



SPELLER INTERNATIONAL CONTRACTOR OH&S OVERVIEW

Please read this overview prior to signing your Speller International Contractor OH&S Agreement

What is Occupational Health & Safety?

There are two elements involved in Occupational Health & Safety- Legal & Moral

OH&S is all about being aware. Being aware of your responsibilities as an employer or employee, and being aware of workplace safety laws. As an employer it is also a moral duty of care to all employees to ensure all workplace standards are of a level commensurate with Australian standards. This means a working environment that is as safe as practicably possible.

Employer responsibilities

As the employer, your recruitment firm is to abide by OH&S laws and is responsible for implementing procedures and policies, assessing risk and ensuring the client is upholding similar structures.

Responsibilities of clients

Clients must provide and maintain a safe working environment; implement safe working procedures with adequate information and instructions to be followed and provide adequate facilities for the wellbeing of employees.

Employee responsibilities

Employees must stay informed on all matters concerning their own safety in the workplace by reading all information provided by the employer. It is also your responsibility to take care in the workplace by avoiding taking risks and obeying any reasonable instructions regarding health & safety.

In performing your daily duties it is your responsibility that your actions do not adversely affect your co-workers.

Most importantly you must report any potential hazards, incidents and near-misses immediately on the same day they occur.

Resolving issues

Any safety issues that arise should normally be handled at your work site by the supervisors and safety committee.

If any issue cannot be resolved at your work site, you must notify your recruitment company immediately.

Risk Management

Safety instructions & Signage

- Obey all signs, notices and memos- they are there to advise and protect you from hazards
- Caution signs warn there may be a risk to your health
- Emergency signs inform you of the whereabouts of safety equipment
- It is essential you understand all workplace safety procedures and requirements

Danger Tags

- Danger tags alert you to equipment that is damaged or unsafe to use
- You must know the correct procedures at each site
- Only the person who originally placed it there may remove the tag once the equipment is repaired and safe to use

On Site Hazards

Office Ergonomics

The set-up of your desk can cause workplace injuries-

- The chair must be the correct height for the work surface the worker
- The backrest must be adjusted to suit the worker
- The keyboard must be in such a position to allow the wrists to be straight and the forearms horizontal
- The computer screen must be an arms length away in distance and placed so that the centre of the screen is about shoulder height
- Glare should be adjusted to a comfortable level

Manual Handling

Commonly used items should be stored

- In easily accessible areas
- According to bulk and weight
- Between knee and shoulder height
- Step ladders should always be used- not chairs

Slip-ups and Trips

Basic maintenance and housekeeping rules can prevent minor accidents

- Thoroughfares, aisles and hallways should be well lit and kept clear of obstruction.
- Floors should be level, preferably without mats
- Immediately clean up all spillages
- Filing cabinets should not open into walkways. The draws should never been left open and never open more than one draw at a time

Incident Management

Reporting

Your awareness and observations in the workplace are vital for health and safety and any relevant issue must be reported.

- All injuries and illnesses
- All mishaps, incidents and close calls
- All potential hazards and damaged equipment or materials

Any of the above must be reported immediately i.e. **on the day they occur** to your authorising manager or to your recruitment firm.

Response in an emergency

Your immediate response to an emergency may be life saving, so it is imperative that you know:

- All warnings and evacuation procedures
- Locations of all exits, fire equipment (and how to correctly use it), alarms, telephones and first-aid equipment

Visiting other work sites

- Before visiting another site, contractors must be made aware of any protective equipment that may be required
- Notification must be given to employees before any intended visit or visitor
- All visitors and workers must be made aware of the rules and restrictions of the site visited and those rules must be adhered to at all times