## Acutel Consulting Health and Safety Management Plan

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## FOR FURTHER INFORMATION

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## 1. Duty of Care

Under the law, you have a duty of care to ensure your own health and safety and the health and safety of others in the work place.

## 2. Health and Safety

Independent Contractors often move from workplace to workplace and the environment is often new and unfamiliar. For this reason, and to ensure you meet your duty of care, it is essential that Independent Contractors always be vigilant in the workplace.

## The following basic rules must be observed:

In general you must:
> Follow reasonable instructions.
> Work safely and wear protective equipment as required.
> Follow correct work procedures when undertaking an assignment.
> Do not put fellow workers or the public or yourself at risk.
$>$ Do not go to work while under the influence of alcohol or legal or illegal drugs or when deprived of sleep.
> Report any accidents, near misses or unsafe practices to the responsible officer.

When commencing work with a new Client Organisation:
> Familiarise yourself with the Client's safety program and any practice and procedure manuals relevant to the tasks you will be performing. If you are unsure where to find this material, ask your Client contact, representative or supervisor. If you are still in doubt refer to your Acutel Consulting representative.

When commencing work at a new workplace:
$>$ Ensure that you are given a site induction. Note the following:
I. The location of the exits.
II. The location and purpose of other signage including emergency and safety signs.
III. Location and identity of fire wardens and the location of fire extinguishers.
IV. Location and identity of first aid officers.
V. Location and identity of the responsible officer for the workplace.
VI. Whether the workplace is smoke free. If so, comply with this requirement.
VII. The emergency muster locations.
VIII. Identify and comply with any appropriate Australian Standards for the workplace.
IX. Fill out and file a Hazard Identification Checklist (refer Appendix 2), if necessary.
> Ensure that the physical environment and work practices are satisfactory. For example:
I. If you occupy a work station, ensure that the furniture is comfortable and ergonomically designed.
II. Use the furniture correctly and for the purpose(s) intended.
III. Put cables of telephone, portable electrical appliances and office machines where they will not trip anyone.
IV. Close filing cabinet draws after use and only have one draw open at a time.
V. Do not obstruct access to firefighting equipment or fire exit doors.
VI. Clean up spills to prevent trips and falls.
VII. Comply with the non smoking policy in the office.
VIII. Hold hand rails when using the stair wells.
IX. Ensure that your chair supports your lower back.
x . No skylarking where it may endanger the safety of yourself or others.
XI. Ensure you take sufficient breaks and limit the number of hours of keyboard work. A maximum of 5 hours a day at the keyboard is considered reasonable.
XII. If sitting down for extended periods, do not hold any one postural position for more than 10 to 12 minutes. The spine is a dynamic structure and therefore needs to stay mobile to lubricate the joints.
XIII. Control stress, as tension takes up residence in your muscular-skeletal system. A simple technique is to take 10 breaths every hour and to hold each breath for $\mathbf{5}$ seconds.
XIV. Avoid at all times cradling the headset or telephone. This will cause muscular fatigue and stiffness of the shoulder and neck muscles.
XV. Working with computer screens can produce tired and sore eyes and eye strain. Every 20 minutes, focus on an object at least 6 metres away. Move eyes up, down, sideways and diagonally.
XVI. Manual handling is a term used to describe everyday type activities such as carrying, stacking, pushing, pulling, rolling, sliding, lifting or lowering loads. This could include tasks such as moving boxes, filing, carrying heavy files and folders, getting equipment from a cupboard or filling the photocopying machine with paper.

- Injuries that are a result of manual handling incidents include twisted ankles, sprains and strains, torn ligaments or broken bones.
- Many risks arise from manual handling and can be controlled by quite simple solutions. For example, when filing or storing the most commonly used items should be placed according to bulk and weight in readily accessible areas, between knee and shoulder height. Where this is not possible, stepladders with a solid base and non-slip surface should be used. Don't stoop, rather change the working height.
XVII. Lift carefully. Follow these steps when lifting an object.
- Plan the lift
- Assess the load
- Keep your back straight
- Bend your knees
- Hug the load
- Lift with your legs and not your back and avoid twisting

Always ask for assistance if you cannot safely lift a heavy object on your own.
XVIII. Never use a mobile phone or radio transmitting device in an explosive atmosphere such as a service station. Always turn these devices off before re-fuelling.
XIX. Always drive safely having regard to the conditions and wear a seat belt.
XX. Obey all road rules.
XXI. Share driving responsibilities, do not work excessive hours, and take action to minimise driver fatigue.

A basic site safety checklist is provided in Appendix 1, to assist Independent Contractors to identify site safety or housekeeping issues.

If a site safety or housekeeping issue is identified it should be detailed on the form and given to the Client contact, representative or supervisor and the Acutel Consulting representative, so that action can be taken.

Acutel Consulting will also, from time to time, undertake safety audits of the work environment.

## 3. Experience and Skills

You must be certain of your ability to carry out the work or task you have been assigned. If you have any uncertainty, contact your Acutel Consulting representative.

You must be certain that you can perform the work safely (refer Appendix 2: Hazard Identification Checklist). When working in a hazardous environment, fill out the hazard identification checklist, below and place in document tray provided at the work place for filing.

You must ensure that you have all licences, certifications or accreditations required to undertake the work and they are current and remain so during the period of the assignment. Such licences, certifications and accreditations include:
> Motor vehicle licence.
> Specialist vehicle licence relevant to vehicle you are using.
> Trade certificate or licence, applicable to the type of work being undertaken.
> In the case of Electricity Supply Industry workers, appropriate Power System Safety authorization (eg. Recipient or Recipient in Charge under the Power System Safety Rules (PSSR)).
> Appropriate First Aid qualifications.
$>$ Any other certification or licence required by the work you are to undertake.

## 4. Incident or Injury

If a safety incident occurs or you are injured at work, you must:
> Obtain first aid assistance as soon as possible, if needed.
> Notify your Client contact, representative or supervisor of the incident or injury as soon as possible.
> Notify your Acutel Consulting representative within 2 hours of the incident or the injury, giving details of the incident or injury and the time it occurred.
> If you need to go to the doctor, do so at the earliest opportunity and obtain a workers compensation medical certificate.
> Obtain a copy of a workers compensation claim form from your Acutel Consulting representative (refer below). Fill in the details and return the form.

The ACUTEL CONSULTING representative is:

## Scott Bailey

Phone: 1300886097
Mobile: 0417384825
Fax: 1300886087
Email: admin@acutel.com.au

I hereby acknowledge that I have read, understood and agree to comply with the Acutel Consulting Health and Safety Management Plan.
(New Independent Contractors are requested to print this Health and Safety Management Plan, sign it and return to the Acutel Consulting representative).

## Name:

## Signature:

Date (dd/mm/yy): $\qquad$ / $\qquad$ .........

## Name:

## Signature:

Work Area: $\qquad$

Date (dd/mm/yy): $\qquad$ / ......... / $\qquad$

| Safety or Housekeeping Item | Yes | No |
| :--- | :--- | :--- |
| Do lights work and is the lighting in the area effective and sufficient? | $\square$ |  |
| Is air conditioning working and is it effective and sufficient? | $\square$ | $\square$ |
| Are there any identifiable hazards? | $\square$ | $\square$ |
| Are there warning signs for hazards / hazardous areas / hazardous | $\square$ |  |
| materials? | $\square$ | $\square$ |
| Are electrical cords tested and tagged? | $\square$ |  |
| Is the set out and use of electrical cords, plugs and adaptors safe? | $\square$ |  |
| Is the use of a portable RCD on electrical cords required / prudent? | $\square$ |  |
| Are fire exits and walkways clear? | $\square$ | $\square$ |
| Is the area safe and tidy? (anything not in use should be stored) | $\square$ |  |
| Is ventilation adequate? | $\square$ | $\square$ |
| Is workstation furniture comfortable and adequate? | $\square$ |  |
| Is all equipment functional and in a good state of repair? | $\square$ |  |
| Are fire exits clearly marked? | $\square$ |  |
| Are fire extinguishers clearly marked and available? | $\square$ |  |
| Are fire extinguishers operable, checked and dated? | $\square$ |  |

Comment:

APPENDIX 2: Hazard Identification Checklist

## Name:

## Signature:

## Work Area:

Date (dd/mm/yy): $\qquad$ / $\qquad$ / $\qquad$

| Hazards | Control Measure (refer below) Classify \& detail, write <br> N/A if not applicable to the work place. |
| :--- | :--- |
| Working at heights / ladders |  |
| Confined Spaces |  |
| Noise |  |
| Oil / Chemical spills |  |
| Hazardous materials / substances |  |
| Stored energy systems (eg batteries) |  |
| Explosive devices |  |
| Weather conditions |  |
| Hazardous driving conditions |  |
| Remote area working |  |
| Slips / falls / trips |  |
| Porking alone |  |
| Poor light |  |
| Dust / asbestos / lead / silica |  |



## Comment:

