



# **SAFETY INDUCTION HANDBOOK**



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## Work Health and Safety Policy

WHS-001

### OBLIGATIONS

T&M Tree Services recognises its moral and legal responsibility to provide a safe and healthy work environment for all workers, volunteers, contractors, visitors and the general public. This commitment extends to ensuring that the organisation's operations do not place the local community at risk of injury, illness or property damage.

### OBJECTIVES

T&M Tree Services will, so far as is reasonably practicable,

- provide safe plant and systems of work;
- provide written procedures and instructions to ensure safe systems of work;
- ensure compliance with legislative requirements and current industry standards;
- provide information, instruction, training and supervision to workers, contractors and customers to ensure their safety, and
- provide support and assistance to workers.

### RESPONSIBILITIES

The Business Owner is accountable for implementing this policy and will be responsible for:

- the provision and maintenance of the workplace in a safe condition;
- involvement in the development, promotion and implementation of health and safety policies and procedures;
- training workers in the safe performance of their assigned tasks, and
- the provision of resources to meet their health and safety commitment.

Workers are to;

- take reasonable care for their own health and safety;
- take reasonable care that their acts or omissions do not place the health and safety of others at risk;
- follow all health and safety policies and procedures, and
- report all known or observed hazards to their direct Supervisor or Business Owner

### APPLICATION OF THE POLICY

This policy is applicable to T&M Tree Services in all its operations and functions including those situations where workers are required to work off site.

### CONSULTATION

T&M Tree Services is committed to consultation and cooperation between management and workers. The organisation will consult with elected health and safety representatives and workers on any workplace change that will affect the health and safety of any of its workers.

**Policy Authorised by**

**Matthew Smith**

**Business Owner**

Date: 24<sup>th</sup> June 2013



## Drug and Alcohol Policy

T&M Tree Services is committed to a safe, healthy, and productive workplace for all workers. T&M Tree Services recognises that alcohol, drug, or other substance abuse by workers will impair their ability to perform properly and will have serious adverse effects on the safety, efficiency and productivity of other workers and the organisation as a whole.

While this policy refers specifically to alcohol and drugs, it is intended to apply to all forms of substance abuse.

The misuse of legitimate drugs, or the use, possession, distribution or sale of illicit or non-prescribed controlled drugs on T&M Tree Services' business premises, or on any premises belonging to Clients of T&M Tree Services, is strictly prohibited and will result in appropriate disciplinary action, up to and including dismissal.

The possession, use, distribution or sale of alcoholic beverages on T&M Tree Services premises is not allowed without prior approval of the Business Owner.

Being unfit at work because of use of drugs or alcohol is strictly prohibited and is grounds for dismissal.

T&M Tree Services recognises alcohol or drug dependency as a treatable condition. If you suspect you have an alcohol or drug dependency, you are encouraged to seek advice and to follow appropriate treatment promptly before it results in job performance problems.

No worker with alcohol or drug dependency will be dismissed if they are requesting help in overcoming that dependency or because of involvement in a rehabilitation effort. However, if you have had, or are found to have, a substance abuse problem, you will not be permitted to work in designated positions identified by Management as being critical to the safety and well-being of workers, the public, or the organisation.

If you violate provisions of this policy, appropriate disciplinary action will be taken. Such action cannot be avoided by a request at that time for treatment or rehabilitation. If you are suffering from alcohol or drug dependency and you refuse rehabilitation or fail to respond to treatment or fail to meet normal job performance requirements, appropriate disciplinary action, up to and including dismissal, will be taken. This policy does not require, and should not result in, any special regulations, privileges, or exemptions from normal job performance requirements.

Contractors who violate this policy will be deemed to be in breach of *their* WHS Duty of Care and their contract. As such they will be removed from the organisation's premises and may be denied future entry.

If a person is deemed to be under the influence of drugs or alcohol during work hours, then that person will be required to take sick leave until they are no longer affected by the drugs or alcohol.

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**Matthew Smith – Business Owner**

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24<sup>th</sup> June 2013  
**Date**

## REPORT THAT HAZARD

### Hazard Reporting

What is a hazard? **Anything that can hurt you.** A hazard can be related to a physical state or a work practice or procedure. A hazard can be introduced when implementing changes to existing arrangements.

If you feel there is an immediate risk of injury or illness to you, YOU are authorised to take whatever reasonable action is required to make the area safe, ensuring your own safety is not jeopardised, and immediately report the hazard to the Site Supervisor or the Business Owner.

It is the business owner's duty to ensure the safety issue is re addressed. If you have reported a hazard and haven't heard back within a reasonable time, simply ask him the next time you see him. He may have fixed the issue but forgot to inform you of the outcome.

## REPORT THAT INJURY

### Injury Reporting

It is the duty of all workers to report any injury to their Site Supervisor or the Business Owner as soon as possible. It might seem unimportant to you but if it gets infected and you haven't notified the Company you may not be able to prove that the injury or illness happened because of the work you were doing. You don't have to make a worker's compensation claim; you just have to report it.

It is the duty of the Business Owner to make your workplace safe. To achieve this, the company will investigate injuries to see what can be done to prevent it happening again to you or a work colleague.

They may ask for your help here so contribute, be honest and help make the workplace safer.

### First Aid

If you are injured, a first aid trained person will not be far away. All Tree Lopping Crews must have at least one trained first aider on site. First Aid Kits will be on site with all tree lopping crews including a small kit in each company owned vehicle. If anything is used from a first aid kit, let the first aider know so the bits can be replaced.

You don't want to be the one bleeding to death simply because someone else didn't report the use of the equipment you need to save your life do you?

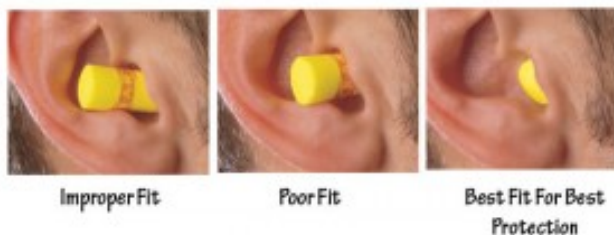
Your First Aiders are:



## Noise

Sometime our workplace can get pretty noisy. T&M Tree Services will provide you with hearing protection and it is your legal duty to wear it.

You will also be required to have your hearing tested within three months of starting and on an annual basis while you work for us. This is to monitor how effective the hearing conservation programme/ system is and to work on ways to prevent you from suffering hearing loss.



## Personal Protective Equipment (PPE)

PPE is an essential item of risk control when other methods of control fail or are inadequate. However, they are only a good control measure if you:

- Make sure it fits correctly,
- Wear it;
- Wear it properly, and
- Inspect it and maintain it in a clean, serviceable condition.

If you fail to do this, your actions will put you at risk and you may only get one chance.



You will receive training in:

- Information about the hazard requiring the use of the PPE and the consequences and level of risk if the PPE is not worn
- Correct use of PPE
- Correct method of fitment and comfort
- Cleaning/ decontamination, inspection, maintenance and storage of PPE, particularly the risks caused by incorrect storage, use or maintenance of the equipment
- The requirement and need to report any damaged or defective PPE immediately to the Business Owner or Site Supervisor
- Emergency procedures in case of special hazards e.g. chemical spills or fires.

Replacements will be provided to T&M Tree Services workers on a “fair wear and tear” basis.



**Obey all PPE signage.**

## Working in the Heat

We all know that in summer it can get really hot. You may also have heard the various tall tales about certain temperatures where one gets to knock off. You may also have heard that these temperatures are “The Law”. Nothing could be further from the truth.

One thing that is FACT about working in the heat is that you can very quickly dehydrate. So you need to drink plenty of water not ‘sports drinks’. Sports drinks will help hydrate you if you have been extremely active like a top athlete, but generally speaking you just need cool (not icy cold) water.



By the time you register that you are thirsty, you are generally speaking, already dehydrated.

Watch the colour of your urine, the more yellow it is the more dehydrated you are. If it is almost orange or dark yellow in colour, you are almost at crisis point; so get drinking immediately.

If you are feeling a little dizzy, if you have a dry, sticky mouth, have a head ache or stopped sweating, report this to a member of your crew or supervisor immediately.

## Plant and Equipment

Although plant such as chainsaws, blowers etc., save us time when doing the job, plant always has hazards associated with it. It doesn't really care about humans and will crush you or amputate parts of your body without thought or malice.

Never use equipment unless you have been trained in its use. EVER.

If you are qualified to use equipment be aware of your surroundings. Other people can be seriously injured by what you do.

NEVER remove guards or interfere with safety devices unless you are qualified.

Always check them before using them to ensure they are safe to use. If you find they are not serviceable, place a **DO NOT USE** tag on it and let the Business Owner know so he can get it repaired.

If you have to have a Licence or “Certificate” to use the Plant or equipment, it is your responsibility to ensure you keep it up to date.

