



SUPAGROUP  
CONSTRUCTIONS

## **OCCUPATIONAL HEALTH & SAFETY SITE INDUCTION HANDBOOK**

The contents of this handbook have been prepared as a guide to assist in achieving a safe and healthy working environment within the workplace.

Supa Group will, as far as is reasonably practicable, provide a safe and healthy workplace for all employees, contractors and visitors to site.

These guidelines apply to all persons entering or carrying out works on any Supa Group site.



## OCCUPATIONAL HEALTH & SAFETY

### 1. GENERAL

- It is expected that every contractor will use safety and other protective equipment whenever required.
- Faults in any safety equipment are to be rectified immediately.
- Footwear suitable for the individual project is to be worn at all times. Thongs, sandals or bare feet are not permitted.
- Safety equipment such as gloves, goggles, earmuffs and respirators are for your protection. USE THEM AND DO NOT TAMPER WITH THEIR OPERATION.

### 2. SITE HOUSEKEEPING

- A clean site is a safe and efficient site. All contractors are to remove their refuse daily to the location nominated by the builder.
- Site sanitary facilities are to be used and kept clean.

### 3. EXPLOSIVE TOOLS

- Only trained and qualified personnel are to use explosive tools.

### 4. OPENINGS (HORIZONTAL AND VERTICAL)

- Openings in walls, floors and excavated areas are to be barricaded at all times. If the barricade has to be removed for a work task then it shall be replaced immediately after the task has been completed. Staircase openings will require temporary balustrade constructed from F8 timber or similar graded timber materials.

## **5. RIGHT OF ENTRY TO SITE**

- All persons including the public, clients and/or representatives of the client **MUST** receive authorisation from, or be accompanied by the builder or site supervisor prior to entering a Supa Group site or any area within the building site where works are being carried out.
- Prior to commencement of work, all contractors and sub contractors will be required to receive a copy of this safety handbook and undergo a brief induction into the workings and specific hazards of the project where required.

## **6. REGULATIONS**

- These guidelines do not replace any Acts, Regulations or Codes of Practice.
- Non adherence to safety rules is a serious breach of legislation and your contracted agreement for this site. Continued breaches could lead to dismissal and/or prosecution.

## **7. ALCOHOL AND DRUGS**

- Alcohol and drugs of abuse must not be brought onto or consumed within any Supa Group site. If you are affected by alcohol or drugs in any way you are not permitted onto any Supa Group site and the offender will face possible termination of contract and/or employment.

## **8. FIRST AID AND INJURY NOTIFICATION**

- All contractors must carry a first aid kit which is adequate for the type of injuries which may occur while performing their work.
- All injuries and accidents that occur **MUST** be reported to the site supervisor or Building Manager.

## 9. PLANT AND EQUIPMENT

- All plant and equipment utilised on Supa Group sites must be maintained and serviced regularly. Maintenance records must be made available for inspection as required.
- Plant and equipment operators must be appropriately trained and competent in the operation and safe use of the plant or equipment they operate. Where required under the provisions of the *OH&S Certification of Plant Users and Operators Regulations 1994*, plant and equipment operators must hold appropriate certification. All mobile plant is to have a flashing warning light and reversing alarm operating.

## 10. GENERAL PROHIBITIONS

- The following behaviour is forbidden and will not be tolerated on any Supa Group site:
  - Fighting or intimidation of any kind
  - Vandalism or theft of any kind
  - Refusal to act on safety instructions issued by the site principal or site supervisor
  - Intoxication or the use of illicit drugs
  - Unauthorised removal of safety hazard controls
  - Dogs on site unless authorisation has been given from site supervisor
  - Smoking is NOT permitted within the grounds or building of work site at any time. This applies also if building is occupied or not.

## 11. ROOF WORK AND WORK AT HEIGHTS

- All contractors working at heights in excess of 2.0 metres on Supa Group sites must work in accordance with “Prevention of Falls Regulations”. These regulations are detailed in the *Code of Practice for Housing Construction* as issued by Worksafe Victoria.

## **12. SCAFFOLDS**

- All scaffolds must be erected to conform to the relevant Australian standards and manufacturers specifications.
- Contractors who supply and erect their own scaffold must be competent in the erection of the Scaffold and must hold the relevant scaffold licence where the working deck is in excess of 4.0 metres.
- Guardrails, a kick board and safe access are required for all scaffolds exceeding 2.0 metres in height.

## **13. USE OF LADDERS**

- Only approved ladders are to be used and must comply with Australian Standard AS1892.1-1996-Portable Ladders.
- All ladders must be industrial standard with a minimum of 120kg safe working load.
- Only light duty works are to be carried out from ladders.
- Do not step higher than 900mm from the top of a straight ladder or more than 600mm from the top of a step ladder.
- Ladders should be appropriately secured at an angle of 4:1.
- Do not use step ladders near open voids or staircase penetrations.
- Ladders and any other form of temporary access are to be removed from the building site when not in use.

## **14. DANGEROUS GOODS AND HAZARDOUS SUBSTANCES**

- No dangerous goods or hazardous substances are to be brought onto site without first notifying the site supervisor and are to be accompanied by the manufacturer's relevant Material Safety Data Sheet.

**15. MANUAL HANDLING**

- Painful and long lasting injury can be avoided by identifying correct lifting techniques. These include the following:
  - Use mechanical lifting devices whenever possible
  - Ensure access to the work area is clear
  - Always obtain help when lifting heavy items
  - Avoid bending when lifting, bend your knees and keep your back straight
  - Hold the load as close to your body as possible
  - Plan the lift by knowing exactly where it is to be placed and take care to avoid slippery surfaces.

**16. EXCAVATIONS AND PENETRATIONS**

- All trenching works over 1.5 metres deep are to be shored up, provided with trench shields or the walls safely battered in accordance with the *Code of Practice for Safety Precautions in Trenching Operations* as issued by Worksafe Victoria.

**17. ELECTRICAL SAFETY**

- The industry standard for Electrical installations on constructions sites must be followed on all Supa Group sites.
- Leads and tools are to be checked and tagged every 3 months.
- RCD's are to be checked and tagged every month.
- Leads are to be suspended off the ground.
- Leads are not to exceed 30 metres in length.
- Temporary power boards are to comply with industry standards.

#### **18. ULTRA VIOLET EXPOSURE**

- Due to the risk of skin cancer, all outdoor work requires the use of personal protective equipment. Clothing should be of close weave fabrics and should be loose fitting for comfort and adequate ventilation.
- Preferred clothing includes long sleeve shirt and trousers with the minimum level to be accepted being a collared tee shirt with sleeves to the elbows and shorts reaching the knees. Bare chests and singlets are not permitted.
- Wide brim hats, eye protection and SPF 30+ sun block used on all exposed skin are recommended during the summer months.

#### **19. COMPANY SAFETY POLICY**

- Full details of the OH&S Policy can be found within the company's Occupational Safety Management Manual.

#### **20. EMERGENCY ACTION**

- Don't panic and do the following as quickly as possible.

#### **DIAL 000 IN AN EMERGENCY**

- Do not move injured person (except if life threatening).
- Ensure airway is clear.
- Administer cardio pulmonary resuscitation if required and only if qualified to do so.
- Stop serious bleeding by applying pressure to the effected area.
- Make the injured person comfortable.
- Do not interfere with the accident scene.

I, \_\_\_\_\_

Acknowledge that I have received a copy of and understand all guidelines detailed in the Supa Group Occupational Health and Safety Site Induction Handbook.

SIGNATURE OF INDUCTEE

\_\_\_\_\_

TITLE OF INDUCTEE

\_\_\_\_\_

I, \_\_\_\_\_

Acknowledge that I have thoroughly explained all Guidelines as detailed in the Supa Group Occupational Health and Safety Site Induction Handbook to the Inductee as named above.

SIGNATURE OF INDUCTOR

\_\_\_\_\_

TITLE OF INDUCTOR

\_\_\_\_\_

This Handbook does not remove the obligation of all individual contractors and their employees from compliance with the Occupational Health and Safety Act and relevant regulations

For additional information or queries on the content of this booklet please contact:

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the 1990s, the number of people in the world who are poor has increased from 1.2 billion to 1.6 billion.

There are a number of reasons why the number of people in the world who are poor has increased. One reason is that the world's population has grown rapidly. Another reason is that the world's economy has not grown fast enough to keep pace with the population growth.

There are a number of things that can be done to help reduce the number of people in the world who are poor. One thing is to help the world's economy grow faster. Another thing is to help the world's population grow more slowly.

There are a number of things that can be done to help the world's economy grow faster. One thing is to help the world's countries attract more foreign investment. Another thing is to help the world's countries improve their infrastructure.

There are a number of things that can be done to help the world's population grow more slowly. One thing is to help the world's countries improve their family planning programs. Another thing is to help the world's countries improve their health care systems.

There are a number of things that can be done to help the world's countries improve their family planning programs. One thing is to help the world's countries provide more information about family planning. Another thing is to help the world's countries provide more family planning services.

There are a number of things that can be done to help the world's countries improve their health care systems. One thing is to help the world's countries train more health care workers. Another thing is to help the world's countries improve their health care facilities.

There are a number of things that can be done to help the world's countries attract more foreign investment. One thing is to help the world's countries improve their business environment. Another thing is to help the world's countries improve their infrastructure.

There are a number of things that can be done to help the world's countries improve their infrastructure. One thing is to help the world's countries build more roads. Another thing is to help the world's countries build more bridges.

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