



CONTRACTOR HANDBOOK INDUCTION SAFETY MANUAL



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SAFETY AND YOU

Tranzblast Coating Services (Aust) Pty Ltd has provided this booklet of Safe Working Practices to help you learn and contribute to a safe working environment for all workers and contractors. You have a major role to play in maintaining a safe work environment and ensuring your fellow workers do the same. This booklet describes the company's Work Health, Safety and Welfare Policy, and outlines the basic safety practices you must know and follow while working at Tranzblast Coating Services (Aust) Pty Ltd.

All contractors must sign the visitors book upon arrival at Tranzblast Coating Services (Aust) Pty Ltd.

STATE LEGISLATION

Legislation provided by the Work Health & Safety Act, places a duty of care on both employers and workers. The act and supporting regulations provide for and describe safe working practices. Copies of the Act & Regulations are available from your safety representative.

PROVISION OF DOCUMENTATION

Contractors and their workers possess the insurances (certificate of currency), licences, registrations and certificates required for them to perform the required work. The currency of the documentation must also be checked. Copies of all relevant contractor competency certificates, insurances (certificate of currency) and licences including the CONTRACTOR ACKNOWLEDGEMENT signed in this document are to be provided prior to commencement of work. All Documentation to be emailed to safety@tranzblast.com.au

Work Health & Safety Policy

Tranzblast Coating Services (Aust) Pty Ltd and Yatkin Pty Ltd; as the 'Person Conducting a Business or Undertaking (PCBU) recognises and accepts its duties to the Work Health & Safety of all workers, sub-contractors, suppliers and visitors. Resources will be made available to comply, as fully as possible, with all relevant legislation and ensure the workplace is safe and without risk to health. Management will make every reasonable effort in the areas of incident prevention, hazard control and removal, injury protection, health preservation and promotion. The duties of this policy are to be included in company plans, procedures, programs and job instructions.

Work Health and safety is both an individual and shared responsibility, as workers have legal duties for their safety and that of their co-workers. This is achieved by observing and working within the PCBU's work health & and safety policy.

Areas of responsibility are:

- Management will administer the policy by:
 - Devising and administering a comprehensive work health and safety program including staff training;
 - Forming a Health and Safety Committee which hold regular meetings;
 - Taking effective action to provide and maintain healthy and safe standards and working conditions for all workers, sub-contractors, suppliers and visitors;
 - Implementing an accredited Workplace Rehabilitation Policy and procedures, appoint a suitably qualified Workplace Return to Work Coordinator and actively pursue an early return to work wherever possible;
 - Providing and maintaining plant, equipment and systems of work that are without risk to the health and safety of worker, sub-contractors, suppliers and visitors;
 - Maintaining a system where incidents or illnesses are reported, investigated, recorded and corrective actions are taken when necessary; and
 - Providing suitable personal protective equipment and train workers in its use and care
 - Set measurable objectives of:
 - Zero harm to all workers, contractors and visitors to the workplace
 - Zero lost time injuries
- **Supervisors** will be responsible for maintaining the working conditions and ensuring workers are provided with work health and safety information in the most appropriate way to ensure their understanding.
- **All workers** have legal duties to ensure that nothing is done to make ineffective any PCBU actions carried out for health and safety purposes. The success of a work health and safety program ultimately rest on the willingness of everyone to co-operate and work together to achieve a safe workplace.

Sub-contractors, suppliers and visitors must adhere to this policy.

CODE OF CONDUCT

All workers of Tranzblast Coating Services (Aust) Pty Ltd and Yatkin Pty Ltd are expected to observe the highest standards of ethics, integrity and behaviour during the course of their employment with Tranzblast Coating Services (Aust) Pty Ltd. The standards expected of Tranzblast Coating Services (Aust) Pty Ltd and Yatkin Pty Ltd workers include:

- Compliance with all company policies, procedures, rules, regulations and contracts;
- Compliance with all reasonable and legal instructions of Managers;
- To be honest and fair in dealing with customers, clients, co-workers, company management and the general public;
- To maintain punctuality;
- To observe health and safety rules;
- To respect the company's ownership of all company funds, equipment, supplies, books, records and property;
- To maintain during employment with the company and after the termination of employment, the confidentiality and any confidential information, records or other materials acquired during the course of employment with Tranzblast Coating Services (Aust) Pty Ltd;
- While employed at Tranzblast Coating Services (Aust) Pty Ltd and Yatkin Pty Ltd to not accept any employment with another organization that is a supplier or competitor of Tranzblast Coating Services (Aust) Pty Ltd and Yatkin Pty Ltd or any other employment that is in conflict with your position at Tranzblast Coating Services (Aust) Pty Ltd;
- To dress in an appropriate manner and to ensure that appearance is presentable, clean, neat and tidy;
- To not make any unauthorized statements to the media about the company's business (requests for media statements should be referred to your line manager);
- No fighting in the workplace;
- No swearing in the workplace;
- No sexual or other unlawful harassment in the workplace;
- No drugs or alcohol in the workplace.

Breaches of the code of conduct will be dealt with in accordance with the discipline and termination policy.

ENVIRONMENTAL POLICY

Tranzblast Coating Services (Aust) Pty Ltd and Yatkin Pty Ltd as Person Conducting a Business or Undertaking (PCBU) is committed to maintaining and improving its environmental performance. Our aims are to minimise any effect that our activities may have on the environment.

To achieve these aims Tranzblast Coating Services (Aust) Pty Ltd and Yatkin Pty Ltd will:

- Ensure that all environmental laws, regulations, standards and codes are adhered to as a minimum standard of compliance.
- Take all reasonable steps to prevent pollution and protect the environment.
- Ensure that all reasonable steps are taken to prevent an incident from occurring.
- Encourage and foster an environmentally aware culture amongst all workers, contractors and sub-contractors.

- Encourage environmentally sound practices by suppliers of raw material and customers of our services
- Ensure that all necessary pollution control measures are in place and are regularly checked and maintained to minimise the risk of an environmental incident.
- Ensure that prior to the completion of a contract; all contract waste has been removed.
- Foster openness in our response to community concerns and queries about the potential environmental impact of our operational procedures on and off site.
- Work towards the conservation of energy, water and resources in all our operations.
- Strive to better understand both the direct and indirect impact that our practices may have on the environment.
- Promote environmental awareness throughout all operations of the company.
- Dispose of waste thoughtfully, and develop an attitude of "reducing, recycling and reusing."
- Lessen our environmental impact by purchasing environmentally-friendly products and services.

Tranzblast Coating Services (Aust) Pty Ltd and Yatkin Pty Ltd considers the protection of native flora and fauna as a high priority. Workers, contractors, sub-contractors and visitors are expected to respect and avoid disturbing any environment which may cause harm, or have a negative environmental impact.

DRUGS AND ALCOHOL AND FIT FOR WORK POLICY

PURPOSE, SCOPE AND OBJECTIVES

Tranzblast Coating Services (Aust) Pty Ltd and Yatkin Pty Ltd as Person Conducting a Business or Undertaking (PCBU) have developed a Drug and Alcohol Policy and related Fit for Work Standard Operating Procedure to cover all Tranzblast Coating Services (Aust) Pty Ltd and Yatkin Pty Ltd workers, contractors, subcontractors and visitors.

This Policy is specifically concerned with personnel not being fit for work due to the effects of alcohol and/or the influence of drugs. Due to their intoxicating effect, the use of drugs and alcohol by persons in the workplace is a threat to the well-being of all individuals and may result in injury or death to the affected individual or their colleagues.

This policy applies to all Tranzblast Coating Services (Aust) Pty Ltd and Yatkin Pty Ltd work sites and all vehicles (both Tranzblast Coating Services (Aust) Pty Ltd and Yatkin Pty Ltd and others) when utilised for business purposes.

Drug and alcohol testing may be carried out at any location where workers, contractors or visitors are conducting activities as required by Tranzblast Coating Services (Aust) Pty Ltd and Yatkin Pty Ltd.

POLICY STATEMENT

It is the responsibility of all Tranzblast Coating Services (Aust) Pty Ltd and Yatkin Pty Ltd workers and contractors to minimise the risk of incident or injury to themselves and all other personnel. To assist in this goal, persons affected by drugs or alcohol are not permitted on

Tranzblast Coating Services (Aust) Pty Ltd and Yatkin Pty Ltd work sites or to operate Tranzblast Coating Services (Aust) Pty Ltd and Yatkin Pty Ltd vehicles.

Individuals potentially affected by legal medications must disclose these details to the Tranzblast Coating Services (Aust) Pty Ltd and Yatkin Pty Ltd Supervisor or Manager on site to ensure any issues relating to fitness for work are properly managed.

Tranzblast Coating Services (Aust) Pty Ltd and Yatkin Pty Ltd workers or contractors operating on client sites will abide by the standards, requirements and procedures as set out in this Drug and Alcohol Policy and the associated Standard Operating Procedures or the client site drug and alcohol policies and procedures, whichever has the higher standards, requirements and procedures. Failure to abide by these requirements, procedures and standards will result in disciplinary action that may include termination of an individual's employment or loss of access to site.

Tranzblast Coating Services (Aust) Pty Ltd and Yatkin Pty Ltd will take all reasonable action to ensure the results of all tests for drugs and alcohol are kept confidential between the individual and Tranzblast Coating Services (Aust) Pty Ltd and Yatkin Pty Ltd.

In the case of contractor's workers, the contractor's Site Manager will be notified of any non-negative results.

Any individual with a non-negative result will be asked to leave the site immediately.

Tranzblast Coating Services (Aust) Pty Ltd and Yatkin Pty Ltd reserves the right to alter the threshold limits and testing methods set out in the Procedure.

CONTRACTOR/VISITOR POLICY

Tranzblast Coating Services (Aust) Pty Ltd and Yatkin Pty Ltd as Person Conducting a Business or Undertaking (PCBU) is committed to ensuring the health, safety and wellbeing of all persons entering its premises or premises where Tranzblast Coating Services (Aust) Pty Ltd and Yatkin Pty Ltd is performing the majority of the work.

- All contractor/s and visitor/s are to report to Reception and complete the visitor registration documentation before entering any workplace.
- All contractor/s and visitor/s who wish to enter Tranzblast Coating Services (Aust) Pty Ltd and Yatkin Pty Ltd workplace or specified locations of the workplace will obtain the prior permission of the relevant workplace manager or supervisor.
- All contractor/s and visitor/s who wish to enter the workplace must wear covered foot ware.
- Contractor/s and visitor/s will not be permitted to move around workplace unaccompanied unless authorised to do so.
- Contractor/s and visitor/s are not permitted to enter the workshop floor unaccompanied unless authorised to do so.
- Prior to being authorised to enter the workplace, all contractor/s and visitor/s are explained the nature of hazards within the workplace and must be instructed in emergency evacuation procedures. It is important that the promotion of a safety culture within the workplace is transferred to the contractor/s and visitor/s by way of contractor/visitor induction.

- Staff members are to accompany all Short term contractor/s and visitor/s at all times in the workplace, and are responsible for their visitors at all times.
- The relevant managers will ensure that the work environment allows safe access/egress of contractor/s and visitor/s at all times. This will be achieved by ensuring that all walkways remain clear of obstacles.
- Children under the age of sixteen (16) years are not permitted in the workplace, other than the main administration building under the approval of the Director/s of the premises. The only exception will be students performing work experience under strict guidance from a supervisor/manager.

In an emergency, worker escorting the contractor/s and visitor/s whilst the workplace must ensure the contractor/s and visitor/s comply with the company's emergency procedures.

While on site, all contractor/s and visitor/s must comply with Tranzblast Coating Services (Aust) Pty Ltd Site Rules and Regulations; failure to comply will result in the visitor being asked to leave the workplace immediately.

SAFE WORKING PRACTICES

The main aim of these safe working practices is to:

- Prevent incidents, injuries, and illnesses.
- Minimise damage to equipment.
- Promote maximum efficiency within the workplace.
- Ensure appropriate action is taken in the event of an emergency.

1. REPORT YOUR CONCERNS

If you have any safety concerns, or notice any unsafe or hazardous conditions it is very important that you report these to a WHS Manager. Corrective action can then be taken to prevent possible injuries or incidents.

2. SIGNS

Safety signs are used throughout Tranzblast Coating Services (Aust) Pty Ltd to warn you about hazards, indicate the type of protective equipment required, and to show where emergency equipment and exits are located. It is essential that you take note of these signs and follow their directive.

Failing to follow the direction of any signs you will be asked to leave the Tranzblast Coating Services (Aust) Pty Ltd site and return to your usual place of work and explain to your supervisor why you were removed from site, you will only be allowed back to site after discussions between Tranzblast Coating Services (Aust) Pty Ltd and your supervisor.



3. PERSONAL PROTECTIVE EQUIPMENT

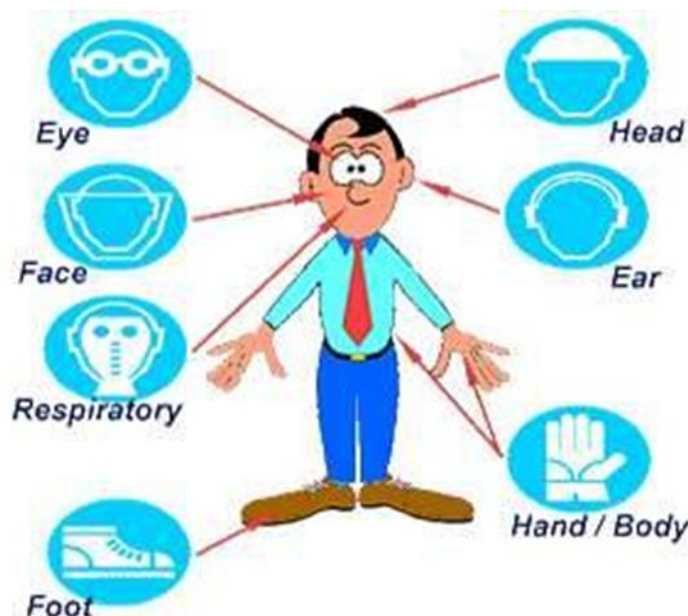
Personal Protective Equipment (PPE) is the last form of control for hazards. PPE is an effective control for reducing a person's exposure to a hazard; it does not however reduce the hazard. All workers, contractors and visitors must wear PPE correctly, if instructed to do so by management or if written in a standard operating procedure or before entering an area that requires PPE to be worn.

Mandatory and minimum PPE that is to be worn prior to entering the Tranzblast Coating Services (Aust) Pty Ltd Workshop includes, but is not to;

- Safety Glasses (worker's and visitors)
- Safety Boots (worker's and visitors)
- Overalls or Long Longs (worker's)

All personal protective equipment is to be used in an appropriate manner. The different types of PPE available may include:

- Ear Muffs
- Ear Plugs
- Dust Masks or Respirators
- Particle Masks
- Safety Glasses
- Face Shields
- Safety Boots
- Overalls
- Work Gloves
- Gloves

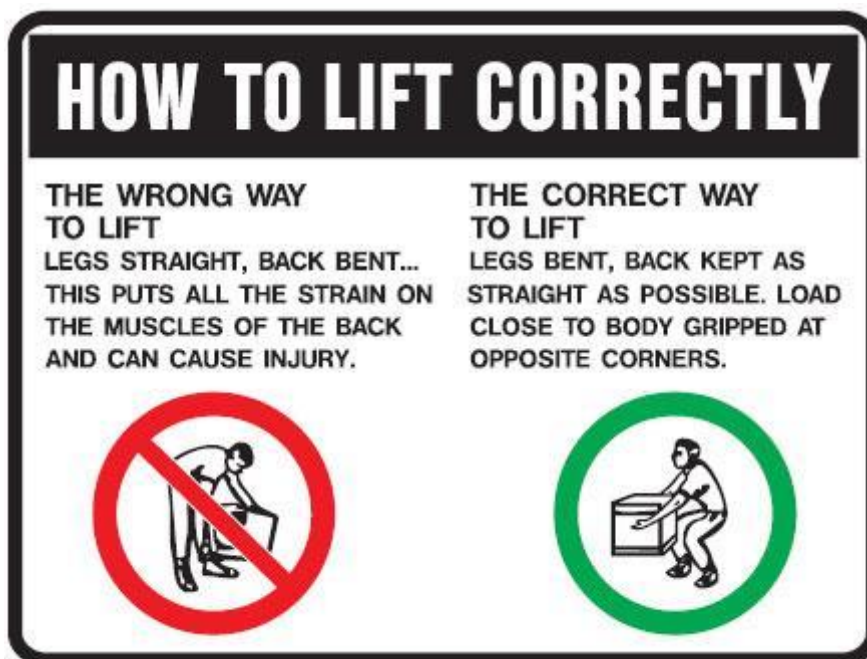


4. HAZARDOUS MANUAL TASK

Hazardous Manual Task refers to any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any animate or inanimate object.

A risk situation can arise when tasks are poorly designed or where handling involves awkward or constrained postures. These conditions can make it difficult for you to use good handling techniques.

- Some examples of actions that may cause manual handling injuries are
- work involving sudden, jerky or hard to control movements
- work which causes discomfort or pain
- work involving too much bending, reaching or twisting
- work where a long time is spent holding the same posture or work position
- work that is fast and repetitious
- heavy weights which have to be lifted or carried manually
- work where force is needed to carry out a task.



GUIDELINES TO BE USED WHEN PERFORMING HAZARDOUS MANUAL TASKS:

Never perform a hazardous manual task without carrying out a risk assessment on the task.

Never lift an object that is too heavy to be lifted safely, ask for assistance and use mechanical aids at all times whenever possible.

Always check the area you intend to lift or carry the object for slip, trip or fall hazards.

If lifting an object, use the correct lifting techniques:

- Plan the lift
- Stand as close to the load as possible
- Grip the object firmly with the palms of your hands (not just your fingers)
- Correct feet position
- Bend your knees and keep your back straight
- Use your leg muscles to lift (not your back muscles)
- Keep the load close to your body
- Lift smoothly
- When turning, turn your whole body and move your feet, do not twist.
- Use the same principles when placing down a load as when lifting

5. HAZARDOUS CHEMICALS

Before working with any form of industrial chemical, you must read the appropriate safety data sheet. Ensure you understand the hazards & follow appropriate safe handling practices.

Safety Data Sheets or SDS's are located in the main office.

If you buy/bring in a chemical check to see if it exists on the SDS register if not on the register inform your supervisor or see the WHS Manager to obtain an SDS before you are allowed to use the chemical.

6. HOUSEKEEPING

Keeping your work area in a clean & tidy state is essential. Pick up rubbish and put in the correct bins, empty bins if full, do not leave for someone else.

Leave any machinery or items of plant you use in a clean and tidy manner.

The cleaner your work area the safer it is.

CLEANLINESS IS NEXT TO SAFETY-NESS

7. ISOLATION & LOCK-OUT

The potential of serious incidents associated with equipment and machinery and systems during repair, maintenance and installation highlights the need to promote standard procedures for energy isolation. Any system adopted in the industry will establish safe working practices by ensuring so far as practicable ZERO ENERGY.

Safety tags are placed for your safety and the safety of others.

Danger Tags - are red and black and are placed on the isolation control as a direction to all persons that the plant/equipment/system is not to be started or operated.

Where isolation locks are employed the equipment cannot be started or operated. The isolation lock should contain identification of who placed the tag.

When the task is complete, personal danger tag(s) or lock(s) must be removed. Used danger tags must be destroyed and the equipment checked for safe operation.

No person shall remove another person's personal lock or danger tag.

Out of Service Tags – are yellow and black. Whenever you believe that the operating of equipment or machinery could cause further damage to the equipment or machinery or could endanger persons or property through its use, you must attach an 'Out of Service' tag. The tag must state your name, company/workgroup and the fault/condition and then notify your immediate supervisor.

Under no circumstances are you to attempt to operate any plant or equipment that has an Out of Service tag attached.

Information Tags – are blue and white and are used to convey information about a particular area or piece of plant or equipment.

An information tag must be placed in a prominent position where it can be easily seen by anyone who may be going to start, operate or access the plant or equipment.

The Information tag must be securely attached and must contain the following information:

- The name and employer or department of the person placing the tag.
- The plant/equipment and the date the tag was placed.
- The message to be communicated. The message may be feedback to the operator of the plant or equipment condition, or it may be information on parts sent away for repair.

The Information Tag may be removed by any person, once the information is no longer relevant.

The Information Tag is not to be used for any form of isolation.

8. CONFINED SPACE

A **confined space** is defined as an enclosed or partially enclosed space that

- is at atmospheric pressure during occupancy, and
- is not intended or designed primarily as a workplace, and
- could have restricted entry to, or exit from the place, and
- is, or is likely to be entered by a person to work, and
- at any time contains, or is likely to contain any of the following –
 - an atmosphere that has potentially harmful levels of contaminant
 - an atmosphere that does not have a safe Oxygen level
 - anything that can cause engulfment

9. WORKING SAFELY AT HEIGHTS

You should NEVER use a safety Harness without the appropriate training

Safety checks prior to the use of fall protection equipment includes:

- Checking the harness for any signs of wear or damage. DO NOT use if damaged or worn. Return equipment to the store for replacement
- Checking the lanyard is firmly secured to the harness
- Connecting the lanyard to a static line or secure anchor point
- Making sure the anchor point is positioned above where you are working

10. MACHINERY AND TOOL GUARDS

Machinery and tool guards are provided for your protection against exposed moving parts.

Guards may only be removed by authorised and experienced personnel for the repair, adjustment and testing of machinery and plant.

Remember, before removing any guards it is essential to check that the machine is **isolated** and **tagged** out.

11. FORKLIFTS

Forklifts must only be operated by trained, licenced and competent persons.

- **DO NOT** assume that you are authorised. Check with your Supervisor before operating
- Understand and carry out all pre-start checks before operating equipment
- Report any/all faults to your Supervisor immediately
- **DO NOT** operate equipment in unsafe condition or outside of it's design capacity

No one is allowed to operate the forklift without a National High Risk Work License.

12. CRANE OPERATION

Mobile cranes must only be operated trained, licenced and competent persons.

- **DO NOT** assume that you are authorised. Check with your Supervisor before operating
- Understand and carry out all pre-start checks before operating equipment
- Report any/all faults to your Supervisor immediately
- **DO NOT** operate equipment in unsafe condition or outside of it's design capacity

No one is allowed to operate a mobile crane without a National High Risk Work License.

Riding on hooks, loads, or blocks is forbidden, permission to lift people in any device such as a bucket, cradle or platform can only be given in terms of procedures set out in the WHS Act. Lifting of people will require a Job Safety Analysis (JSA), Safe Work Method Statement (SWMS) and approved, labelled device specifically designed for such a purpose.

13. GAS CYLINDERS

Gas cylinders must be kept upright when in use, secured to prevent falling, protected from extreme heat, and guarded from being struck by moving equipment and falling objects.

Gas cylinders are to be located no closer than 3 metres from your job in an approved storage device. Gas bottles used at stationery welders are to be chained at all times and empty bottles returned to gas storage racks.

Regulators are to be removed before transporting, and can only be transported in an approved gas cage.

Trolleys are provided to transport gas bottles to and from the storage racks within the workshop environment.

14. INCIDENTS AND EMERGENCIES

Ensure that you know the procedure to be followed in the event of an incident, emergency or chemical spill (see following flow chart).

Become familiar with the location of fire fighting equipment in your area and the procedure to follow in the event of a fire (see procedures below).

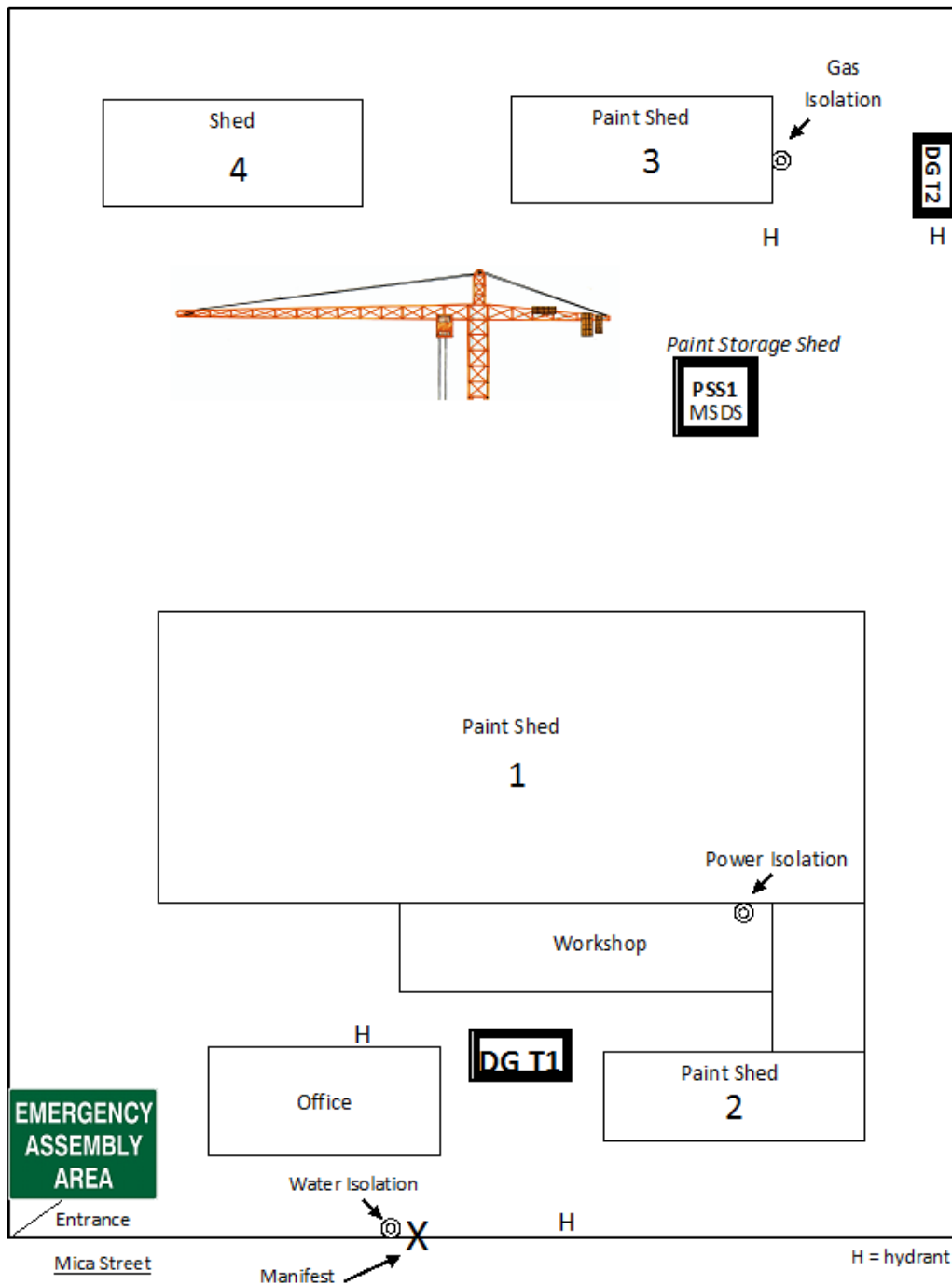
IF THIS HAPPENS ↓	DO THIS ↓
Injury or Illness	Report it immediately to your WHS Manager, supervisor or site contact to ensure that appropriate first aid or medical attention is received.
Incident or Accident involving damage to Equipment & Material – including Motor Vehicles	Report it immediately to your supervisor or site contact. Steps can then be taken to determine the cause of the incident or accident and action taken to prevent further incidents or accidents.
Fire	<p>SOUND THE ALARM Warn others in the immediate area and sound the general alarm.</p> <p>ADVISE YOUR NEAREST SENIOR PERSON</p> <p>FIGHT THE FIRE Use the appropriate fire extinguisher. Remember, you have to remove the heat, remove the oxygen, or remove the fuel. Always keep a clear line of retreat behind you. If you are not sure how to use the fire extinguishers, get yourself and others out and wait for assistance.</p> <p>EVACUATE Evacuate any persons not directly involved in fighting the fire. Ensure all persons are accounted for.</p> <p>REMEMBER – DON'T PANIC –Walk, don't run. Stay low as both heat and smoke rise.</p>
Incident requiring emergency evacuation	<p>IF YOU ARE FIRST AT THE SCENE. Report the incident immediately to your supervisor who will assess the scene and sound the alarm.</p> <p>ALARMS SOUNDS Move out of the building in an orderly fashion and report to your supervisor at the nearest Muster Point.</p> <p>MISSING PERSONS The supervisor will delegate two (2) persons to search for any member that does not report within a reasonable time.</p> <p>THE SUPERVISOR OR EMERGENCY COORDINATOR The person in charge will determine the following; What emergency services need to be called i.e. ambulance, fire etc? What utilities need to cut-off i.e. water, electricity etc?</p>

	<p>That follow up of search parties is carried out quickly and problems promptly dealt with.</p> <p>That first aid is being carried out as required.</p> <p>That all necessary control measures are being carried out as required.</p>
Chemical Spill	<p>CONTAIN THE SPILL</p> <p>WARN OTHERS IN THE IMMEDIATE AREA.</p> <p>ADVISE YOUR SUPERVISOR</p> <p>CLEAN UP THE SPILL</p> <p>Follow the spill procedures outlined in the appropriate "SDS"</p>



Tranzblast Coating Services (Aust) Pty Ltd
24 Mica Street, Carole Park, QLD 4300

Name of premises: Tranzblast Coating Services (Aust) Pty Ltd
Number of chemicals stores at this site: 3
Date of this plan: March 2015
Date of revision: March 2020



CONTRACTOR ACKNOWLEDGEMENT

I _____ hereby acknowledge that I have received a copy of the Tranzblast Coating Services (Aust) Pty Ltd Contractor Induction Handbook and will abide by all policies and follow all procedures as outlined in the Handbook.

Contractor

Name: _____ Signed: _____

Company: _____ Date: _____

Employer

Name: _____ Position: _____

Signed: _____ Date: _____

Emergency Contact

Name: _____ Phone: _____

Induction Card Number: _____