



# **ICU CLEANING**

## **Site Safety Manual**



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## Contents

<b>Section 1</b>	<b>Introduction</b>	
1.1	Introduction .....	1-2
<b>Section 2</b>	<b>Overview of Occupational Safety and Health Act 1984, and Regulations 1996</b>	
2.1	Overview of the Act .....	2-2
2.2	Overview of General Duty or Care .....	2-2
2.3	Overview of General Duties Towards Subcontractors .....	2-2
2.4	Overview of General Duties Towards Labour Hire Personnel .....	2-2
2.5	Overview of Construction Induction Training Requirements .....	2-3
2.6	WorkSafe Inspectors.....	2-4
2.7	Penalties under the Occupational Safety and Health Act .....	2-4
<b>Section 3</b>	<b>BGC Policies</b>	
3.1	Safety and Health Policy .....	3-2
3.2	Equal Employment Opportunity and Harassment Policy .....	3-3
3.3	Workplace Bullying Policy .....	3-4
3.4	Fitness for Work Policy.....	3-5
3.5	Industrial Relations Policy .....	3-6
<b>Section 4</b>	<b>Structure and Responsibilities</b>	
4.1	Structure .....	4-2
4.2	Responsibilities .....	4-2
	4.2.1 The Site Principal .....	4-2
	4.2.2 ICU CLEANIN .....	4-3
	4.2.3 Individual Responsibilities .....	4-4
<b>Section 5</b>	<b>Consultative Mechanisms</b>	
5.1	Consultative Mechanisms .....	5-2
	5.1.1 General .....	5-2
	5.1.2 Matters of Dispute on Site .....	5-2
	5.1.3 The Unsafe Site .....	5-2
<b>Section 6</b>	<b>Site Deliveries</b>	
6.1	Site Deliveries.....	6-2
	6.1.1 Arrival at Site.....	6-2
	6.1.2 Offloading Process .....	6-2
	6.1.3 Completion of Task .....	6-3
<b>Section 7</b>	<b>Site Visits</b>	
7.1	Site Visits .....	7-2



<b>Section 8</b>	<b>Site Safety Inspections</b>	
8.1	Site Safety Inspections.....	8-2
		v
		<b>Rev. 1</b>
		Contents
<b>Section 9</b>	<b>Emergency Procedures</b>	
	9.1 Emergency Procedures.....	9-2
	9.1.1 General.....	9-2
	9.1.2 Medical.....	9-2
	9.1.3 Fire.....	9-2
	9.1.4 Chemical Spill.....	9-2
	9.1.5 Threat.....	9-2
	9.1.6 Useful Telephone Numbers.....	9-3
	.....	9-3
<b>Section 10</b>	<b>Job Safety Analyses</b>	
	Job Safety Analysis (JSA)	
	10.1.....	10-2
	10.1.1 Hazard Management.....	10-2
	10.1.2 Generic.....	10-2
	JSA.....	10-2
<b>Section 11</b>	<b>Hazardous Materials</b>	
	Hazardous Substances	
	11.1.....	11-2
<b>Section 12</b>	<b>Accident Notification and Investigation</b>	
	Accident Notification and Investigation	
	12.1.....	12-2
	12.1.1 Requirement Under the Act.....	12-2
	12.1.2 Accident Reporting Procedure.....	12-2
	12.1.3 Forms.....	12-4
	12.1.4 Workers Compensation.....	12-6
	.....	
<b>Section 13</b>	<b>Induction and Competency Training</b>	
	Inductions	
	13.1.....	13-2



	Competency Training	
13.2	.....	13-2
	Labour Hire Personnel	
13.3	.....	13-2
	13.3.1 Induction Documentation for Labour Hire Personnel	
	.....	13-2
<b>Section 14</b>	<b>Forms</b>	
	Site Inspection for Deliveries	
14.1	Form.....	14-2
	Site Safety Inspection Form	
14.2	.....	14-4
	Employee/Subcontractor Statement	
14.3	.....	14-6
	Accident/Incident Investigation Form	
14.4	.....	14-8
	Site Induction Form for Labour Hire Personnel	
14.5	.....	14-12
<b>Section 15</b>	<b>Additional Safety Information</b>	
	Working at Heights	
15.1	.....	15-2
	Working Alone	
15.2	.....	15-3
	Electricity	
15.3	.....	15-5



## 1.1 Introduction

This Site Safety Manual is designed for use by ICU CLEANING employees, subcontractors and contract labour visiting or working on a commercial or residential building site in the business of Commercial Windows.

All following general references to ICU CLEANING in this Manual apply to all forms of Cleaning.

The purpose of the Site Safety Manual is to clearly define the strategies, systems and responsibilities for effectively managing safety and health for our subcontractors.

This Manual is intended as a reference for all ICU CLEANING personnel and subcontractors who are required to visit or operate on a commercial or residential building site, and is to be used as a management tool for achieving the safety targets and objectives.

The primary sources leading to the development of this Manual include the Occupational Safety and Health Act 1984 (and amendments), Occupational Safety and Health Regulations 1996, relevant Australian Standards, Codes of Practice and Guidance Notes.

The development of this Manual has also drawn on the knowledge of experienced trades personnel to ensure practical application of occupational safety and health requirements on commercial or residential building sites.

ICU CLEANING primary objective is to create an environment which shall ensure the safety, health and welfare of all personnel associated with ICU CLEANING activities.

This shall be achieved through the provision of resources, training and demonstrated commitment to approved policies.



Section

2

Overview of Occupational Safety and Health Act 1984, and Regulations 1996

2.1 Overview of the Act.....	2-2
2.2 Overview of General Duty or Care.....	2-2
2.3 Overview of General Duties Towards Subcontractors.....	2-2
2.4 Overview of General Duties Towards Labour Hire Personnel ..	2-2
2.5 Overview of Construction Induction Training Requirements ...	2-3
2.6 WorkSafe Inspectors .....	2-4
2.7 Penalties under the Occupational Safety and Health Act .....	2-4



*Section*  
Overview of Occupational Safety and Health Act 1984, and  
Regulations 1996

## **2.1 Overview of the Act**

The Occupational Safety and Health Act 1984 sets objectives to promote and improve occupational safety and health standards. General duties are laid down in the Act, and are supported by other requirements in the Act and Regulations.

The Act describes the behaviour required of persons who can affect safety and health at work. It imposes a General Duty Of Care to protect persons from hazards and maintain safe and healthy workplaces.

## **2.2 Overview of General Duty or Care**

- Employers must provide a workplace where employees are not exposed to hazards
- Employers must provide a safe system of work
- Employees must take reasonable care for their own safety and health and that of others affected by their work
- Employers and Self Employed persons must as far as practicable, look after their own safety and health and ensure that their work does not affect the safety and health of others
- Designers, manufacturers, importers and suppliers must provide plant that is safe to install, maintain and use in workplaces
- All plant must be installed so it can be used safely
- Safety and health information must be supplied with all plant and substances used at work
- Employees and safety and health representatives must consult and co-operate in matters relating to safety and health at work
- Employees must be provided with information, instruction and supervision to allow them to work in a safe manner

## **2.3 Overview of General Duties Towards Subcontractors**

When in the course of business, BGC engages a subcontractor to carry out work, BGC has the responsibility of an employer towards the subcontractor and any employees of the subcontractor (or other persons engaged by the subcontractor). This applies as if the subcontractor and his or her employees were employees of BGC. However, BGC's duty applies only in relation to matters over which BGC has control, or the capacity to have control.

Subcontractors having their own employees retain the duties of employers towards those employees. The duties of the Act overlap in these circumstances. Both the subcontractor and BGC have duties to the subcontractor's employees.



## 2.4 Overview of General Duties Towards Labour Hire Personnel

When a Labour Hire worker is engaged in a BGC business, whether directly or through a contractor, BGC has the responsibility of an employer towards the worker. However, BGC's duty applies only in relation to matters over which BGC has control, or the capacity to have control.

*Section 2*  
Overview of Occupational Safety and Health Act 1984, and  
Regulations 1996

## 2.5 Overview of Construction Induction Training Requirements

The following extract is taken from Part 3 Workplace Safety Requirements, Division 11 Construction Industry Induction Training (formally Safety Awareness Training), of the Occupational Safety and Health Regulations 1996:

### 3.136 Construction induction training requirements

- (1) An employee or self-employed person must not do construction work at a workplace unless he or she holds a construction induction training certificate.  
Penalty: the regulation 1.15 penalty
- (2) A person who is an employer, the main contractor or a person having control of the workplace must not permit an employee or self-employed person to do construction work at the workplace unless that other employee or self-employed person holds a construction induction training certificate.  
Penalty: the regulation 1.16
- (3) For the purpose of this regulation, a person who, immediately before this regulation came into operation, held a current safety awareness training certificate (as defined in regulation 3.135 as in force at that time) is to be taken to hold a construction induction training certificate.

### 3.135 Terms Used

**Construction induction training certificate** means a certificate, card or other document that -

- a) was issued by the provider of a construction industry training course that is, or was at the time the document was issued, a recognised construction induction training course; and
- b) contains information to the effect that the person named in the document satisfactorily completed the course on the date specified in the document.

**Construction induction training course** means a course or training program that includes instruction in -

- a) the rights and responsibilities under the Act and these regulations of persons who do construction work or employ people do such work; and
- b) the hazards to which a person is likely to be exposed while doing construction work at a workplace; and
- c) how to apply risk management principles when doing construction work at the workplace;



## 2.6 WorkSafe Inspectors

In Western Australia, WorkSafe inspectors have the power to:

- enter and inspect any workplace
- take samples, photographs and copies of any document
- interview any employee in private and require them to answer questions

An inspector may visit a workplace:

- when the employer, the occupational safety and health representative or an employee (if there is no safety and health representative) has notified the inspector after unsuccessfully attempting to resolve a safety and health issue according to the Act, and where there is risk of imminent and serious injury or harm to health
- to investigate incidents involving death, injuries or dangerous situations involving possible breach of the Act and Regulations or non-compliance with an improvement notice, prohibition notice, prosecution action or verbal direction
- as part of other prevention and workplace assessment programs

## 2.7 Penalties under the Occupational Safety and Health Act

Penalty Level	Offenders					
	Employees		Individuals who are not employees (e.g. employers)		Corporate non-employees (e.g. employers)	
	First Offence	Subsequent Offence	First Offence	Subsequent Offence	First Offence	Subsequent Offence
<b>Level 1</b> (General Penalty)	\$5,000	\$6,250	\$25,000	\$31,250	\$50,000	\$62,500
<b>Level 2</b> (General Duty Breach)	\$10,000	\$12,500	\$100,000	\$125,000	\$200,000	\$250,000
<b>Level 3</b> (General Duty Breach resulting in serious harm or injury)	\$20,000	\$25,000	\$200,000	\$250,000	\$400,000	\$500,000
<b>Level 4</b> (General Duty Breach involving gross negligence resulting in serious harm or death)	\$25,000	\$31,250	\$250,000 and imprisonment for two years	\$312,500 and imprisonment for two years	\$500,000 director / officer may be imprisoned	\$625,000 director / officer may be imprisoned

Table 2.1 Penalties under the Occupational Safety and Health Act 1984



*Section 3*  
BGC Policies

3.1 Safety and Health Policy .....	3-2
3.2 Equal Employment Opportunity and Harassment Policy.....	3-3
3.3 Workplace Bullying Policy .....	3-4
3.4 Fitness for Work Policy .....	3-5
3.5 Industrial Relations Policy.....	3-6

### 3.1 Safety and Health Policy

#### Safety and Health Policy

BGC recognises it has a moral and legal responsibility to ensure that all work activities undertaken will achieve and maintain a high standard of occupational safety and health for all employees, subcontractors and visitors. All employees have a reciprocal responsibility to ensure that they assist management in achieving an injury free workplace.

Senior Management have authorised the development of an Occupational Safety and Health Management System to be integrated into management across the Group of Companies. The goal of the Occupational Safety and Health Management System is to eliminate work related injuries and illnesses by achieving measurable objectives and targets.

We are committed to achieving these objectives and targets through:

- Proactively seeking to eliminate unacceptable risks through a systematic risk identification and assessment process that is an integrated part of day to day operations.
- Providing a level of leadership and training to ensure that work is managed to achieve a safe, efficient and productive outcome.
- Gaining the total involvement and commitment of all ICU CLEANING employees to achieving an accident free and healthy workplace.
- The provision of adequate funding and resources to ensure that the requirements of the Safety Management System are implemented.
- Comply with all applicable legislation, acts, regulations, codes of practice and standards.
- Internally and externally auditing safety performance in all areas.
- To provide effective injury management and rehabilitation for all employees.
- Ensuring the Safety and Health Policy is available to all ICU CLEANING employees, contractors, visitors and interested parties, and that they are informed of and understand their obligations in respect to the policy.



Section 3

### 3.2 Equal Employment Opportunity and Harassment Policy

#### Equal Employment Opportunity and Harassment Policy

BGC is committed to maintaining a professional standard of conduct in all of our business practices and ensuring that all personnel (employees and the public) are treated in a fair and equitable manner.

Discrimination is defined as when a person or group of people receives less favourable treatment than another person in same or similar circumstances on any of the grounds covered in the Equal Opportunity Act (Direct) or when a person is adversely impacted by an apparently neutral rule, policy or practice which is not reasonable (Indirect).

Harassment is defined as unwelcome and unacceptable behaviour directed to a person or group of people, where such behaviour offends, humiliates, intimidates or annoys the recipient(s).

Grounds for unlawful discrimination and harassment include: age, family responsibility, gender history, impairment, marital status, political conviction, pregnancy, race, religious conviction, sex, sexual orientation and spent convictions.

BGC complies with the relevant equal employment opportunity and discrimination legislation including all state and federal acts and regulations. To that extent, all employees, contractors, suppliers and the general public will be treated equally and are assured that management will not tolerate people being subjected to any form of workplace harassment or discrimination. We are also committed to providing a pleasant working environment for all employees and encouraging good working relationships between employees.

The undersigned is responsible for overall management of the program, supported by the EEO Committee to assist with its co-ordination. BGC has established a grievance procedure under which absolute confidentiality can be assured and which is available from an Equal Opportunity Officer or your Manager.

### 3.3 Workplace Bullying Policy



### Workplace Bullying Policy

BGC considers bullying an unacceptable workplace behaviour and will not tolerate it under any circumstances.

Workplace bullying is *'repeated, unreasonable behaviour directed to an employee, or group of employees, that creates a risk to health and safety'*. Examples include:

- verbal abuse, yelling, screaming, inappropriate language
- excluding or ignoring someone
- singling someone out to do unpleasant tasks
- humiliating or belittling someone through sarcasm, teasing or insults
- intimidating, threatening abuse, physically abusing someone
- initiation practices
- ridiculing someone's professional or personal opinions
- excessive supervision or monitoring of an individual's work
- blocking applications for training, leave or promotion without valid reason
- threatening job security without valid reason
- setting impossible work targets and deadlines
- spreading malicious rumours or gossip
- unexplained job changes, removing key areas of responsibility without valid reason
- sabotaging someone's work
- unwanted practical jokes

Workplace bullying may cause the loss of trained and talented employees, reduce productivity, adversely impact on health and morale, and create legal and financial risks under statute and common law.

BGC expects all employees to behave in an appropriate manner and to treat other employees, clients and customers with dignity and respect.

BGC shall ensure that all employees are aware of their rights and obligations under this policy through awareness and knowledge training.

Under the Western Australia Occupational Safety & Health Act 1984, BGC has a legal obligation to provide a safe and healthy workplace. Where BGC becomes aware of bullying, the matter shall be investigated even if no complaint has been received.

BGC has grievance and investigation procedures to deal with workplace bullying. Anyone who is bullied or witnesses bullying should report it as soon as possible. When bullying is reported, it shall be treated seriously and investigated promptly, confidentially and impartially in accordance with our procedures.

Disciplinary action shall be taken against anyone who is found to have bullied an employee.

Managers and supervisors shall ensure that employees who make complaints, or who are witnesses to a complaint, are not victimised. Employees shall not victimise complainants, witnesses or an alleged bully. Victimisation shall be regarded as a serious breach of discipline and incur disciplinary action.

False or malicious complaints of bullying shall be regarded as a serious offence and shall incur disciplinary action.



### 3.4 Fitness for Work Policy

#### Fitness for Work Policy

ICU CLEANING is committed to the safety of its employees and subcontractors in their performance of work activities, and has a duty of care to provide a safe working environment. Employees and subcontractors have a reciprocal duty of care for their own safety and the safety of their fellow workers and the public. BGC recognises that the misuse of drugs and alcohol is a significant community problem that can have an impact upon the safety, health and decision making capabilities of its employees and thereby upon the safety of the company's operations.

In line with ICU CLEANING commitment to providing a safe place of work and to protecting the safety and health of employees and subcontractors, the management has put in place stringent controls to manage the misuse of drugs and alcohol in all areas of the company's operations.

Random screening in the workplace of personnel and subcontractors for substance abuse is company policy and, at its discretion, ICU CLEANING may make a favourable result to pre-employment substance abuse screening a necessary condition for engagement as an employee or subcontractor. An initiative to provide information regarding education and rehabilitation programs, outside of working hours, to access counselling services will be made available to all employees and subcontractors.

ICU CLEANING is committed to fostering a fitness for work behaviour amongst our employees and subcontractors whereby it is unacceptable to present for work under the influence of drugs or alcohol.



### 3.5 Industrial Relations Policy

#### Industrial Relations Policy

ICU CLEANING is committed to maintaining sound employee and industrial relations throughout all operations. Managerial decisions will be made with the ethical approach of being fair, honest and consistent with all parties.

Underlying this policy are the following objectives:

- compliance with all relevant Employee and Industrial legislation
- employing suitably qualified and competent personnel
- the implementation of Safety and Health policies and supporting procedures to provide a safe work environment for all
- the provision of leadership and innovation in the management of industrial relations
- the support of Freedom of Association



4.1	Structure.....	4-2
4.2	Responsibilities .....	4-2
4.2.1	The Site Principal .....	4-2
4.2.2	BGC Commercial Windows .....	4-3
4.2.3	Individual Responsibilities .....	4-4



A commercial or residential building site is a workplace and as such requires an organisational structure for the safety and health of all persons employed on the site. The structure of BGC Commercial Windows for site operations is as follows:

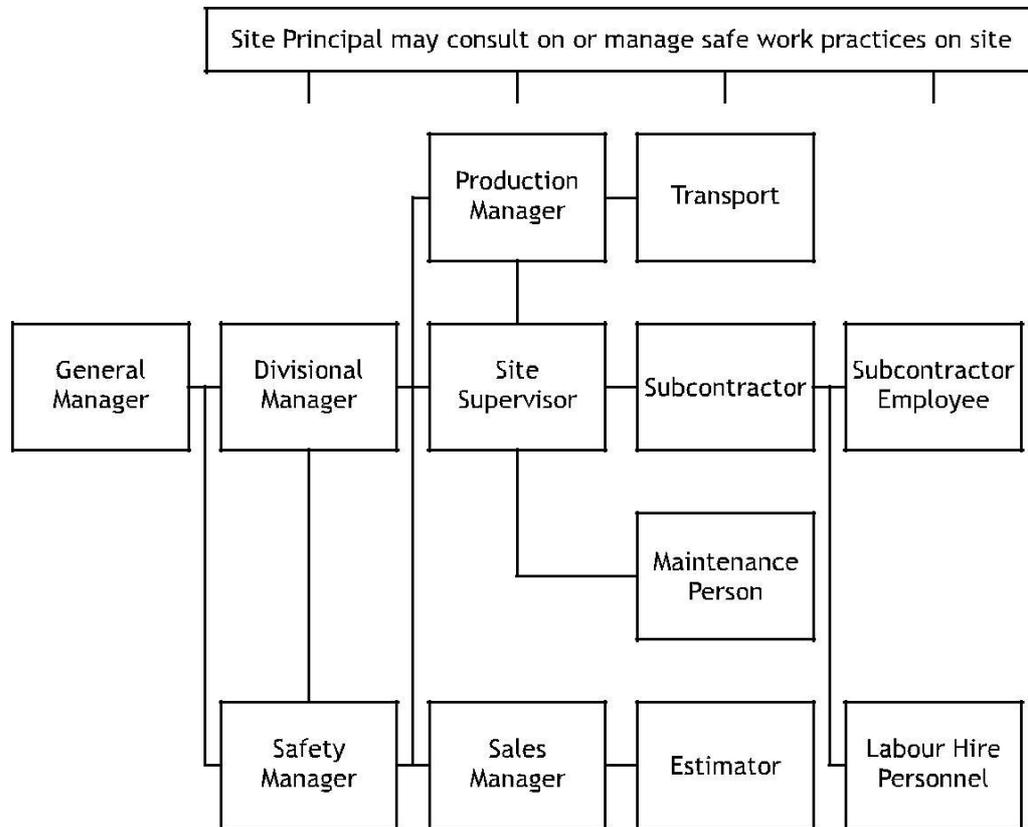


Figure 4.1 ICU CLEANING Site Organisation Structure

## 4.2 Responsibilities

### 4.2.3.1 Safety Manager

- Reports to General Manager
- Identifies and applies legislation appropriate to the construction industry and advises managers of legislative changes
- Implements the BGC safety and health management system including incident management, audit and record keeping

### 4.2.3.2 Site Supervisor

- Reports to Divisional Manager
- Manages subcontractors in accordance with contract agreement
- Manages subcontractor scheduling
- Supervises maintenance employees and subcontractors in the implementation and working of the agreed safety and health management system for a site



- Consults with Site Principal in matters of dispute

#### **4.2.3.5 Subcontractor (General)**

- Reports to Site Supervisor
- Works in accordance with contractual conditions relating to safety and health in the workplace
- Works under the provisions of the agreed safety and health management system for site
- Responsible to supervise subcontractor employees and labour hire employees in matters of safety and health on site

#### **4.2.3.6 Subcontractor (Sole Operator)**

- Reports to Site Supervisor
- Works in accordance with contractual conditions relating to safety and health in the workplace
- Works under the provisions of the agreed safety and health management system for the site
- Takes reasonable care to ensure his own safety and health at work and avoid adversely affecting the safety and health of any other person in the workplace
- Complies as far as he is reasonably able with instructions given by his employer for his own safety and health or for the safety and health of others in the workplace. This requires working in accordance with the safety and health management system, including any Job Safety Analyses, agreed between the Site Principal and BGC
- Uses personal protective equipment as provided in a manner he has been instructed to use it
- Reports any situation on site that he believes is a hazard to safety or health and that he cannot correct himself. This report may be to the site manager or supervisor, or, if none present, to the BGC Site Supervisor
- Reports to the BGC Site Supervisor any injury or harm to health of which he is aware that arises in the course of, or in connection with his work
- Ensures that all site-required competencies are current
- Ensures all equipment used on site is constructed, maintained and used according to regulation for industrial use - this includes vehicles, ladders, hoists, electrical tools and cables
- Supervises any labour hire employees in matters of safety and health on site

#### **4.2.3.12 Subcontractor (Employer)**

- Reports to Site Supervisor
- Works in accordance with contractual conditions relating to safety and health in the workplace
- Works under the provisions of the agreed safety and health management system for site



- Responsible to supervise subcontractor employees and labour hire employees in matters of safety and health on site
- Provides and maintains workplaces, plant, and systems of work such that, so far as is practicable, employees and labour hire personnel attending a construction or building site are not exposed to hazards
- Implements and maintains a management system for the safety and health of employees and labour hire personnel attending a construction or building site. This requires a consultative procedure between subcontractor and BGC to ensure an agreed cohesive safety and health management system operates for subcontractor employees and labour hire personnel
- Communicates the requirements of the safety and health management system to employees and labour hire personnel
- Provides adequate resources for the implementation of the safety and health management system including personal protective equipment
- Ensures through supervision that all employees comply with the safety and health management system for the site
- Ensures competency training of all employees and labour hire personnel
- Ensures all equipment used on site is constructed, maintained and used according to regulation for industrial use - this includes vehicles, ladders, hoists, electrical tools and cables
- Ensures safe working procedures are determined through Job Safety Analyses and implemented through supervision
- Facilitates consultation on matters of safety and health on site as required
- Reports to WorkSafe and BGC Site Supervisor and investigates any accident or incident occurring in the course of his work as prescribed by legislation
- Provides feedback on matters of safety and health to employee and labour hire personnel

#### **4.2.3.13 Subcontractor (Supervisor)**

Where a subcontractor has labour hire personnel allotted to him by BGC, the subcontractor as a supervisor:

- Ensures that workplaces, plant, and systems of work are such that, so far as is practicable, labour hire employees attending a construction or building site are not exposed to hazards
- Inducts labour hire employees to the construction or building site safety requirements
- Ensures training is provided to enable labour hire employees complete their task in a manner that does not expose them to hazards
- Confirms the currency of any competency required by labour hire personnel
- Ensures that all plant, tools and equipment required by labour hire personnel are maintained and operated according to legislative requirements
- Reports to the BGC Site Supervisor any injury or harm to health of which he is aware that arises in the course of, or in connection with his work
- Is available for consultation on matters of safety and health on site



*Section 5*  
Consultative Mechanisms

5.1 Consultative Mechanisms.....	5-2
5.1.1 General.....	5-2
5.1.2 Matters of Dispute on Site.....	5-2
5.1.3 The Unsafe Site .....	5-2



## **Consultative Mechanisms**

### **5.1.1 General .**

#### **5.1.1 Matters of Dispute on Site**

Any matter of dispute with the Site Principal or his representative which arises in the course of a subcontractor's work must be referred immediately to the ICU CLEANING Site Supervisor for resolution.

#### **5.1.3 The Unsafe Site**

When a subcontractor considers that a site is unsafe to work on, and cannot effect the changes necessary to correct the unsafe conditions, the subcontractor must immediately consult with the ICU CLEANING Site Supervisor.

The subcontractor must remain at the site until the ICU CLEANING Site Supervisor resolves the matter, or advises the subcontractor to leave



.....8.1SiteSafetyInspections 8-2



## 8.1 Site Safety Inspections

As an integral part of the safety management system, a site safety inspection is to be completed by the subcontractor before commencing work on any site. The inspection will cover the key areas of site safety as listed in the Site Safety Inspection form.

A ICU CLEANING supervisor may have already visited the site and completed a Site Safety Inspection. However, as conditions may have changed by the time the subcontractor is ready to commence work, the subcontractor is required to complete a further inspection.

Where an unsafe condition is present, the subcontractor will attempt to remove the unsafe condition either through the actions of other on-site personnel, or by his own corrective measures.

If an unsafe condition persists on site and cannot be corrected, the subcontractor must immediately contact the ICU CLEANING Site Supervisor for further direction.

A sample of the Site Inspection Form follows.

**THIS FORM MUST BE COMPLETED AND RETURNED WITH JOB PAPERWORK**

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## 9.1 Emergency Procedures

### 9.1.1 General

It is against the Occupational Safety and Health Act for an individual to be working alone in a workplace - including a building site. If you do go on site as an individual worker, notify either the site foreman or other personnel of your presence and establish a means of communication in the event of an emergency.

### 9.1.2 Medical



If someone is injured:

- immediately notify a colleague with First Aid experience
- apply First Aid where possible
- notify the Site Principal (or representative if present)
- transport the injured person to an emergency health centre or hospital
- if there is any doubt about moving the injured person, call for an ambulance
- notify the BGC Site Supervisor

### 9.1.3 Fire



If a fire breaks out:

- control the fire - but only if it is safe to do so
- identify the source of the fire - but only if it is safe to do so
- notify the Fire Brigade
- inform all site personnel
- leave the site by the safest exit route

### 9.1.4 Chemical Spill



If a chemical spills:

- inform all site personnel and check for injuries
- isolate and ventilate spill area if possible
- try to identify chemical
- seek advice from Fire Brigade or EPA
- put on protective clothing as advised and clean spill if possible
- if not, exit area and await arrival of Fire Brigade

### 9.1.5 Threat



If someone telephones a bomb or other threat:

- keep the person talking and note down as many details as possible
- if a bomb threat, ask when the bomb is set to go off
- if possible, advise police immediately on another phone
- advise the Site Principal or his representative if present
- advise all site personnel and exit the site
- advise Site Supervisor and await further instruction

**IF IN DOUBT - EVACUATE THE SITE**  
**DIAL 000 TO CALL THE POLICE, FIRE OR AMBULANCE**

### 9.1.6 Useful Telephone Numbers

Emergency Services  
000



**REMEMBER - IF YOU ARE USING A MOBILE PHONE  
OUTSIDE YOUR SERVICE PROVIDER'S AREA YOU  
MAY CALL EMERGENCY SERVICES ON**

**000**



10.1 Job Safety Analysis (JSA) .....	10-2
10.1.1 Hazard Management .....	10-2
10.1.2 Generic JSA .....	10-2

## 10.1 Job Safety Analysis (JSA)

A Job Safety Analysis is the process of reviewing job methods, uncovering hazards and redesigning the job to eliminate those hazards. A Job Safety Analysis may be performed as part of an initial survey, or form part of an ongoing process.

A Job Safety Analysis breaks down the job tasks into simple steps and identifies the hazards or potential injuries in each step. Control methods are determined that will remove the hazard or lessen the likelihood of an injury outcome.

The key questions in deciding if a JSA is to be completed are:

1. What is the potential for an incident to occur
2. At what frequency could the incident occur
3. What is the probable outcome - what loss or damage

Job Safety Analyses are monitored and reviewed by the Divisional Manager and amended as required for increased safety.

### 10.1.1 Hazard Management

Hazards which are identified are managed under a hierarchy of control as follows:

1. Eliminate the hazard completely
2. Substitute an alternative piece of machinery or tool or substance
3. Engineer change by modifying machinery or tool
4. Administer change through signage or alternative work practices to reduce exposure to hazard
5. Wearing Personal Protective Equipment as appropriate

### 10.1.2 Generic JSA

A generic Job Safety Analysis has been prepared for each trade subcontracted by ICU CLEANING. However, in certain instances, a Builder may require a JSA specific to a particular job. This JSA will be produced by the ICU CLEANING Subcontractor.



The generic Job Safety Analysis is as follows:





.....11.1 Hazardous Substances 11-2



## 11.1 Hazardous Substances

The Occupational Safety and Health Regulations 1996 requires employees, main contractors and self-employed persons to obtain and provide information about hazardous substances used in the workplace.

### 5.11 Employers, main contractors and self-employed persons to obtain and provide information

- (1) If a hazardous substance is to be used at a workplace then a person who, at the workplace, is an employer, the main contractor or a self-employed person must -
  - (a) before, or upon, the first occasion on which the hazardous substance is supplied to the workplace -
    - (i) obtain from the supplier of the hazardous substance an MSDS for the hazardous substance; and
    - (ii) consult with all persons who might be exposed to the hazardous substance at the workplace and the safety method of using the hazardous substance;
  - (b) ensure that the MSDS for the hazardous substance is readily available to any person who might be exposed to the hazardous substance in the workplace; and
  - (c) ensure that no alteration is made to an MSDS except where -
    - (i) the person who is the employer, the main contractor or the self-employed person, as the case requires, is also the person who imported the hazardous substance; and
    - (ii) an overseas document described as an MSDS requires alteration in order to conform with the definition of MSDS in these regulations [r.5.11(1)]

BGC requires that all chemical substances to be used on a building site must have the supporting Material Safety Data Sheet (MSDS). Copies of the MSDS of any chemical substance to be used on a site may be required by the Site Principal.

A full catalogue of MSDS for the chemical substances required by subcontractors is retained by the Safety Manager.

MSDS for commonly used substances follow.



12.1 Accident Notification and Investigation .....	12-2
12.1.1 Requirement Under the Act .....	12-2
12.1.2 Accident Reporting Procedure.....	12-2
12.1.3 Forms.....	12-4
12.1.4 Workers Compensation .....	12-6



## 12.1 Accident Notification and Investigation

### 12.1.1 Requirement Under the Act

The Occupational Safety and Health Act of 1984 states that:

If, at a workplace, an employee incurs an injury, or is affected by a disease that -

- (a) results in the death of an employee; or
- (b) is of a kind prescribed in the regulations for the purposes of this subsection,

the employer of that employee shall forthwith notify the Commissioner in the prescribed form giving such particulars as may be prescribed. [s.19(3)]

The Occupational Safety and Health Regulations state that:

For the purposes of section 19(s) of the Act, the kinds of injury incurred by an employee to be notified to the Commissioner are -

- (a) a fracture of the skull, spine or pelvis;
- (b) a fracture in any bone -
  - (i) in the arm, other than in the wrists or hand;
  - (ii) in the leg, other than a bone in the ankle of foot;
- (c) an amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint;
- (d) the loss of sight of an eye;
- (e) any injury other than an injury of a kind referred to in paragraphs (a) to (d) which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred. [s.2.4(1)]

If you are a subcontractor who employs your own workforce, you are required to notify the Commissioner as an employer. ICU CLEANING will also notify the Commissioner as an employer under contracting provisions.

You may notify the Commissioner by telephone - (08) 9327 8800 or 1800 198 118 or by using the prescribed form which may be downloaded from the Regulations file of [www.safetyline.wa.gov.au](http://www.safetyline.wa.gov.au)

An employer who contravenes the requirements of the Act and Regulations commits an offence and is liable to a fine of \$25,000.

### 12.1.2 Accident Reporting Procedure

All accidents must be reported to ICU CLEANING for investigation, and the reporting procedure follows:



## PROCEDURE FOR REPORTING AN INCIDENT or INJURY or HAZARD

What you must do if: An accident occurs causing an injury

An accident or near miss occurs but there is no injury

You spot a hazard that could cause you or someone else an injury



Immediately report the injury or the incident or the hazard to the Site Manager or to the Site Manager's representative



If there is no Site Manager or representative available, report to your BGC Site Supervisor or to the Safety Manager



If you are injured, you must see a First Aider and / or a Doctor on the same day if practicable.

Your BGC Site Supervisor or Safety Manager will arrange for you to see a doctor through Prime Occupational Health. All medical certificates must be passed as soon as practicable to the Safety Manager



You will be asked to complete an EMPLOYEE/SUBCONTRACTOR STATEMENT. This should be sent to the Safety Manager as soon as practicable. The Safety Manager will initiate an INVESTIGATION to assess the cause(s) of the hazardous incident or of your accident, to assess what safety procedures may have failed and to assess what corrective actions will be needed to help avoid similar accidents



If a Workers Compensation claim is to be made, the Safety Manager will arrange for the appropriate documentation to be issued. When you complete this, the Safety Manager will forward it to ICU CLEANING Insurance



If your accident prevents you from returning immediately to your normal job, you will be contacted by the ICU CLEANING Group Injury Manager to discuss alternative duties in a return to work program. This will be done in full consultation with your medical practitioner

### IMPORTANT

All accident and claim forms must be fully completed and submitted as soon as practicable. Failure to do so may slow down the claim process, or render it invalid.

Note that all medical bills including radiology and physiotherapy, incurred by an individual and that are refused as a valid Workers Compensation claim will be returned to the claimant for personal payment.

**Table 12.1** Procedure for Reporting an Incident or Injury or Hazards

Call Brett 0401580803



**12.1.3 Forms**

**12.1.3.1 Employee/Subcontractor Statement**





### 12.1.3.2 Accident/Incident Investigation Form

Figure 12.2 Sample Form: Accident/Incident Investigation Form

## 12.1.4 Workers Compensation

### 12.1.4.1 Direct BGC Employees

Any BGC Direct employee who receives an injury at work is covered for medical treatment and loss of earnings by Workers Compensation. However, this does require:

- that the injury was reported at the time of the accident;
- that a Workers Compensation medical certificate is issued by a Doctor; and,
- that the Workers Compensation Claim Form 2B has been completed and submitted through the BGC Safety Manager.

An employee who receives a relatively minor injury may opt for all medical expenses to be paid apart from a Workers Compensation claim. However, if this option is accepted, the injured employee retains the right to make a Workers Compensation claim within 12 months of the date of the injury if medical opinion indicates a recurring effect.

**This option is not available if the injury is muscular or skeletal or has incurred a loss of earnings.**

### 12.1.4.2 Contractors / Sub-contractors

As per Workers Compensation and Rehabilitation Act 1981.

It is a ICU CLEANING requirement that all contractors / sub-contractors (including their employees) are fully insured when attending work for BGC. This includes Workers Compensation Insurance, Public Liability Insurance and any other state or federal legislated insurance applicable.

Any ICU CLEANING subcontractor (including their employees) who receives an injury at work must notify ICU CLEANING as soon as possible and follow the accident reporting procedure stated in Section 12.



13.1 Inductions	13-2
13.2 Competency.....	Training13-2
13.3 Labour Hire.....	Personnel13-2
13.3.1 Induction...DocumentationforLabourHirePersonnel	13-2

## **13.1 Inductions**

All subcontractors and subcontractor employees engaged by ICU CLEANING must have undergone an accredited course in Safety Awareness Training.

## **13.2 Competency Training**

ICU CLEANING requires that any subcontractor or subcontractor employee who will use machinery or plant on a site will have undergone training as required by legislation.



14.1 Site Inspection for Deliveries Form .....	14-2
14.2 Site Safety Inspection Form	14-4
14.3 Employee/Subcontractor Statement.....	14-6
14.4 Accident/Incident Investigation.....Form	14-8
14.5 Site Induction Form for Labour.....HirePersonnel	14-12



### 14.3 Employee/Subcontractor Statement

The following page comprises the full version of this form. The form can be photocopied and completed as required.

### 14.4 Accident/Incident Investigation Form

The following three pages comprise the full version of this form. The form can be photocopied and completed as required.

15.1 .....	WorkingatHeights	15-2
15.2 Working Alone .....		15-3
15.3 Electricity .....		15-5

### 15.1 Working at Heights

Division 5 of the **Western Australian Occupational Safety and Health Regulations (1996)** sets out the regulatory requirements for the prevention of falls at workplaces in WA

BGC requires that all work at heights is done in accordance with this legislation and in accordance with the document entitled:

**'Code of Practice - Prevention of Falls at Workplaces 2004'**

This document is on the following pages and is published by the Government of Western Australia - Commission for Occupational Safety and Health.

Some common fall hazards are listed below to assist in identification of hazards associated with working at heights.

- Surfaces being worked on. This includes fragility, brittleness, stability, slipperiness or slope of surfaces and the safe movement of employees when conditions change.
- Changes in levels where employees may be exposed to falls from one level to another.
- The stability of temporary or permanent structures.



- Ground surface stability when used to support ladders, scaffolding or elevated work platforms.
- The size of the raised work area and whether it is sufficient for the people and materials on it.
- The correct erection, maintenance and disassembly of scaffolding.
- Edge protection for open edges of floors, roofs, work platforms or walkways.
- Openings or holes in roofs, floors or work platforms.
- Proximity of workers to areas where items may fall.
- Proximity to power lines.
- Access and egress to elevated work areas.
- Manual handling in elevated work areas.
- Weather conditions
- Suitability of footwear and clothing.
- The use of ladders. Where and how they are being used.
- Young and inexperienced workers carrying out task at heights.

## 15.2 Working Alone

Definition of 'Isolation' is 'to set apart, detach or separate so as to be alone'. In Western Australia, the word 'isolation' is often used to refer to remote places a long way from main centres. In the **Guidance Note Working Alone**, the meaning of 'isolation' is used to refer to a person who is alone in any place as part of their work. The word 'alone' is used to reduce the confusion of working in an isolated area of WA.

Employees and self-employed people have to take reasonable care for their own safety when they work alone.

The employee and self-employed person must be able to:

- carry out all work activities safely without direct supervision;
- manage events that are likely to occur when working alone;
- follow procedures to obtain emergency assistance if required; and
- follow procedures to establish regular contact with a nominated person.

The OSH Act requires employers, so far as is practical, to provide and maintain a working environment where their employees are not exposed to hazards. The general duties imposed on employers by the OSH Act include requirements for:

1. Safe systems of work;
2. information, instruction, training, and supervision;
3. consultation and co-operation;
4. personal protective clothing and equipment; and
5. safe plant and substances.



#### **Communication with isolated workers**

If an employee is isolated from other people because of the time, location or nature of the work then the employer must ensure that:

1. there is a means of communication available which will enable the employee to call for help in the event of an emergency; and
2. there is a procedure for regular contact to be made with the employee and the employee is trained in the procedure.

Refer to the OSH Act 1984; OSH Regulations 1996 (penalties); Guidance Note Working Alone 2009 [www.commerce.wa.gov.au/WorkSafe](http://www.commerce.wa.gov.au/WorkSafe)



## 15.3 Electricity

Electricity is dangerous and can KILL. Do not attempt to fix or alter anything electrical.

- Report to any extension lead or hand power tool without a current quarterly inspection tag. (guideline - Red/Green/Blue/Yellow)
- Report any cases of electrical shock to your supervisor immediately, and seek medical attention.
- **Report damage to electrical equipment, (sparking etc.) to your supervisor. Never tamper with electrical equipment.**
- Treat all power cords and cables as live.
- Faulty power tools are the most common cause of electrical accidents. Check them and their fittings and leads prior to each use.
- Attach an "OUT OF SERVICE" tag to any defective electrical equipment.
- **ONLY** licensed **ELECTRICIANS** are permitted to make repairs or modifications to electrical tools, plugs, fittings, and leads.
- Extension leads should be kept as short as possible, off the floor and **DRY AT ALL TIMES**
- If a power lead has to be crossed by trolleys or vehicles, cable protectors must be used.
- NEVER lift or carry a power tool by its lead or wrap cord tightly around tool for storage purposes. A loose or broken wire could cause the tool to become live.
- Use an earth leakage box if using portable lights inside confined spaces and use heavy duty cable.
- Switch tools off at the power supply when work is completed or when you want to change drill bits, discs, etc.

ICU CLEANING *recommends the use of colour coded tags. Tags must be filled in completely with the electrical contractor, Electrical Workers licence number, name of person who conducted the test and either test date or date when retest is due.*

*If the correct colour coded test tags are unavailable it is acceptable to use a plain tag but all of the above information must be on the tag.*

ALL TAGGING OF ELECTRICAL EQUIPMENT MUST BE AS STATED IN THE

AS/NZS 3012:2003