way to operate one.
- During summer time be aware of works that may create a fire or fire hazard and take all reasonable precautions to prevent a fire.

13.1 Fire Safety

Most fires have small beginnings and the best time to tackle a fire is while it is smaller than you are. To do this you must know:

- How to raise the alarm
- Know what the alarm/s mean
- Identify the type of fire
- Where the extinguishing equipment is located
- How to use fire extinguishing equipment
- Identify what types of fire extinguishing equipment can be used
- The location of your nearest emergency exits
- Your assembly area
- Familiarise yourself with the emergency procedures and fire equipment.

13.2 Fire Prevention

The risk of a fire is present in most industrial activities and all employees have a vital role in its prevention:

- Observe No Smoking signs
- Don't accumulate rubbish. Keep work and storage areas clean and tidy
- Put rubbish in the metal bins provided and empty regularly
- Handle and store flammable liquids safely – keep naked lights and sparks away
- Don't use saw dust to absorb oil spills and leaks
- Keep electrical fittings in good order
- Avoid the use of adaptors, long or damaged power cables
- If you are welding or cutting, clear the area of combustible material first. Keep an extinguisher handy. When you have finished your work check again
- Keep fire extinguishers unobstructed and mounted on the wall
- If you use an extinguisher take it to your supervisor who will arrange replacement.
DO NOT PUT IT BACK ON THE WALL
- Report all fires, no matter how small, to your supervisor and safety representative.

14. First Aid

First Aid boxes are provided and many of the Shire of Victoria Plains staff are qualified in first aid. Get to know where your first aid kits are, how to use them, and what is in them. Also find out who is qualified to give first aid assistance.

- All injuries and sicknesses must be reported to your supervisor and treated promptly. If off-site medical or hospital services are required contact your supervisor immediately who will then make the necessary arrangements.
- If you see another employee become injured or ill, notify your supervisor immediately.
- If you are not a trained first aider, take the following steps if anyone is injured.
 - Raise the alarm by calling for help by a trained first aider
 - Ensure you are aware of the environment before assisting an injured person
 - If there is a possibility of further danger, move the person to a safe position
 - If there is any bleeding, use a clean pad and apply pressure to the injury
 - Make the person comfortable, keep them warm and reassure them
 - Do not attempt to move any part of an injured person (you should only move an injured person if there is a greater danger by leaving them where they are)
 - When a first aider arrives explain what you have done and be prepared to give assistance as required
- All workers are encouraged to attend first aid courses that are offered by the Shire of Victoria Plains

15. Foot Protection

- Safety boots and shoes are issued to employees who are exposed to foot injuries. You must wear them at all times in the workplace.
- If your safety footwear requires replacing, see your supervisor.

16. Forklift Truck

Only authorised employees are allowed to drive forklift trucks. Authorised persons should have a WorkSafe High Risk Work licence to operate a forklift.

If you are NOT authorised to drive:

- Never ride on any forklift truck;
- Be aware of where forklift trucks are operating and look out for the flashing light;
- Do not obstruct access ways with material or work in progress.

If you ARE authorised to drive a forklift truck:

- Check your vehicle regularly to see that everything is in good working order;
- Observe speed limits and stay on designated routes;
- Give way to pedestrians;
- Slow down when approaching crossings, blind corners or doorways – sound your horn;
- Check and observe the safe working load of your vehicle;
- Before reversing, check that it is safe to do so;



- Never allow anyone to ride on the truck, the forks or the load;
- Never use the forklift as a crane;
- Be careful on wet, slippery or sloping surfaces, ramps and platforms;
- Do not over stack under any circumstances;
- If you have to leave your vehicle switch off the engine and apply the handbrake;
- Make sure you have enough light to work safely. If you haven't, see your supervisor;
- Travel with the forks as low as practicable;
- Watch your load carefully when raising or lowering;
- Do not lift or move unsecured or unbalanced loads or improperly loaded pallets;
- Refuel in specified areas only. Do not smoke. Switch off the engine and clean up spilt fuel correctly before starting the engine.

17. Gas Cylinders

Gas cylinders have the potential to cause serious injury, damage, fire, or explosion if not handled correctly.

- Gas cylinders approved for use and carrying current stamps shall only be used.
- Use a trolley to move cylinders or get help. **Do not lift it by yourself.**
- Do not lift or secure around the valve.
- Do not drop, drag or allow cylinders to strike each other.
- Where 2 or more manifolded cylinder packs are located in the same room, they must be located at least 5 metres apart.
- Always consider cylinders as full and handle them carefully.
- Open cylinder valves slowly
- Cylinders must be stored upright and chained in a well-ventilated place.
- Do not store or leave cylinders by doorways as they may be hit by a vehicle or passer-by.
- Secure cylinders upright in the back of vehicles they must never be left to roll around in the back of vehicles.
- Do not store cylinders in the same area as flammable substances, fuel, oil, grease, etc.
- Never use oil or grease on valves, hoses or attachments of gas cylinders.
- If a cylinder is leaking, vacate the area and tell your supervisor.
- Open valves slowly.
- Acetylene cylinders must at all times be stored in an upright position.

18. Grinder (Bench Grinder)

The grinding wheel is a common piece of equipment in most workplaces. If not handled correctly it can produce serious or even fatal injury.

- Only authorised employees may use a grinding wheel. If you haven't been given permission by your supervisor, do not use a grinding wheel.
- Authorised operators must wear approved eye protection whilst grinding (a face shield on its own is not sufficient) and must use the safety guard installed on the wheel.
- Before starting grinding, check the tool rest is correctly set and that the correct washers and bolts holding the stone in place are tight.



- Do not use a wheel unless it is correctly dressed.
- Do not wear gloves whilst grinding.
- Only grind on the edge of the stone. Do not grind on the side of the stone unless it is specifically designed for that purpose.
- Make sure that there is a good light supply and you have a firm stance prior to grinding.
- Never apply heavy pressure to the work, let the speed of the wheel do the work.
- Any unusual sound, sensation, bouncing or increasing of torque, when the wheel reaches full speed should be regarded as danger signals. Stop work immediately and report to your supervisor.
- Eye protection must be worn when using a revolving wire brush or buffer.
- Treat grinding wheels carefully – do not drop them or handle them roughly - keep grinding wheels dry.
- Always use the correct wheel at the right speed for the job in hand.

19. Hand Protection

Hand injuries are one of the most common workplace incidents. Hands are exposed to more injuries than any other part of your body and as they are your livelihood look after them well and treat them with respect.

Always wear the correct gloves when handling;

- Rough, splintery or sharp objects
- Steel and metal sheet
- Acids, chemicals and solvents

Never wear gloves when;

- Operating a lathe, milling, drilling or boring
- Operating any type of machine tool
- Using abrasive belts

20. Hand Tools

Using blunt, badly maintained, worn, damaged or unsuitable hand tools is a hazard, which can cause serious injury.

Therefore:

- Use the right tool for the job
- Make sure it is sharp and/or properly adjusted
- Inspect it to see that it is not damaged and that the tool works correctly
- Do not use damaged or unsafe tools – tag them in accordance with Procedure “**Danger Tags**” and give them to your supervisor for repair and replacement



21. Hazard Identification & Assessment

The Work Health Safe Regulations require an employer to identify, assess and consider control measures by which hazards can be removed from the workplace. This requires the cooperation and assistance of all employees in conjunction with management to ensure all hazards are identified and where possible removed.

A hazard is a situation that may result in an injury, or harm to a person.

When an employee observes a hazard, the hazard may be rectified by that employee if they have the necessary training and skill to do so. The employee will inform their supervisor of the hazard and the method of rectification whereby a joint decision shall be made on whether an incident / hazard form should be completed.

If the employee does not have the necessary training and skill to rectify the hazard, the area containing the hazard is to be isolated in an appropriate way by the employee. Once isolated, the employee shall immediately inform their supervisor who shall undertake whatever is necessary to rectify the hazard or confirm that it is sufficiently isolated such that it will not cause injury or harm to anybody else pending the resolution of the hazard. When the hazard has been rectified, an incident / hazard form shall be completed.

22. Head Protection

You must at all times observe the head protection signs and wear a safety helmet in those designated areas.

Helmets will be issued to employees where necessary and you are responsible for looking after them. Make sure that the headband is adjusted to fit the head securely and comfortably. It is recommended that a chinstrap is also fitted.

Wear a safety helmet when working:

- On any construction site
- With suspended loads
- Under scaffolding, catwalks, gantries
- In tunnels, trenches and confined spaces
- Where there is a risk of head injury from falling objects
- With a chainsaw

Do not leave your helmet in the sun. Never leave your helmet on the back window shelf of a vehicle or rolling around the back of a ute tray.

Immediately upon issue, complete the information inside the helmet (ie who issued to, and date of issue)

Do NOT apply stickers or tags to the helmet as it affects the structural integrity of the helmet.

If your helmet has been subjected to a severe impact or is badly damaged see your supervisor for a replacement.



23. Work Health & Safety Representatives

Get to know who your Safety Representative is for your area. If you have an issue relating to safety and health you should consult your supervisor. If the issue cannot be resolved with your supervisor you must refer the matter to your Safety Representative or Work Health Safe team member.

Your Safety Representative or committee member can provide you with information and assistance on Work Health and Safety matters and will represent your interests.

All employees at the Shire of Victoria Plains are encouraged to involve themselves in maintaining a safe and healthy workplace, so if you are interested complete a nomination form and represent your workmates.

Terms for representatives to the Safety Team will be for three (3) years. WorkSafe must be notified regarding who the representatives are.

All elected Health and Safety Representatives should attend an accredited introductory training course within 3 months of being elected.

Safety Representatives can be re-elected.

24. Hearing Protection

- Prolonged exposure to excessive noise is known to cause permanent hearing loss. Noise also interferes with the ability to concentrate and therefore may be a direct cause of incidents.
- If it is not possible to reduce hazardous workplace noise levels, employees must wear the supplied hearing protection and observe noise warning signs.
- Earmuffs of the correct rating provide the best protection – wear them, look after them, keep them clean.
- Earplugs are available but you should change them regularly.
Avoid getting oil, grease, or foreign matter on them whilst inserting them, this may cause ear infection.

Hearing loss is permanent and irreversible – wear the right gear every time.

This Procedure should be read in conjunction with Procedure - Personal Protective Equipment.

25. Hygiene & Cleanliness

- Personal hygiene is important not only to prevent the infection of minor wounds but also to prevent skin disease, such as dermatitis, through contact with harmful substances. Always wear the correct personal protection equipment and wash your hands after handling any chemical product, before eating and after using the toilet.
- Keep your feet clean to avoid infections and dry them carefully after washing.
- Wash your clothes regularly and change them if they become excessively dirty or wet during a job.
- For outdoor workers dirty clothes can represent a visibility hazard. Outdoor clothing such as safety vests are high visibility clothing and once they are dirty you are at risk of not being visible to motorists.



- Do not use strong detergents, kerosene or other solvents to clean your skin. Use mild soap and hot water when the job is finished and a barrier cream.
- Always use the toilet facilities provided with consideration for others.

26. Ladder Use

- Before using a ladder check to see that it is undamaged and there are no defects. Do not use one with cracked or damaged styles or where any of the rungs are broken or missing.
- **NEVER** use a metal ladder or one reinforced with wire near any electrical equipment.
- To prevent a ladder from slipping make sure the bottom is on firm, level ground and if possible tie at the top. Always maintain 3 points of contact'. Ask someone to foot the ladder if you are unsure. Use a canvas bucket if you have to use tools whilst up the ladder. Use a rope to haul them up and down.
- When climbing up and down a ladder, face the rungs and always use two hands. This means you only move one arm and one leg at a time.
- Do not use a ladder as scaffolding or to support plank on which people work.
- Only use industrial rated ladders. NO domestic ladders to be used at work and rated ladder information must be legible.
- When up a ladder do not over-reach to either side and always keep both feet on the rungs.
- Any ladder found to be defective should be tagged and the situation reported to your supervisor.

27. Lifting Gear

- Use only equipment, which has been type tested and is marked with its safe load limit. Do not exceed safe working loads of equipment. Do not knot or shorten chains, slings or webbing or lengthen them with bolts.
- When lifting, protect slings and webbing with packing between sharp surfaces.
- Check the equipment before use for defects – if in doubt, do not use – tag it, put aside and advise your supervisor.
- Synthetic lifting slings requires 3 monthly inspection and tagging. Steel wire and chains require annual inspections and tagging.
- When discarding unsafe slings, chains or webbing, cut them into pieces to prevent re-use.
- Keep all lifting gear in good condition.

28. Lifting/Manual Handling

When staff are employed as part of the induction process they undertake Manual Handling training. They must pass this to receive their certificate which is placed on their employment file.

Take care of your back as heavy, awkward or frequent lifting may cause muscle strain or hernias.

Use your leg and thigh muscles for lifting, as they are much stronger than your back.

Follow these simple rules for all lifting work. Before lifting or manual handling, "plan ahead". This will identify potential hazards and assist with the following:



- Size up the job. Assess any difficulties you may have such as room to move, obstructions, stairs, etc.
- Check the load. Before lifting check the weight first by gently lifting one corner, If it can't be lifted easily call for assistance or use mechanical aid.
- Foot position. Face the load and set your feet firmly about 300mm apart, one foot slightly in front of the other.
- Leg action. Crouch, as close to the load as possible, if you cannot get too close, do not lift.
- Straight back. Keep your back as straight as possible at all times.
- Firm grip. Tilt the load and slide your hand underneath - use the other to balance the load if it suits you. Grip with the palm of your hands and the base of your fingers.
- Lifting. Relax your arms and keep your elbows in. Lift smoothly, don't jerk and twist.
- Moving off. Check that your route is clear and face the direction in which you wish to move.
- Changing direction. Change direction smoothly by turning the feet and body, keeping the load close to your body.
- Lowering. This is the same as lifting, but in reverse – back straight, load close in.

Should you have a repetitive manual handling task, vary your tasks and take short breaks to stretch, etc. IF IN DOUBT – GET HELP

29. Machine Guards

- Machine guards and other safety devices have been provided for your protection.
- You must not remove guards or override any mechanical or electrical interlock except when authorised to do so by your supervisor to carry out repairs or maintenance.
- If guards are removed, the Danger Tags Procedure must be adhered to strictly.
- Guards must always be replaced before restarting machinery.

It is a serious breach of safety regulations to operate machinery without all guards in position or to disconnect or override any fitted safety or emergency device

30. Machine Operations at Landfill Sites

When staff is operating machines at landfill sites they must comply with the following:

1. All doors and windows are to be shut.
2. Air conditioner unit to be switched on.
3. If suspected chemical odours are encountered then the machine operator must remove themselves to an upwind position and notify their supervisor immediately.

31. Machinery Pre-Start Inspection, Start-Up Driving & Shut-Down

Do not start any machinery, or turn electricity, gas, steam, water or other substance on or off unless you are authorised to do so.

In all cases, before you act, check that no one is in a position where they could be injured or placed in danger.



32. Personal Protective Equipment

The Shire of Victoria Plains recognises the responsibility to provide a workplace where employees are not exposed to hazards. Shire will supply items of Personal Protective Equipment (PPE) relevant to the tasks each employee is required to perform. PPE should only be used as a last resort when the hazard cannot be eliminated. All employees have a responsibility to wear the PPE provided.

Refer to [HR-11 - Uniform Policy - MJM - V1 29-02-2024.pdf](#)

33. Plant & Equipment Responsibilities

Workers are not to operate any items of plant or equipment until they have been deemed to be competent to operate that equipment by an experienced competent operator of that item.

It is the responsibility of operators and users to ensure that any plant and equipment, including hire plant and equipment that they operate is in a safe and mechanically sound condition.

Operators are to carry out an inspection of each item of plant prior to its initial use each day as per the manufacturer's handbook. Operators assigned to equipment are also required to carry out the daily servicing of the equipment as set out in the Manufacturer's Handbook. This includes checks on fuel (fuel used from bowsers should be recorded on fuel sheets at the bowsers), oil, water, moving parts, hydraulics, brakes, air cleaners and lubrication.

All Shire vehicles and plant are equipped with first aid kits, which should be regularly maintained with appropriate medical supplies. It is the responsibility of the operator to report any deficiencies.

If the equipment is fitted with a fire extinguisher, ensure it is well maintained and accessible.

Plant operators are responsible for the general cleanliness of their equipment and will ensure that regular cleaning is carried out, both inside and outside. This includes utilities and light vehicles where the drivers cab (including passenger side) and floor shall be kept clear and free from all loose objects at all times. These are hazards in themselves to the safe operation of any piece of equipment, which can become lethal in the event of an accident.

Operators are encouraged to assist with the care and maintenance of plant, especially the larger items which have the same operator each day. No new parts are to be fitted or adjustments made without the knowledge and agreement of both the mechanic and the Supervisor.

All defects or irregularities are to be reported to your Supervisor in writing on the appropriate fault report sheets (These are available at the daily time sheet station). Where the Supervisor and the mechanic in consultation consider that there is a safety risk or that permanent damage will result from using an item of plant, the Supervisor may direct that the plant be stood down until repairs are made.

The mechanic has a duty to keep detailed records of the repairs and maintenance to all plant and equipment. A maintenance report for all plant and equipment will be submitted by the mechanic on a monthly basis to the Supervisor.

34. Machinery – Maintenance

Before adjusting, oiling, repairing, cleaning or maintaining any machinery it must be stopped and isolated. Depending on the work to be done you should check with your supervisor whether it is necessary to depressurise any hydraulic or pressure systems. Chock or secure any parts, which may move suddenly because of gravity or flywheel action. Some work may be carried out safely whilst machinery is in operation but you must obtain your supervisors permission first.

35. Machinery – Starting

Do not start any machinery, or turn off any electricity, gas, steam, air, water or other substance unless you are authorised to do so. In all cases, before you act, check that no-one is in a position where they could be injured or placed in danger.

36. Chainsaw Safety

Chainsaws have the potential to inflict injuries and/or create hazardous situations. The major causes of accidents are ignorance of the hazards and lack of training in the correct handling and safety procedures.

Chainsaws are only to be operated by people who have been formally trained in their use.

- Safety clothing must be worn including helmet (or face shield or glasses) – gloves – safety trousers or chaps and ear muffs.
- When refuelling stop the engine and let it cool down. Place in a cleared area, wipe saw dust etc away from filler cap. Fill the fuel tank using a funnel with a filter and start the motor away from the refuelling area and Do Not Smoke.
- Check timber for nails and wire, do not remove rubbish whilst chain is running and do not operator with a loose chain.
- Always keep both hands firmly on the grips, use extreme caution if saw becomes jammed.

37. Compressed Air

Compressed air must be used carefully as it can cause serious injury and in some cases death. It is possible for air to be forced through the skin tissue resulting in bubbles in the blood, which may cause heart stoppage or brain damage.

DO NOT

- Disconnect air hoses before closing the supply valve. When the valve is closed release line pressure carefully;
- Direct a stream of air at your body or at another person;
- Control the flow by crimping the hose. USE THE VALVE;
- Indulge in practical jokes with compressed air.



If it is necessary to use compressed air to clean down machinery you must wear goggles, dust mask and gloves. Warn nearby workers before you start cleaning down.

Only authorised persons may use air tools.

Air tools must only be powered by compressed air, never use oxygen or any other compressed gas.

The Shire of Victoria Plains forbids applying compressed air to any sealed tank, drum or container unless it is a registered pressure vessel.

38. Elevated Platform Work

This relates to plant that lifts, suspends or lowers people, equipment or materials.

- No loads are to be suspended over, or travel over a person;
- No person is to be lifted by any plant at the workplace (other than any plant specifically designed for the lifting of persons) unless :-
 - another method is impractical;
 - a suitable and adequate workbox, designed for the purpose is used and securely attached to the plant;
 - the plant is fitted with a means by which the workbox can be safely lowered in the event of an emergency or failure of the power supply;
 - the plant is suitably stabilised at all times whilst the workbox is in use;
 - a suitable harness is worn by all persons in a suspended workbox except where the workbox is fully enclosed. Harness and safety lines must comply with AS 1891.
- No person is to be lifted in work platform without having prior certified training.

Note:

Personnel using elevated work platforms in the vicinity of powerlines, including Contractors to the Shire of Victoria Plains, must have passed the relevant Western Power training course and comply with the Code of Practice entitled "Personal Electrical safety for Vegetation Control Work Near Live Powerlines."

No one must work closer than 6 metres to powerlines or work above any powerlines without specific training

39. Portable Power Tools

- Some tools may be used by authorised employees only – check with your supervisor first.
- Always use the correct tool for the job.
- Before use check the tool and ensure it is safe to operate. Check the controls, power cable and plugs.
- Avoid power cables causing trip hazards and coil them neatly after use and when returning the tools to stores.
- Wear eye protection when using power tools.

40. Welding & Cutting

Only authorised employees may use welding or cutting equipment.

- Before starting work check with your supervisor or mechanic in whose area you will be working and obtain permission to start. Clear the area of any combustible material, check where the nearest fire extinguisher equipment is located and erect anti-flash barriers, screens or partitions.
- Flash arresters must be fitted on the operator's side of each regulator connection or gas discharge of a manifold cylinder pack and to the blow pipe. In the case of gas welding or gas cutting, either a flash arrester or a non-return valve must be fitted to the torch. These instructions do not apply to gas welding or gas cutting equipment manufactured before 1st September 1997.
- If you are working with other people, equipment or material erect the appropriate protection so that if hot slag, sparks or equipment fall then damage will not be caused.
- Wear the correct personal protection equipment. Check your gear before you start work. Handle all cylinders carefully; make sure they are chained.
- Do not allow hoses or cables to interfere with other employees or cause trip hazards.
- When the job is finished clear up, remove all equipment, empty cylinders, off cuts, welding rod stubs, etc.
- Check the area for the possibility of fire breaking out later – if in doubt set a watch or check the area at intervals after the job is finished.

40.1 Welding Flash

Welding and electric arc flash can seriously damage your eyes.

Electric arc flash may occur from unexpected short circuits, electric welding or moving contact on equipment such as crane collector shoes.

Do not watch or expose your eyes to electric arcs unless you are wearing the correct eye protection equipment.

If your eyes have been affected by a flash get First Aid treatment immediately.

41. Prevention of falls

The immediate supervisor of the workplace shall:

- Identify each hazard to which a person at the workplace is likely to be exposed to in relation to the person falling from a height;
- Assess the risk of injury or harm to a person resulting from each hazard; and
- Consider the means by which the risk may be reduced.

41.1 Scaffolding

If it is necessary to use scaffolding to prevent exposure to a possible fall from heights. A trained competent person is only used for any scaffolding works. A certified scaffolder shall erect such scaffolding if the height exceeds 4 metres.



Edge protection must be provided where there is a risk that someone could fall more than 2 metres from the edge of a scaffold, stair, landing or a suspended slab.

41.2 Access Holes

Where possible, ladders are to be used whilst entering and exiting access holes.

41.3 Open Excavations

Open excavations must be secured with safety barriers if left unattended.

41.4 Bridges

If working on bridges above 2m high a SWMS must be completed. If staff are working in a high risk of fall area of the bridge, a risk assessment is to be conducted.

42. Protection of the Public

Employees working in public areas must protect members of the public and property from the hazards associated with the work being carried out.

The following practices help to ensure public safety and good public relations:

- The public must not be permitted in areas where work activity may endanger them.
- Erect appropriate signs, barricades, lights and witches hats when work is being carried out or if it has to be left unattended or overnight.

Make sure your supervisor or leading hand inspects your work site before leaving to ensure crosschecking of public safety is undertaken.

- When working on private or public property every effort must be made to avoid hazards to persons or damage to their property or the environment. All equipment, tools and material must be removed, tidy up and remove scrap, off cuts or rubbish. Do not dispose of any unused chemicals, fuels or containers on private or public property.
- Observe all fire restrictions and regulations. All burning must be attended and controlled.
- Observe normal sanitary and hygiene rules. In some cases this may require the Shire of Victoria Plains providing sanitary and washing facilities.
- Always close gates on entering and leaving a property.
- If you receive a complaint from a member of the public refer it immediately to your supervisor. When working on the premises of another organisation or delivering/collecting material from them, you must observe all your normal safety requirements set out in this manual. In addition, you may be required to conform to the safety rules of the organisation you are utilising as well as the Shire of Victoria Plains's.
- Never deviate from original instructions without discussion/permission of your supervisor.

43. Resolution of WHS Issues

Current legislation requires that when an issue relating to workplace safety and health arises, management and employees must attempt to resolve the matter between themselves.



- If you have a health and safety problem or issue is to raise it with your supervisor first. A majority of issues can be resolved at this level.
- If your supervisor cannot resolve the issue or if the issue is with your supervisor, raise the matter with your safety representative who will attempt to settle the issue.
- If this is unsuccessful the matter must be referred to the safety committee.
- In the circumstances where the committee are unable to resolve the issue the Deputy Chief Executive Officer or the safety representative involved will contact LGIS or WALGA for assistance.
- If the matter has not been resolved at this point you should notify WorkSafe WA and one of the inspectors of the situation, requesting that they assist in resolving the matter.
- All workers have the right to refuse to do any work that they have reasonable grounds to believe would expose them, or others to the risk of *imminent* and *serious* injury or illness. Workers must be given alternative duties to perform during the time that the hazard investigation is carried out.

44. Respiratory Protection

- If you are exposed to nuisance or toxic dust, mist, fumes or vapours you must wear the respiratory protection provided.
- When handling chemicals always read the labels first and follow advise given (after reading the appropriate SDS with your supervisor).
- Disposable masks, canisters and filters should be changed regularly according to the manufacturer's instructions.
- When wearing this type of protection make sure that the mask fits properly and does not allow the entry of any dust, mist, fumes or vapour.
- The only way to ensure that a mask is properly fitted is to be "Fit Tested" Personnel regularly required to wear masks for hazardous substances should be fit tested.

Please look after the equipment you are given. If it is not of a disposable type, clean and disinfect it regularly. All respiratory equipment must be stored in airtight containers.

45. Road Works Procedure

Road and excavation work represents a range of hazards to the people working on site as well as to passers-by. The threat of being hit by a passing vehicle, or falling into the excavation or being buried or injured by loose material is often present. There is also a threat to plant or buildings located close to excavations and these must be taken into account before and during the work being carried out. Refer to the Code of Practice and MRWA General Field guide to ensure the work is carried out correctly. See also the Shire of Victoria Plains procedures for Traffic Management and general signage standard for works on roads.

When work is carried out along roads or highways wear clean, adequate personal protective equipment, including high visibility vest.

Provide warning signs, traffic cones and barriers in conjunction with traffic management plans that meet the '**MRWA General Field Guide – Traffic Management Works on Roads Code of Practice 2021**',



code of practice AS1742.3 Manual of uniform traffic control devices, Part 3 – Traffic control devices for works on roads.

These traffic control devices must be set-up BEFORE any work commences.

- Guard excavations with good visibility barricades and warning lights that are set well back from the edge of excavation.
- Dial before you dig! Check for underground cable before and whilst digging progresses.
- Keep material from spreading into the way of vehicle or pedestrians and always inspect the work site with the supervisor prior to completion of the day's work or when work site is unattended.

Excavations over 1.5m deep

- Provide appropriate signage as mentioned above. The signage must be clearly visible to approaching motorists and must give them plenty of advanced notice of the work in progress
- The signage must be clearly visible to approaching motorists and must give them plenty of advanced notice of the work in progress
- Ensure sufficient excavation support materials before the job is started.
- Ensure support materials are sound and suitable for the purpose.
- Provide proper access into and out of the excavation.
- Place soil and material away from the excavation edges.
- Keep machinery away from the excavation edges.
- Ensure the site is safe in relation to the public if left unattended at any time.

46. Safety Rules

The safety and health of all people working for the Shire of Victoria Plains is of primary concern. The following rules are to be observed and complied with to reduce the risk of injury to any person.

1. Safe working practices must be observed at all times. If there is any doubt, speak to your supervisor.
2. Report any injury or incident immediately.
3. Safe and appropriate clothing and personal protective equipment must be worn while performing work tasks.
4. Shire vehicles, machinery, equipment and facilities are to be used only by authorised personnel.
5. Lift all objects safely and correctly. If in doubt, ask someone to assist you or ask your supervisor.
6. In the event of fire or other emergency, follow the instructions of the Shire emergency procedures.
7. Alcohol and drugs, other than drugs prescribed by a medical practitioner, must not be consumed at any work site or work location unless officially authorised. Some prescribed drugs may affect work performance and make it dangerous to drive or operate machinery. If you have been prescribed drugs of this type please inform your supervisor before you commence work. Failure to observe this requirement may result in dismissal or suspension without pay.
8. All road rules including speed limits and weight limits must be observed at all times on public roads and at work locations.
9. Machinery, equipment, materials and tools must be secured whilst in transit.
10. Any unsafe working conditions must be reported to your supervisor.
11. All roadworks must comply with the MRWA standards as found in the General Field Guide MRWA Traffic Management for Road Works.



12. Greasing, refuelling or cleaning machinery, plant and equipment that is running is prohibited.
13. Horseplay, fighting, practical jokes, throwing of materials or objects can lead to injury and will not be tolerated.
14. Smoking is not permitted inside Shire buildings, enclosed areas or Shire vehicles. Smoking must not occur within 5 metres of a doorway, window or open vent.

47. Sexual Harassment

The Shire strongly supports the concept that every employee, elected member and member of the public employed by or engaged in business with the Shire, has a right to do so in an environment which is free from sexual harassment and the Shire is committed to providing such an environment.

Refer to [HR-01 - Discrimination-Harassment-and-Bullying-Policy -MJM V2 -22-02-2024.pdf](#)

48. Storage Areas

Good housekeeping practices are to be observed in all storage areas.

- Keep aisles, access ways and the floor clear at all times.
- Remove combustible rubbish, scrap and waste from all stores immediately.
- Store materials, products, spares, equipment etc, promptly and neatly.
- Use the racks, bins etc, provided.
- Do not over-stack.
- Depending upon the quantity involved, flammable liquids, solvents, thinners, etc should be kept in a designated flammable liquid area away from stores.
- Chemicals must be stored in the designated storage facility.
- Do not smoke in storage areas.
- Heavy and frequently used items should be stored at a safe and convenient level on shelving.
- Items should not be protruding from shelves unsafely.

49. Housekeeping

You are responsible for keeping your work area clean and tidy as this will help you work better and more safely. You are more likely to identify a problem if you can see it. Tidying up and removing scrap, waste and other unnecessary material should be carried out regularly.

In particular:

- Keep all access ways, aisles, passages and stairs free of material.
- Wind up hoses, leads and cables when not in use. This includes telephone and computer cords.
- Keep all tools together and hang them up when not in use.
- Remove waste from your workstation, plant item or vehicle regularly. Don't wait for bins to be full before emptying them.
- Report the build-up of rubbish to allow it to be removed quickly.
- Report the build-up of supplies that need to be stored.



- Be careful with the storage of chemicals and flammable materials and take the correct precautions. Report any leaks or spills
- Stack and store material safely. Insecure or over stacked containers or material represent a safety hazard.

50. Transportation of Fuels & Oils

- All staff are advised that the transportation of containers of fuel within the cabs of vehicles is dangerous and must not be undertaken.
- All fuel and oils must be situated in a secure position when being transported on the back of vehicles and approved containers checked for leaks, including the screw caps prior to departure.
- Make sure the correct fuel is used in equipment. **DO NOT SMOKE.**
- If unsure about any matters relating to fuel speak to you supervisor.

51. Tree Callout

Tree callouts can occur during working hours and after hours. On receiving a tree callout try and get as much information regarding the tree as possible. This would include location, size of tree, whether heavy machinery will be required and any other relevant information.

Based on the information available at the time regarding the location and size of the tree, an assessment of the number of personnel and equipment required will need to be made by the Supervisor/Leading Hand first. This should include completing a SWMS. If in doubt check with your supervisor.

52. Tree Pruning

Tree pruning must only be carried out by properly trained and authorised employees. This should include completing a SWMS.

Always:

- Ensure that there is a good communication system between members of the gang.
- Wear the personal protective equipment (PPE) and clothing provided.
- Take a note of weather conditions before and during the operation.
- Check tools and equipment – particularly chain saws and cherry pickers before removing from the Shire Workshop.
- Ensure site is kept clear of unnecessary equipment and personnel (bystanders, children, etc.)
- Locate overhead electricity and other lines.
- Fell trees and branches away from power lines.
- Check fire bans.
- Ensure that a ' hanging tree ' is always attended. i.e. a limb or tree that has been cut but not yet fallen.
- Control traffic and pedestrian flow when working near roads and footpaths with appropriate traffic control signs, barricades and pedestrian safety devices.

52.1 Tree Pruning near Electrical Power Lines

All personal using elevated platforms must be fully trained in their use.



Western Power has advised that due to the variety of voltage of overhead powerlines, the following procedure should be adopted.

Any tree pruning carried out near power lines will be in accordance with the Western Power Code of Practice entitled *"Personal Electrical Safety for Vegetation Control Work near Live Powerlines."*

No one must work closer than 6 metres to powerlines or work near any power lines without specific training.

Generally the Shire's accredited Contractor will undertake such pruning works.

53. Vehicle Safety

Employees driving or operating Shire vehicles or equipment must at all times operate that vehicle in safe manner and abide by all safety and road rules.

53.1 Vehicles Bugged

The machine pulling must equal the machine being pulled or one and one half times the vehicle weight of the machine being pulled. You must use the correct recovery gear for the vehicle, such as drag chains, snatch straps etc. If you are unsure or have had no training/experience in this area advise your supervisor immediately.

53.2 Vehicle Breakdowns

Immobilised vehicles must be parked in a safe area and advise your supervisor immediately. Mechanic to check vehicle. Mechanic to undertake temporary repairs if possible, if not then vehicle or item of plant must be floated back to the depot.

53.3 Vehicle Towing Points and Safety Procedures

Specifications for all new vehicles to include a rear tow hitch except those for larger trucks, which will be assessed, on a needs basis. The recovery gear must be connected to the vehicle to be towed first and all personnel must be clear of recovery gear before commencing to tow. Operators undertaking to tow other plant or vehicles must be trained and must have the supervisor's permission to do so first.

53.4 Vehicle Seat Belts

All staff are directed that whilst driving or a passenger of a Shire vehicle fitted with seatbelts, the belts must be worn correctly and adjusted. (Authorised exemptions must be brought to the attention of the Supervisor). Any member of staff not complying with this direction will risk action being taken by the Police and disciplinary action by the Shire of Victoria Plains.

Vehicle Trackers

A select number of Shire vehicles/mobile plant may at any time be fitted with a vehicle tracker to enable the Chief Executive Officer to trace the vehicle in the event of safety concern for staff members.



All staff sign a form when they commence employment which shows that they understand this may occur in any vehicle they are operating. These trackers are not used for recording conversations within vehicles. Only the Chief Executive Officer, Deputy Chief Executive Officer, and Works and Services Manager may access these locations.

54. Visitor Guidelines

The safety of visitors within the Shire premises must be ensured as a requirement of the Work Health Safety Act 2020.

- All employees have a responsibility to ensure that all visitors are aware of safety precautions and are wearing equipment that is required for the area they are in. Visitors must be made aware of hazardous areas that exist. All staff who are responsible for a visitor must provide basic instructions regarding emergency procedures and be responsible for that visitor during an evacuation.
- Unaccompanied visitors are not permitted in the Depot.
- Permission to be on Shire premises beyond the reception area must be given by an authorised Officer or member of Shire.
- All Visitors are to sign in to the Visitors Book.

55. Working in Hot Weather

In hot weather, drink sufficient water to replace the fluid you lose through sweating.

- Drink before you are thirsty, don't drink excessive quantities – it is better to drink smaller quantities more frequently.
- Don't drink very cold water – it may cause cramps.
- Never drink alcohol and avoid high sugar drinks – cool water is best.
- Dress sensibly. Wear long sleeves and trousers wherever possible. Wear a hat and sunscreen, sunglasses and good closed footwear.
- Apply sunscreen provided appropriately at least 20 minutes before going out into the sun and reapply at least every 2 hours.

56. Working in Isolation

The Shire of Victoria Plains recognises that workers may be required to work in isolation. Strict procedures, in line with the Work Health & Safety Regulations, must be followed and failing to comply with the following instructions may result in disciplinary action.

If an employee is isolated from other people because of the time, location or nature of the work then the following procedures apply:

- Only workers who have been trained in the 'working in isolation procedures' will be allowed to work in isolation.
- Ensure that the work has been well planned and all equipment, including emergency equipment, to be taken is checked.
- Instructions to work in isolation should come from your supervisor. Ensure that these instructions are clearly understood.



- Make sure there is a means of communication available that will enable you to call for help in the event of an emergency.
- Regular contact must be made with a Shire employee who must document that contact has been established. Regular contact must be made every two hours. The Shire worker responsible for ensuring contact is maintained will be referred to as the 'Contact Officer'.
- Before leaving to work in isolation check who you will be communicating with throughout the period that you are away.
- If the worker in isolation has not made contact within 15 minutes after a scheduled two-hour period the Contact Officer must attempt to communicate with the worker. If no contact has been made after two hours the contact officer must alert the Chief Executive Officer.

57. Workplace Safety Inspections

- Appropriately trained employees of the Shire of Victoria Plains will carry out formal workplace safety inspections at least once per quarter.
- The purpose of these inspections is to identify existing and potential hazards and identify ways to reduce the risk of injury or property damage.
- Completed inspection reports are to be tabled at the Work Health & Safety meeting.
- Employees are also encouraged to undertake regular informal inspections of their respective workplaces and plant/equipment to identify hazards as per the hazard identification & assessment procedure.
- Contractors engaged by the Shire of Victoria Plains must notify the person responsible for the worksite if they identify any hazardous situations.



58. Important Numbers

For all general Shire enquiries, please call the Shire administration office - 08 9628 7004 or email - reception@victoriaplains.wa.gov.au.

The office is open between 9.00am - 4.00pm, Monday to Friday.

Department of Transport: 9.00am - 3.00pm Monday to Friday.

Emergencies (Fire, Police, Ambulance)

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58.1 Hospitals

Wongan Hills, Ackland St, Wongan Hills	(08) 9691 1222
Moora, Dandaragan St, Moora	(08) 9651 0222
Goomalling, Forrest St, Goomalling	(08) 9629 0100

58.2 Doctors Surgeries

Wongan Hills	(08) 9671 100
Moora	(08) 9651 1433
Toodyay	(08) 9574 2223
Goomalling	(08) 9629 1166
Bindoon	(08) 9576 1091
GP Afterhours	1800 022 222
Poisons Information	131 126
Wongan Hills Police	(08) 9691 1333
Wongan Hills Fire Station	(08) 9671 1166



58.4 Important Numbers - After Hours

Deputy Chief Executive Officer	0492 443 774
Manager of Works & Services	0429 926 562
Drugs and Alcohol (Health Dept.)	(08) 9442 5000
Main Roads WA	(08) 9323 4111
Health Department WA	(08) 9222 4222
Western Power	13 13 51
Water Corporation	13 13 75
Alinta Gas	13 13 52
Dial before you Dig FREE CALL	11 00

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Next Review Due	This policy will be reviewed annually or more often where circumstances require.



59. EMPLOYEE CONFIRMATION

I have received an induction and a copy of the Employee Safety Handbook on the
/ / .

I understand that if I have any queries regarding health and safety, I can refer the matter
to my Health and Safety representative or see my supervisor.

Inductee's Name

Signature

Inductor's Name

Signature