



# **Workplace, Health and Safety**

YOUR HOST EMPLOYER, mteSA &  
YOU

**Step into  
your future**

# Apprentice & Trainee

## **WORKPLACE HEALTH AND SAFETY POLICY**

<b>Policy number:</b>	<b>29</b>
<b>Authorised by:</b>	<b>Management Board of Directors mteSA</b>
<b>Introduction date:</b>	<b>9<sup>th</sup> February 1999</b>
<b>Last revision date:</b>	<b>21 April 2011</b>
<b>Last revision date:</b>	<b>17 May 2013</b>

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### **Policy Statement**

mteSA is committed to ensuring, so far as is practicable, all employees are safe from injury and risks of health while at work.

The objectives of this policy are to have in place an WH&S management system, which meets the highest standards in providing:

- A safe and healthy working environment
- Safe systems of work
- Plant and substances in a safe condition
- Consultation, information, instruction, training and supervision as necessary to ensure employees, visitors and Host Employers are safe from injury and risk to health

### **Policy Guidelines**

mteSA will adopt a preventative approach to the management of WH&S by:

- Ensuring operations staff are committed to improving WH&S through planning, setting targets, allocating resources and evaluating outcomes
- Ensuring mteSA is responsible and accountable for the WH&S of their employees
- The Field Officer effectively consulting with the employees and their Host Employers on matters affecting the WH&S of employees
- Having WH&S policies and procedures in place which document responsibilities for achieving WH&S aims and objectives
- Providing training and instruction for Staff and employees to equip them with the knowledge and skills necessary to meet their responsibilities
- Providing an effective claims management and rehabilitation management system to achieve the earliest possible safe return to work for injured employees
- Ensuring the staff have systematic approach to reporting and investigating all incidents and hazards to prevent injury and illness

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## **ROLES AND RESPONSIBILITIES**

The CEO (The Responsible Officer) has the responsibility of:

- Providing the resources to meet the legislative requirements
- Providing a healthy and safe workplace for employees
- Implementation and review of the mteSA WH&S policy
- The day-to-day management of WH&S issues
- Ensuring agreed mechanisms for consultation are followed regarding all issues, which may affect the health, safety and welfare of any employee

The Rehabilitation & Return to Work Officer

- Providing the resources to meet the legislative requirements
- Providing access and equity in the return to work process
- Implementation and review of cases with all parties concerned
- Day-to-Day management of an employee who is on a Workcover claim
- Ensuring agreed mechanisms for consultation are followed regarding all issues, which may affect the health, safety and welfare of any employee going through this process
- Work towards a suitable outcome of returning to the workplace for the employee
- Document all meetings and processes encountered in each case in a separate file for each employee

The Operations Staff

- To ensure each Host Employer has the correct and current first Aid Kit for their Industry and the knowledge of how to use the contents.

## **EMPLOYEES SHAL TAKE REASONALBE CARE TO:**

- Follow safe and healthy work practices
- Comply with any reasonable instruction from an Employer, Host Employer or either of their delegates in relation to health or safety at work
- Actively support the consultative process

- Take reasonable care to avoid adversely affecting their own health and safety or the health and safety of any other person through act or omission at work, or by the consumption of alcohol or a drug

## **WORKPLACE HEALTH & SAFETY**

### **YOUR HOST EMPLOYER, mteSA & YOU**

#### **INDUCTION**

Your Host Employer must develop an induction process specific to their area, which should include some or all of the following:

- How to obtain First Aid, and the location of the First Aid Kits
- Emergency and evacuation system, location of Fire Extinguishers
- How to report accidents, incidents and WH&S issues
- Location of amenities including washrooms, showers (if any), kitchen, lunchroom and rest room
- Location of WH&S Manuals including: Material Safety Data Sheets (MSDS) and safe work instructions
- Location of Notice Board, Name of WH&S rep, First Aid Officer and fire warden
- What welfare, health promotion and counseling services are available
- Issue of and instruction in the use and maintenance of personal protective equipment
- An explanation of Employee responsibilities in WH&S
- What to do if you are injured or suffer a work related illness

#### **MENTORING**

The mteSA Field Officer, the Host Employer or the Host Employer's WH&S representative, can conduct mentoring. At any time the Employee feels there is a problem, they should speak to the Host in the first instance and mteSA Officer in the second, and should not be satisfied until the problem is solved.

# **WORKPLACE HEALTH & SAFETY**

## **YOUR HOST EMPLOYER, mteSA & YOU**

### **PROCEDURE GUIDELINES**

Individuals must not be asked to work in environments where their disabilities or medical condition would put them at additional risk.

### **PURPOSE**

To provide guidelines on WH&S information to be included in the induction process.

### **SCOPE**

All Employees of MT&E shall use this procedure.

### **REFERENCE**

Work Health and Safety Act 2012

### **DEFINITIONS**

**New Employee:** All new Apprentices/Trainees and all new staff members.

**Mentor/s:** Person/s who are Field Officers, Division Heads, Host Employers etc, who undertake and provide informal ongoing support, instruction and training.

# **WORKPLACE HEALTH & SAFETY**

## **YOUR HOST EMPLOYER, mteSA & YOU**

### **LEGISLATION**

Every employee in South Australia is protected by an Act of Parliament, the Workplace Health and Safety Act 2012.

The Act covers all types of work in all industries and every Employer have to abide by the rules and regulations contained in the Act.

The Act also requires that you, the Employee, go about your work in a safe manner.

When you read the Act and Regulations, you will find it uses a term - reasonably practicable - from time to time. This means that no one, you or your Host Employer will be forced to perform miracles. The Act is framed in such a way that you and your Employer are required to do is based on common sense and is considered achievable by any reasonable person.

In your induction package you will be given a copy of mteSA's WH&S policy. Should you wish to read more on this subject, copies of the ACT and relevant details are kept in the mteSA CEO's Office.

### **RESPONSIBILITIES**

These are clearly listed in the Policy document.

# **WORKPLACE HEALTH & SAFETY**

## **YOUR HOST EMPLOYER, mteSA & YOU**

### **PERSONAL PROTECTIVE EQUIPMENT**

Personal protective equipment covers things like - hats, goggles, ear muffs, gloves, safety footwear or clothing. These items have been designed to help protect you from the various hazards that are waiting to cut, hit, sting, burn, electrocute and generally do you damage.

mteSA will issue you with personal protective equipment of gear each year and Host Employer may supply other items.

You have an obligation under the Act to wear the equipment. If you refuse to wear the appropriate apparel you may be issued with a Warning Notice. mteSA is not being unfair in this instance, it is simply that the Act places legal obligation on Employer's to ensure that appropriate personal protective equipment is issued, maintained and used.

In all instances, you Host Employer will ensure that common sense prevails. No one is going to penalize you for a momentary lapse or make you wear clothing that will in itself make the task more hazardous.

# **WORKPLACE HEALTH & SAFETY**

## **YOUR HOST EMPLOYER, mteSA & YOU**

### **HAZARDS**

#### **General**

Hazards are defined as a source of potential danger, which may cause injury, illness or property damage.

Your Host Employer has the responsibility of providing you with a safe working environment. To do this, they must have procedures, equipment and protective devices available for you.

The important points to remember are:

- Always use safety equipment
- Note and report every potential hazard, every accident and every near miss to your Supervisor or WH&S Representative
- Hazards can be eliminated or controlled. You don't have to put up with dangerous working conditions
- Correct procedures and equipment can largely eliminate hazards arising out of such things as electricity and plant and equipment

Control of hazards is the primary purpose of the WH&S Act 2013 and the Consolidated WH&S Regulations 2013.

# **WORKPLACE HEALTH & SAFETY**

## **YOUR HOST EMPLOYER, mteSA & YOU**

### **MANUAL HANDLING**

What is manual handling? It is when we lift, lower, carry, pull, push or generally move anything (or anyone) at work. Manual handling injuries tend to be strains, sprains, bruises and broken bones.

Important points to remember about manual handling are as follows:

- Your Employer is obliged to identify manual handling hazards
- They must make available equipment and/or a system to reduce or remove the risk to you
- You must use the correct equipment provided and follow the correct procedures
- If you spot any process that looks dangerous, inform your supervisor

Some things are obvious, such as the risk of back strain from lifting heavy objects. But look out for less obvious dangers including:

- Wet, slippery or uneven floors
- Electrical cords on the floor
- Cartons blocking passageways
- Obstructed vision around shelving or a system to reduce or remove the risk to you
- You must use the correct equipment provided and follow the correct procedures
- If you spot any process that looks dangerous, inform your supervisor

Regular housekeeping inspections should be carried out to identify any hazards.

# **WORKPLACE HEALTH & SAFETY**

## **YOUR HOST EMPLOYER, mteSA & YOU**

### **HEAT**

Apart from the obvious discomfort, heat stress will reduce your concentration and slow you down, bringing with it a great risk of accidents.

The conditions in your workplace should be such that heat stress is avoidable as far as is reasonably practicable, but in addition there are some simple things you can do:

- Drink plenty of water in hot weather
- Wear a hat if you're working outdoors
- Wear loose fitting cotton or cotton blend clothes (but not so loose that it can become a hazard in itself)
- If you're feeling ill from the heat, ask your supervisor if you can take a short break

If you (or a co-worker) develop symptoms, of heat stress which can show up as tiredness, irritability, profuse sweating, nausea, cold and clammy skin, lack of co-ordination, dizziness and particularly, fainting - immediately move to a cooler place, lie down with feet raised and have a drink (not alcohol). A cool cloth or sponge applied to the skin will help.

As soon as possible, inform your supervisor or WH & S Rep.

# **WORKPLACE HEALTH & SAFETY**

## **YOUR HOST EMPLOYER, mteSA & YOU**

### **ULTRA VIOLET RADIATION/SUNBURN AND SKIN CANCER**

For anyone, wherever they work and whenever they are outside, here are a few key points to remember:

- Your skin can be damaged on a cloudy day. Ultra violet light is the light that harms you and it can pass through the clouds
- Use a broad spectrum SPF30+ sunscreen. Check the pack and make sure it protects against UVA and UVB rays
- Sunscreens need to be reapplied during the day. Normally 2 to 3 hours are the most you can expect
- Sunglasses are not just to improve comfort in the sun, they can protect eye damage, including cataracts. Wrapped glasses offer good protection
- Wide brimmed hats or "Foreign Legion" hats offer good protection
- Wear loose fitting garments with a light close weave
- Work in the shade wherever it's practical to do so.
- The sun's rays are most damaging between 10am - 2pm, so try to be inside or in the shade at these times

# **WORKPLACE HEALTH & SAFETY**

## **YOUR HOST EMPLOYER, mteSA & YOU**

### **NOISE**

Damage to your hearing is something that affects you progressively. It is therefore vital that you understand that a loud noise today will hurt your hearing in the future.

Sudden, sharp noises like hammering damage hearing, as do high frequency noises, such as the use of an angle grinder. It is imperative that earmuffs be worn when using these tools.

Hearing is damaged when noise levels exceed 85 decibels (dBA). If you're working area exceeds this level you **MUST WEAR HEARING PROTECTION**. Some examples of noise levels are as follows:

115 - 130	Mining Industry
110 - 120	Pneumatic drills
105 - 120	Forestry equipment
105 - 115	Bulldozers, trucks
100 - 115	Concrete processing
100 - 115	Steel works
100 - 110	Forging Hammers
95 - 105	Heavy tractors
90 - 105	Light Steel construction
90 - 100	Workshops, general
85 - 100	Electric hand tools
85 - 95	Light tractors

# **WORKPLACE HEALTH & SAFETY**

## **YOUR HOST EMPLOYER, mteSA & YOU**

### **HAZARDOUS SUBSTANCES**

Most workplaces have some sort of hazardous substances or other, even if you do not immediately recognize them as hazardous. Virtually any substance can be hazardous if used wrongly. Such mundane things as cleaning fluids, fibres, glue and ink can be harmful. Harm can come from ingesting them, for example, when eating without first washing hands, breathing in fumes, or contact with the skin.

The approach to dealing with them is essentially the same as with the more recognized hazardous substances such as petrol, acid etc.

- STORE them safely and securely
- LABEL them clearly
- SEAL them firmly after every use
- LEARN how to use them safely and how to handle accidents
- WEAR protective personal equipment as necessary
- WASH your body immediately after handling hazardous substances

Material Safety Data Sheets (MSDS) should be available for all substances you are to use. If they are not available ask your Host Employer to get some from the suppliers of the substance.

**AT ALL TIMES IF YOU ARE IN DOUBT - ASK FOR ASSISTANCE FROM YOUR HOST EMPLOYER**

# **WORKPLACE HEALTH & SAFETY**

## **YOUR HOST EMPLOYER, mteSA & YOU**

### **FIRE**

First of all, don't let one start! Some simple rules for prevention is:

- Don't let rubbish accumulate
- Keep flammable materials away from sources of heat
- Make sure any flammable materials have the lid on firmly
- Switch off all electrical appliances when they are not in use
- No smoking in any buildings
- KNOW WHO YOUR FIRE OFFICER IS

Check with your Host Employer whether there is a Fire Officer and ensure that you are given information about evacuation procedures.

If a fire starts:

- Know how to raise the alarm
- Know who your fire officer is and how to make contact
- Know where the nearest fire extinguisher is and how to use it
- Do not panic. Walk, don't run
- Assess the fire. Raise the alarm. Speed is very important. The action you take in the first 10 seconds could make all the difference. If you can safely tackle it, do so but always remember, THE SAFETY OF YOU AND CO-WORKERS IS MORE IMPORTANT THAN ANYTHING.
- If the fire looks too big for you to tackle, warn the people in your vicinity to walk to the nearest exit and await instructions from your fire warden or supervisor

# **WORKPLACE HEALTH & SAFETY**

## **YOUR HOST EMPLOYER, mteSA & YOU**

### **ACCIDENTS, INJURIES AND FIRST AID**

Every accident, however minor, must be reported to your Supervisor/Host Employer without delay. They in turn will report it to MT&E. Check that this has happened. You will need to describe the circumstances as best as you can and fill out an Accident/Incident Report Form.

This also applies to "Near Miss" incidents. This is necessary to ensure that a potential hazardous situation can be investigated and action taken necessary.

Accidents may not occur just to you, you may find a co-worker has been injured here is the procedure to follow:

- Take a deep breath and assess any risk to yourself or others
- If possible, without leaving the patient, call for the first aid officer or get someone to get them
- Ensure the patient has a clear airway. They should be lying on their side with the head tilted slightly back
- Ensure the patient is breathing
- If there is some bleeding, stem the bleeding by pressing on the skin near the wound on the heart side of the injury. Use clothing or other clean material to avoid contact with blood
- Stay with the person until help arrives and follow any instructions given by the trained first aid officer

# **WORKPLACE HEALTH & SAFETY**

## **YOUR HOST EMPLOYER, mteSA & YOU**

### **WHAT TO DO IF YOU HAVE TO TAKE TIME OFF (AS A RESULT OF WORKPLACE INJURY)**

If you take any time off as a result of any injury at work, or need medical treatment there are certain actions you must take:

- Obtain a Workcover medical certificate from your GP or the medical practitioner who treated you
- Take it, as soon as you are able to mteSA Administration Officer, will help you to complete the relevant workers compensation forms
- Co-operate in the accident investigation by completing reporting documents with the mteSA Officer
- mteSA will send the appropriate forms away to the Workcover insurers. This will ensure that your wages and doctors accounts will be paid
- This all must be done within 24 hours of the injury

Your injury may indicate that you can not resume your normal duties for an extended period. In this case a rehabilitation officer appointed by the Insurers will assess you. They will ascertain whether you can undertake light duties etc. If this is the case mteSA will endeavor to find a placement for you with your original Host Employer or an alternative employer. Your rehabilitation will be handled by the mteSA Rehabilitation and Return to Work Officer.

This is an interim process, as the main purpose will be to have you return to your correct duties as soon as you are well enough.

# **WORKPLACE HEALTH & SAFETY**

## **YOUR HOST EMPLOYER, mteSA & YOU**

### **FURTHER INFORMATION**

You can obtain further information by contacting mteSA, phone (08) 8531 1733

Officers who can assist you are:

**Tracey Kelly (CEO)**

**Mick Law (Field Officer)**

**Nick Robson (Field Officer)**

**Renee Puha (Office Manager)**

**Tracey Andrae (Administration)**

You are able to access the Workplace Health and Safety Act 2013, a copy of which is available from the mteSA Administration Office.

### **REMEMBER**

Your safety, is your responsibility in the first instance.

**KEEP ALERT AND WORK SAFELY!**



## BOARD

Due Diligence

## CHIEF EXECUTIVE OFFICER

**TRACEY KELLY**

Oversee all areas  
Report to Board

### ADMINISTRATION

Wages – Invoices  
Training Enrolments  
All Financial Matters  
Processing all Files

### **OFFICE MANAGER**

#### RENEE PUHA

Return to Work Officer  
Fire Warden  
First Aid Officer

### **OFFICE ADMINISTRATION**

#### TRACI ANDRAE

### OPERATIONS

Vacancies  
Recruitment  
On Site Assessments  
Pastoral Care  
Assist Host Employers  
Assist Trainees &  
Apprentices

### **FIELD OFFICERS**

#### MICK LAW

#### NICK ROBSON