



RECOPAK

PACKAGING MACHINERY SOLUTIONS

Recopak Machinery Pty Ltd

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INDUCTION MANUAL

Welcome to Recopak Machinery.

This induction manual has been prepared to help us all manage health and safety within our business.

This manual is available to all our employees, contractors, subcontractors and visitors.

We welcome your suggestions and input to improve this document and our approach to managing your safety and welfare at work. Please approach the management of Recopak Machinery with questions and suggestions to improve this document.

Our goal is to provide a safe and healthy work environment, minimize the environmental impact of our activities and operations, promote equality of opportunity and to provide a quality service to our customers.

If you don't understand any part of this manual or are unsure of your obligations, please ask for help and an explanation.

Your input is welcome and valued.

We want you to have a happy, safe, fulfilling and rewarding employment with Recopak Machinery.

We want you to achieve your goals and we hope that your participation can help us achieve ours.

Kind regards

Bill Dopper & Luke Dopper

Recopak Machinery Pty Ltd

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COMPANY NAME PERSONELL

Managing Director:	Bill Dopper	0418 577 318
	Luke Dopper	0408 139 626
Workshop Supervisor/Spare Parts:	Damo Matthews	0408 712 720
Office Administration Accounts/Payroll:	Mikaela Brennan	0409 681 127
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COMMITMENT

Recopak Machinery Pty Ltd is committed to promoting and encouraging best practices to ensure a safe and healthy workplace. Accident prevention and the safety of Workers are vitally important issues for the Management of Recopak Machinery Pty Ltd and our Work, Health and Safety (WH&S) Management System is being implemented with this in mind.

Management will attempt to comply with the requirements of the Work, Health and Safety Act 2011 and the Work, Health and Safety Regulation 2017, the Workplace Injury Management and Worker's Compensation Act 1998, the Workplace Injury Management and Workers Compensation Regulation 2002 and all relevant codes of practice.

In order to work together to ensure that Work, Health and Safety practices are of the highest standard, Management will regularly consult with Workers. Consultation will enable Workers to contribute to the making of decisions affecting their health, safety and welfare at work.

SCOPE

Workers engaged by this company are required to abide and obey all policies and procedures contained within this induction manual. These policies and procedures must be applied to your work at ALL times and ALL health and safety procedures must be demonstrated in the quality of work standards expected by our customers and most of all this company.

All persons MUST work safely at all times, refrain from illegal practice and do not place themselves or any other person at risk.

OBLIGATIONS

To continue our focus and development as a growing company as well as keeping all of our employees, visitors and customers safe, we have implemented a Work Health and Safety Management Plan within this business. Part of this WH&SP requires all workers whom perform a service on our behalf to identify and exercise all necessary precautions for the health and safety of all persons in their working environment and themselves.

All workers must ensure that they have a clear and precise understanding of their requirements and responsibilities of our policies and follow all safe work procedures.

Any breach of the Recopak Machinery WHSE Policies and Procedures requirements will result in immediate dismissal and cancellation of any future work with this company. Should this breached event incur any expenses to Recopak Machinery, it will be the responsibility of the worker to recover any and all losses in relation to their recent actions.

To help you understand our policies and procedures we have included a copy in this booklet for your convenience. Please refer to these policies whenever necessary.

YOUR RESPONSIBILITIES

It is a requirement that you:

- Abide by workplace safety policies, procedures and regulations at all times;
- Support the WHSE Plan within this business;
- Strive to achieve the best quality of work at all times;
- Observe and obey all safety signs in this working environment;

- Immediately eliminate (if practical), or alternatively report to your Leading Hand or Supervisor any potential workplace hazards, mishaps, incidents or injuries that occur during the course of your work;
- Refrain from any unsafe or illegal practice;
- Ensure that you do not place yourselves or any other person at risk;
- Do not use any equipment or perform any task that you are not adequately trained and competent in;
- Maintain safe and effective SWMS for all high risk work;
- Seek further clarification from management when unsure.

WHSE PROCEDURES

This company is implementing safe systems and will delegate responsibilities to:

- Identify all current and foreseeable workplace hazards, assess the risks associated with them and develop strategies to eliminate or control the risks;
- Maintain an appropriate workplace incident and injury reporting system that will provide Recopak Machinery Pty Ltd with information to help prevent incidents and work related injury or illness in the future;
- Encourage Workers to report to their supervisor any suspected workplace hazard, work related injury or illness affecting themselves or others, at the earliest opportunity without prejudice to any Worker;
- Conduct investigations into all accidents and incidents that may expose a person to the risk of injury or illness or result in injury or illness;
- Provide for the prompt management of injured Workers and for their safe and timely return to work;
- Ensure that all contractors and employees understand the safety standards expected of them and that they meet these standards when carrying out their work;
- Ensure that suppliers of equipment and substances understand and meet the company's safety standards;
- Ensure safe premises, including safe access or exit from the premises, either directly or negotiated with the controllers of the premises;
- Establish emergency evacuation procedures;
- Provide adequate facilities for the welfare of workers at work.

CONTACT PERSON

The name of the person who has been given prime responsibility to implement this manual and policies
Luke Dopper

ROLES & RESPONSIBILITIES POLICY

As the GENERAL MANAGER/Principal I, **Luke Dopper**, will ensure the provision of necessary training, information, supervision and resources that Workers need to carry out their WH&S responsibilities competently.

All Managers/Supervisors/Team Leaders will meet their relevant responsibilities in providing and maintaining, as far as practicable, a working environment that is safe and without risk to health.

Management/Supervisors are obliged to:

- Lead by example through their individual performance and behaviour, providing workers with clear guidance and direction;
- Provide coaching and support development and continuous improvement at a team and individual level;
- Ensure required performance standards are realistic, achievable, communicated, understood and in line with the employee's job description;
- support workers through organisational change;
- Provide further clarification to any worker requiring it;
- aim to resolve issues promptly and effectively, considering the use of mediation where relevant and appropriate;

Team Leaders are obliged to:

- Ensure the safety of workers safe practices are met including the correct use of SWMS and any customer High Risk Work Systems;
- Lead by example through their individual performance and behaviour, providing workers with clear guidance and direction;
- Provide coaching and support development and continuous improvement at a team and individual level;
- Support workers through organisational change;
- Aim to resolve issues promptly and effectively, considering the use of mediation where relevant and appropriate;
- Reporting any poor behaviour and any unsafe work practices immediately to Management to review and act;
- Maintain the workplace incident and injury reporting system that will provide Recopak Machinery Pty Ltd with information to help prevent incidents and work related injury or illness in the future;
- Provide further clarification to any worker requiring it or seek further clarification from Management.

All Workers are obliged to:

- Comply with their obligations under the Work, Health and Safety Act 2011;
- Adhere to the Recopak Machinery rules, policies and procedures;
- Take reasonable care to ensure the health and safety of themselves, and others under their supervision at work;
- Use all provided Personal Protective Equipment or clothing (PPE) in accordance with directions and report when this clothing or equipment requires repair, replacement or where risk assessment indicates the need for PPE to be provided by the PCBU;
- Co-operate with Recopak Machinery Pty Ltd to enable compliance with any requirement under the WH&S legislation;
- Participate in any training and consultation arranged to support the implementation of this policy;
- Report and record all incidents and hazards that may cause injury or illness;

- Co-operate fully with the company initiatives in ensuring the discharge of its duties in all matters of health, safety and welfare;
- Seek clarification about expectations, behaviors and rules from Team Leader or Manager if unsure;
- Are not to use any tools and equipment or perform any high-risk tasks that they are not adequately trained in the use of. First seeking the advice from Team Leader or Supervisor.

WORKSHOP INFORMATION

CAR PARKING

All vehicles are to be parked in the designated car park area which is located on Workshop Map (page 35). Your vehicle should be securely locked up. Recopak Machinery take no responsibility for any damage of theft to any vehicles.

VALUABLES

Please do not bring valuables or expensive items with you to the workplace. Their responsibility and safe keeping cannot be guaranteed by **Recopak Machinery**. Any personal items are the sole responsibility of the person they belong to.

TIMESHEETS

All timesheets will be completed accordingly by the workshop manager. The timesheet form is located in the administration's office.

MATERIALS AND PARTS

All materials and parts can be located around the workshop, these are strictly for work use only. If an employee sees any materials and/or parts running low, they should notify the store manager, so he is aware and is able to order more. If an employee is caught stealing or using materials/ spare parts for personal use they will be issued a warning and will be required to either cover the costs of the materials/ spare parts or replace them at their own cost.

YOUR WORKING HOURS

It is generally required by Recopak Machinery that you work a minimum of 8 hours per day unless otherwise negotiated with Management.

If you continue working, you will be released as soon as the need for your services has passed. Of course, you will be paid for all the time you work. Please see Management for further information regarding your entitlements.

We have a **Fatigue Management Policy** for when it is required to work long or extended hours. See Fatigue Management Policy in Appendix.

ABSENTEEISM

We recognise instances will arise when you may be absent from work due to such reasons as ill health, death or illness in your immediate family. If you are unable to report for work at your regular scheduled time you must contact Management as soon as possible.

It is the right of your employer to request a medical certificate for the release of your sick leave entitlements and at least 2 weeks' notice for all annual leave. See **Absenteeism Policy** in Appendix.

EMPLOYEE SICK LEAVE

A Medical Certificate must be supplied for illness if two consecutive days are taken or either side of a public holiday in order to receive any entitlements.

ANNUAL LEAVE

All Staff will be required to fill out a “Leave Request Form” and given to Administration for approval and processing. Forms are located in Recopak Machinery lunchroom or can be emailed on request. A minimum of **10 DAYS NOTICE IN WRITING** when requiring annual leave.

CONTRACTOR LEAVE

It is expected that contractors provide as much notice as possible when requiring any type of leave. This assists the business meet our goals and prevents disruption.

YOUR OWN IDEAS

While doing your work, you may come up with your own ideas, better ways of doing things or constructive criticism. We welcome criticism and suggestions, they are very important to our success and our future.

TRAINING

Our company will supply training for upgrades on Industry skills, i.e. WH&S, Software, Welding, First Aid, etc, as deemed necessary for each individual.

PURCHASE ORDERS

You should not purchase goods or services on behalf of the company unless you have been authorised to do so. Where we require you to, you should obtain approval from your Team Leader or Management. If you are instructed to order the material or parts from a vendor, you must supply the Vendor with the relevant Recopak Machinery Job Number as the Purchase Order Number. All receipts, delivery dockets and order confirmations need to be marked when received with your name and put into the Printed Orders tray to be collected daily.

It is not generally required for you to use your own money to make and authorized purchase on behalf of the company. You may contact Management for instructions on how Recopak Machinery Administration can pay over the phone by credit card or by emailing an invoice through with immediate EFT. On the rare occasion that this isn't possible, and you have had to incur out-of-pocket expenses, you must obtain a detailed tax invoice of the goods (or services) purchased and present it for reimbursement either by petty cash or by another mutual agreed method of payment. Any reimbursement made with normal pay is made separately, and not included in your taxable income.

PERFORMANCE REVIEWS

The purpose of this review is to discuss your performance and ensure that policies and procedures are being followed on and off site. The review also gives you an opportunity to discuss any items you believe would help your experience here at Recopak Machinery.

We will make every effort to help you. But keep in mind that job continuity and promotional opportunities are based on performance.

Some of the performance guidelines used are:

Job Performance: This will give us a better understanding of achieving acceptable goals and job schedules. To ensure you are following our WHS Policies & Safe Work Procedures. Also understanding the customer end result and expected quality standards.

Attitude: When evaluating your attitude, we will consider your pride in work, courtesy, suggestions for improved operations and ability to accept instruction from site managers, supervisors and others workers related to your contract of work.

Dependability: Dependability will incorporate punctuality, working well with other contractors & employees. Meeting your job deadlines.

SWP - SAFE WORK PROCEDURES

Safe work procedures are directions on how work is to be carried out safely. They identify hazards and clarify what must be done to eliminate or minimise risks.

You must follow Safe Work Procedures provided when using plant, machinery and equipment. Failure to observe the procedures may expose you to an unacceptable risk of injury or illness. **Where a safe work procedure specifies the use of protective clothing or equipment, this must be used when carrying out the procedure.**

Safe work procedures are found either at the location where the plant is used or where the task is carried out. A complete folder of our Safe Work Procedures is located in the workshop office for your convenience.

JSA - JOB SAFETY ANALYSIS

A Job Safety Analysis (JSA) sheet is a document to assist and ensure that you are looking at your work task and considering what is the safest way to complete it. It is a way of becoming aware of the hazards involved and taking action to prevent an injury.

The Steps when filling out a JSA are -

Document the activity: Assemble those involved in the activity and then, using the JSA worksheet, write down the tasks that make up the activity, step by step.

Identify the hazards: Next to each task, identify what part of the task may cause injury to those doing the work or to anyone else nearby. Use the Risk Matrix to accurately determine the level of risk involved.

Document the control measures: For each identified hazard, list the measures that need to be put in place to eliminate or minimise any likely risk of injury to those involved. Use the Risk Matrix to re-evaluate the risk level to ensure the safety of the task.

Identify who is responsible: Document the name of the person responsible for implementing the control measure.

Monitor and review: Make sure the activity is supervised to ensure the documented process is being followed. The JSA should be reviewed whenever a documented activity changes, when there is a change of personnel or after an appropriate length of time.

SWMS - SAFE WORK METHOD STATEMENT

A SWMS is a document that is set when High Risk Work (HRW) activities are to be carried out at a workplace. It identifies the hazards arising from these activities and the measures to be put in place to control the risks involved.

A SWMS form can be used for work that involves multiple high risk construction work activities, for example a work activity that requires using powered mobile plant, working at heights of more than 2 meters and working adjacent to a road used by traffic other than pedestrians.

A SWMS is classed as an administrative control and is used to support higher order controls to eliminate or minimise risks to health and safety.

A SWMS is generally different from other documents that focus on specific tasks or processes, such as a Job Safety Analysis or a Safe Operating Procedure. A SWMS is not intended to be a procedure—rather it is a tool to help supervisors and workers confirm and monitor the control measures required at the workplace.

High Risk Work (HRW) requires licensed only tradesmen to be authorised to perform these HRW task.

An example of a SWMS is in the appendix.

CARE OF COMPANY PROPERTY

You must take all reasonable care when using our property at all times.

Workers are to ensure that any property of the company entrusted to them as part of their work is properly cared for and protected from loss or damage as much as is practicable. This will include locking sheds, vehicles, toolboxes, etc. When a site is unattended, ensure protecting items and material from loss of damage due to weather or climate.

Any loss or damage must be reported to your supervisor immediately, if theft, vandalism or malicious damage to our property is involved, report to the nearest police station. On termination of your employment or upon request, you must return in good condition (subject to fair wear and tear) any property in your possession belonging to this company.

Working with both Stainless Steel and Mild Steel in the same factory, cleanliness becomes a must for all employees. We stress "**clean as you go**" Untidiness will not be accepted.

THIRD PARTY PROPERTY

We are at times, permitted to use the property of our customer's, and you are only to do so if you are appropriately authorised, inducted and trained to use the equipment. You must take care when using the property and the property must remain on site and returned to where it belongs when finished, unless it is equipment/property that has been arranged by management to bring back to the workshop to repair.

Any loss or damage must be reported to your supervisor immediately, if theft, vandalism or malicious damage to our property is involved, report to the nearest police station.

SECURITY

These premises are under video surveillance.

SUSPICIOUS BEHAVIOUR

It is important that you abide by the following.

Do not allow any un-authorised person/s access to office or work areas without an appointment or permission. When you see anything of a suspicious nature, contact your Team Leader or Management.

THEFT OR WILFUL DESTRUCTION

Removal of articles or goods from company property without permission is illegal. Any person who is aware of pilfering or fraudulent practice or conceal such happenings may be accomplices to the crime. Any persons caught pilfering will be prosecuted.

DAMAGE TO COMPANY PROPERTY

Plant and Equipment is part of this business, regular maintenance and adherence to correct operating instruction by ensuring "Pre-start checks" are performed and must be carried out on all items before each use. This is then recorded to clarify to the user that it is ready and safe for use before it is operated.

Where damage occurs to an item for any reason, use of the item should be ceased immediately if safe to do so continued use would create a risk to person/s or property. All damage must be reported, together with details of how the damage occurred. If damage occurs as a result of an accident, an incident report must be completed, and the accident reported to the relevant statutory authority (if applicable).

Malicious, willful or deliberate damage to or theft of company property will result in instance dismissal and repair costs of damage will be at your expense.

PRIVATE USE OF COMPANY PROPERTY

Company property must not be used for private use or personal purposes unless prior authorisation has been given. If authorisation has not been given and you proceed to use company property for your personal use, you may be liable for any damages or miss use that may occur. *Please note: All materials used, consumables, etc will be charged to the worker at management discretion.*

USE OF COMPANY VEHICLES

You must be given authority and hold a current driver's license for the appropriate class of vehicle before operating any company vehicle in and onsite as well as on a public roadway. The authority to operate may be revoked if you no longer hold a current driver's license, or if any conditions imposed by the issuing authority prevent the use of a company vehicle, or because you have ceased work for the company. We may also revoke the authority because of unsatisfactory driving or other disciplinary measures.

You must at all times take due care in the operation of the vehicle, and comply with all relevant rules and regulations regarding road rules.

Any traffic infringement or penalties incurred whilst our company vehicle is operated by you, will be your responsibility and you must pay any fines arising out of the use of the vehicle at the time of operation.

Company vehicle must not be used for private purposes or for carrying passengers who are not employees of the company unless we have given permission to do so beforehand. All accidents and all incidents which cause any damage to the vehicle must be recorded in the log book and reported to your supervisor immediately.

PETROL

If you need to fuel up the vehicles, please advise your team leader. All petrol/fuel should be placed onto the Recopak Machinery account with Cobram Transport. All fuel receipts should be given to Administration Staff. This account is strictly for petrol/fuel purchases for Recopak Machinery vehicles only.

BEHAVIOUR

FIGHTING AND VIOLENCE

If you feel that you are being threatened or being coerced into any type of violence, you must report the matter to your supervisor immediately. Any form of fighting or violence actions against another worker, visitor, customer etc, while representing this company will be grounds for instance dismissal and possible legal charges will to be taken.

HARASSMENT

Harassment is any form of unwanted behaviour that may intimidate, humiliate or offend any person. Harassment of any person on the following grounds is illegal: age; disability (including intellectual, physical or psychiatric), whether actual or perceived, and either present or past; marital status; race, colour, nationality or ethnicity, sex, sexuality or pregnancy. It is also illegal to harass a person on any of these grounds being applied to their relatives, friends or colleagues.

The following behaviours may be classed as harassment:

- Material that is racist, sexist, sexually explicit, homophobic, etc.
- Verbal abuse or comments that denigrate or stereotype persons, gestures that are sexually or racially offensive.
- Ignoring, isolating or segregating a person or group because of their sex, race, etc.
- Sexual and common assault (also are criminal offences).
- Initiation ceremonies involving unwelcome sexual, sexist or racist behavior.
- Jokes based on gender, race, marital status, sexuality, disability or age.

We will take any reported cases of harassment seriously and take immediate action to investigate and deal with the issue. A person who lodges a complaint will not be victimised because of the complaint. If you are deemed to have harassed another person, you will be counselled, and if the harassment is continued, subjected to our disciplinary procedures.

Please refer to **Code of Conduct Policy**, **Anti-Discrimination Policy** and **Equality Policy**.

UNACCEPTABLE BEHAVIOUR AND LANGUAGE

Workers are expected to adhere to accepted community standards of behaviour and language in this workplace. Language and behaviour which could be considered offensive by any other person will be grounds for counselling and continued inappropriate behaviour or language will result in disciplinary actions being commenced against offenders.

The following behaviour is unacceptable, and may result in dismissal or removal from the workplace or site:

- Assaulting, threatening or interfering with other site workers, or fighting, or initiating a fight.
- Interfering with, willful abuse, damage or destruction of property, or removing property without permission.
- Interfering with, bypassing or rendering inoperative controls or equipment.
- Failing to adhere to work health & safety policies, procedures and practices.
- Horseplay and practical jokes.
- The display of offensive materials, literature, magazines, posters, graffiti, slogans.

DRESS STANDARDS

Appropriate clothing should reflect the type of work that you are doing and reflect the values of the company. We will not tolerate clothing and accessories that are inappropriate (more especially in public interface areas), and anyone wearing clothing of this nature will be required to change into more appropriate clothing before being allowed to commence work.

PERSONAL HYGIENE/APPERANCE

Persons working in public interface areas are expected to maintain a suitable standard of bodily cleanliness at all times. It is the right of individuals to wear their hair in a manner in which they prefer however health and safety requirements must take precedence in the workplace. Long hair must be suitably restrained where at risk of hair becoming entangled in moving or fixed parts is a risk and must be enclosed where exposed rotating parts of machinery are present as well in food safety areas.

JEWELLERY

Jewellery of any type (including chains, pendants and rings of a type) must not be worn in an industrial workplace where there is a risk of an item becoming caught in machinery.

Where a worker is to go onsite to a factory, there is a strict No Jewellery Policy that is to be obeyed.

WORKER RIGHTS

DISCRIMINATION

It is the intention of this company to achieve the principal object of anti-discrimination, which is to respect and value the diversity of the work force by helping to prevent and eliminate discrimination on the basis of race, colour, sex, sexual preference, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin.

Discrimination against a person is prohibited under State and Federal laws. If you feel that you have been discriminated against, you should take the matter up using the Equal Opportunity Policy.

See **Anti-Discrimination Policy** in Appendix.

GRIEVANCES, CONFLICTS & WORKPLACE BULLYING

Differences of opinion and personality clashes can produce unnecessary working relations issues. However, if this type of behaviour is repeated or intensifies and becomes offensive, humiliating or threatening to a person, then workplace bullying exists, and this is a work health and safety risk and must be stopped. Management will be providing all necessary actions to resolve this issue.

An accurate record will be kept of the settlement, and be signed off by all parties involved.

EQUAL EMPLOYMENT OPPORTUNITY

Recopak Machinery continues to believe in and reaffirm its long standing policy of providing fair and equal opportunities to all employees and prospective workers. We will continue to aggressively provide and ensure equal access to jobs, promotions, training and development opportunities and all other aspects of employment to all classes and groups of individuals.

SOLICITATION & LOITERING

There shall be no distribution of literature or solicitation of workers during working time or any public time. All workers who have clocked-off for the day are requested to leave the premises immediately.

COMMUNICATION AT WORK

You may encounter some difficulties on the job from time to time and we believe these can best be resolved by immediate attention. Help us to help you by calling these small difficulties or questions to our attention when they occur. Also, take advantage of our staff meetings and any other opportunity to speak out and be heard when you have questions, concerns or opinions.

STAFF MEETINGS

A monthly toolbox meeting for tradesman, draftsman, junior workers and sub-contractors will be held. If the manager feels there are any issues to be addressed a meeting will be held ASAP to address these issues. These meetings are to inform staff on any upcoming projects, to address policies, procedures and training.

These meetings also give you an opportunity to discuss relevant issues. At each meeting there will be an attendance record to sign to help ensure that each person has attended and has the opportunity to actively participate in workshop discussions.

COMPUTER, EMAIL AND INTERNET USE

Unless you have been authorised to do so, you should not use company computers for private purposes. You must not download or install any software onto a company computer without permission, and virus checks must be carried out before opening any emails, attachments, or executable (.exe) files. You must not use company computers for gaming or private purposes, nor are you allowed to download company information for private purposes. Your access to the internet may be controlled subject to company policy.

PERSONAL PHONE CALLS

The use of company telephone, faxes, and computers for personal communications is not a right, but a privilege which can cost the company considerable amounts of money and resources. Outgoing communications should only be made with the express approval of the person in control of the workplace. Incoming calls should be kept to the shortest possible duration. Calls of a "personal" nature should not be made from a company phone or other communications facility, unless authorised by the employer.

USE OF MOBILE PHONES AND PERSONAL ENTERTAINMENT DEVICES

The use of mobile phones to make and receive calls and text messages, etc, must be done only during work breaks. **If a person is operating plant and equipment, he or she must turn their phone off whilst operating the plant or equipment for their safety and the safety of others.** Urgent messages should be directed to a supervisor if expected.

There is a safety risk for any devices being used in the workplace therefore unnecessary use will not be tolerated.

EATING AND DRINKING IN WORKPLACES

Workplace amenities (such as lunchrooms, change rooms, toilets) are provided for your health and welfare at work in accordance with our obligations under work health and safety laws, and should be treated with respect. **We expect you to care for the amenities that we are providing you and keep them in a clean and tidy condition as much as possible for you and your fellow workers.**

Meal and tea breaks are provided for all workers as part of your work conditions. Food and drink must not be consumed in areas where toxic or harmful substances are used or present. The workshop has a

designated area provided – ‘smoko’ room. Food scraps are to be placed in the bins provided as they attract pests. You should always wash your hands thoroughly before eating or drinking.

Drinking and eating at your workbench or in the workshop is not allowed due to health risks.

Drinking water is provided for worker and you should ensure that your water intake is up to 500ml in each hour in hot conditions. Where it is safe to do so, you may consume packaged water (or drinks) at your workstation.

DRESS CODE AND PROTECTION RESPONSIBILITIES

ALL SAFETY SIGNS IN RECOPAK MACHINERY WORKSHOPS AND ONSITE MUST BE FOLLOWED AT ALL TIMES.

Failure to abide by these signs may/will result in your dismissal.

STANDARD DRESS CODE

All employees are required to wear the Recopak work shirts and cotton drill workpants and fully enclosed steel cap work boots. A uniform will be supplied to you after your 3-month probationary period and a successful employment decision has been made for your future at our company. An employee will be required to wear a long-sleeve cotton drill work shirt if required when working on site.

PPE - PROTECTIVE CLOTHING AND EQUIPMENT (PPE Policy in Appendix)

Protective clothing and equipment must be worn wherever there is a risk of exposure to hazards in the workplace. The standard PPE requirements will be issued upon commencement – eye, hand, ear and head protection. Additional PPE can be obtained from your team leader or management upon request. Protective equipment requirements are listed on safe work procedures, and these recommendations should be followed as a minimum requirement. Protective equipment must be properly cared for and maintained to ensure that the equipment is ready for use when needed and will function correctly and protect the user when worn.

Protective clothing provided for protection against specific hazards or required for hygiene purposes must be worn whenever exposure to hazards is likely, or the task you are doing determines the need for such clothing. Laundry of such clothing is generally at your expense, unless we have agreed to other arrangements. Where clothing is heavily soiled, or has been exposed to infectious or hazardous substances, we will arrange for the washing of the clothing.

Protective clothing and equipment are generally issued on a personal basis and should not be used by another person unless steps to ensure the hygiene of the clothing or equipment have been taken.

HEAD PROTECTION

Safety helmets and caps are constructed with an ABS plastic or polycarbonate head shell with an impact absorbing adjustable harness for personal fitting. They offer protection to the head from falling objects, impact with a fixed solid object, contact with live electrical wires and parts, exposure to ignition sources and intense heat, and are available in a range of colours. Accessories such as earmuffs and face shields can be attached to safety caps.

Head protection is mandatory on construction sites, mining operations and many heavy engineering and fabrication workplaces. Areas in places of work where a risk of head injury exists should be declared as a head protection area and be clearly identified by use of appropriate safety signs. Any person entering a head protection area must wear appropriate head protection.

EYE AND FACE PROTECTION

Eye injuries are one of the most common types of injury in industry, and one of the most avoidable. A wide range of eye protection is available and can provide excellent protection from injury due to flying objects, dusts, chemicals, glare and solar radiation. Safety spectacles can be obtained with prescription lenses

where they are required to be worn for long periods. Side shields of “wrap around” styles offer better protection from side impact particles. Working areas where a high risk or ongoing risks of eye injury exist will be declared an eye protection area, and any person entering the area must wear appropriate eye protection.

FULL FACE SHIELDS

Face shields do an excellent job of providing extra eye and face protection from a variety of dangers. However, you should always wear safety glasses under your face shield because the bottom and sides of face shields typically have gaps. Liquid or debris passing through these gaps can contact your eyes, potentially causing an injury.

Make sure you take the time to evaluate the dangers in your work area and select the appropriate eye and face protection.

Full face shields and safety glasses must be worn when operating handheld angle grinders.

HEARING PROTECTION

Noise-induced hearing loss generally occurs over a long period, with persons at risk often unaware that their hearing is deteriorating. Industrial hearing loss may result in a shift in the hearing threshold, a lessened ability to hear different noise frequencies, a diminished hearing capacity, or conditions such as Tinnitus (ringing in the ears). All of these conditions are irreversible.

Hearing loss can occur over a long period, or may be caused by an exposure to a single or repeated loud noise event, such as an explosion or hammering noise (“impact noise”). Persons who work or are present in areas where there is a risk of exposure to potentially damaging noise levels **MUST WEAR** appropriate hearing protection **AT ALL TIMES** that they may be exposed to noise.

Hearing protectors may be either disposable (e.g., ear plugs) or non-disposable (ear –muffs or reusable inserts). Reusable protectors must be used only by the person to who they are issued, unless they have been effectively cleaned and sterilised before re-issue. Hearing protectors must be cleaned and maintained in accordance with the manufacturer’s instructions, and stored in a clean location do not use damaged or defective items, but replace them immediately.

RESPIRATORY PROTECTION

Respiratory protective devices (respirators and face masks) are designed to protect the wearer against contaminants in particulate form (fumes, dusts, and mists) and contaminants in gaseous form (such as gases and vapours). Air-purifying devices are not suitable for atmospheres which may be deficient in oxygen.

Always ensure that the respiratory protection that you are using is the correct choice for the task. If you are in any doubt, ask. Respiratory protectors (with the exception of single-use dust masks) must be cleaned after use and stored in a clean, dust-proof container or storage. Respiratory protection is not to be shared with other persons unless it has been thoroughly cleaned and disinfected before re-use.

HAND PROTECTION

Suitable hand protection is available for persons who may be exposed to a risk of hand injury at work. Different types of hand protection are designed to prevent against a particular hazard or types of hazard, and you must be careful to select the right glove for the task you are carrying out, especially when handling and using chemicals. All gloves (single-use latex types accepted) are to be properly cared for when not in use. Gloves which are worn, torn or damaged must be replaced immediately.

Gloves must not be worn when they will pose a risk of injury in certain situations. **Gloves must not be worn when working on or with rotating machinery or moving parts** where there is a risk of a glove becoming caught in the moving parts, and dragging the hand into the danger zone.

BODY PROTECTION

Body protection in the workplace can range from outer clothing to protect from dirt, cuts, abrasions and minor burns and splashes, to heavy duty garments giving protection against fire, ionising radiation, and hazardous substances. The simplest form of body protection is provided by standard types of work clothing, and basic types of protective clothing such as overalls, coveralls, and dust coats. These items are generally made from medium to heavy weight cotton drill, although lighter garments are available for less arduous conditions.

HIGH VISIBILITY CLOTHING

For added safety in traffic situations, many items of clothing are available in high-visibility colours for persons working in close proximity to industrial machinery and vehicles (eg, safety vests, shirts, jackets, overalls, etc) Reflective strips are fitted to many items for persons who may be required to work at night or in poor light conditions. You must always wear clothing of this type when traffic is a risk to your safety.

All employees and contractors who work for Recopak Machinery required to wear high-visibility protective clothing at all times onsite.

FOOTWEAR AND FOOT PROTECTION

Enclosed footwear is a minimum requirement within our workplace, with a need for protective footwear in areas where a higher risk of foot injury may be present.

Safety footwear must be worn wherever there is a risk of injury to the feet from hazards in the workplace. Safety footwear is designed to protect the feet from falling objects, hot materials, and penetration injuries through the sole of the footwear. The style of footwear that you wear in a workplace should be selected taking into account the types of hazards that exist there.

Where a risk of foot injury exists in wet areas, waterproof footwear which has safety features such as impact-resistant toecaps and steel midsoles should be worn instead of normal safety footwear which could be damaged by the wet conditions. You are to properly care for your footwear according to the care instructions provided by the manufacturer. A proprietary dressing should be applied regularly to leather uppers to prevent the leather “drying out”, and footwear allowed to dry after working in wet conditions. Footwear which is worn, damaged or otherwise unserviceable should be replaced.



WORK HEALTH AND SAFETY OVERVIEW

Recopak Machinery has a policy of providing and maintaining a safe and healthy working environment. The aim of this policy's is to ensure that your period of employment with us is free from accidents and personal injury.

We recognise that it is a fundamental human right to be able to work and earn a living without facing the prospect of being injured or subjected to unnecessary risk to your health and safety, and we will make every effort to ensure that the right is enjoyed by all persons involved in our operations. **We will comply with Work Health & Safety Laws, and ask that you also take all practicable steps to ensure your own safety while at work, and to ensure that no action or inaction by you while at work causes harm to any other person.**

To ensure that we can make a safe workplace for our employees we will ensure that we will work together on a regular basis to help reduce the risk of work place hazards and to keep you up to date with any changes within this business. You can help keep this a safe workplace by:

- You must use the safety and personal protective equipment or clothing provided to you.
- You must ensure that you know our work health and safety policies and procedures, and ensure that safety procedures are followed at all times.
- You must not misuse any equipment, plant or process that is provided to ensure workplace health and safety.
- You will be disciplined under company policy if you do not comply with the policies and procedures.
- You may also be at risk of fines if a workplace inspector finds you committing a breach of work health and safety laws.

This policy will be reviewed annually in consultation with Workers however should be reviewed at other times if any significant new information, legislative or an organisational change arises that warrants modification to this document.

See attached **Work Health and Safety** Policy in Appendix.

QUALITY OF WORK POLICY

This company has maintained a high standard of health & safety to all its workers as well as producing high quality work. This company is dedicated to producing work of a high standard and is permitted to produce work which complies with the Australian Standards and Code of Practice. **While working and representing this company it is a requirement that you perform, respect and comply with all quality standards required by law and code of practices when carrying out your duties.** This will ensure that our reputation in the manufacturing industry remains strong. We will offer counselling if failure to comply with the quality of work standards has not been met and you will be closely monitored. Further failure to meet the quality of standards will result in dismissal.

LICENSING & COMPETENCY POLICY

We accept that no worker is to carry out work outside of his or her recognised area of expertise or skills without proper authorisation. This includes trades and skills such as electrician, fitter, welder, gas fitter, high risk work etc.

A copy of your trade license, competency or relevant high risk and other licenses must be provided prior to commencing employment. These licenses and certificates must be current and copies must be submitted for evidence of skill. Any renewal certificates must also be submitted for our records.

See **Licensing & Competency Policy** in Appendix.

WORKSITE INDUCTIONS & SECURITY

All building sites contain many hazards not found in the usual workplace and by their very nature can pose serious injury and risk to persons entering the new site. NO persons are to enter another work site without the proper authorisation and specific inductions methods and procedures prior to work commencing. Site safety rules are to be communicated to all persons entering a site. ALL site safety rules must be followed at

all times, and the principal contractor may remove persons who fail to comply with the onsite rules and procedures. **You must take all practicable steps to ensure that company property is protected from theft, malicious damage or unauthorised use when property is left unattended for any period.** The degree of security warranted will depend on the circumstances – a site left wholly unattended will necessitate a greater degree of security than one left unattended during a work period when there are persons working within sight distance.

Worksites where unauthorised members of the public may be put at risk if they enter must be protected with appropriate guarding, barricading or fencing, dependent on the class and numbers of persons who may access the site and must be made as secure as possible at all times when unattended and appropriate measures must be taken to prevent unauthorised entry at all other times.

FITNESS TO WORK POLICY

We will strive to ensure that all workers engaged by this company, either as workers or contractors, are in a fit condition to safely carry out their work, and that workers are not impaired in any way by the effects of alcohol or drug use, or fatigue or stress. To fulfil this obligation, we will prevent or limit access to a workplace or to carry out work while taking certain medical prescribed drugs or under the influence of alcohol or drugs, or suffering adverse effects of fatigue or stress, and it may be necessary to remove you from the workplace when we have cause to believe that the health and safety of yourself or other persons is being compromised.

See **Fitness to Work Policy** in Appendix.

EQUAL OPPORTUNITY

Recopak aims to maintain a fair workplace for all workers. **All individuals and groups will be treated with equal respect and dignity.** Any distinction, exclusion or preference which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation, or any other distinction, exclusion or preference that has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation constitutes an offence under the *Human Rights and Equal Opportunity Commission Act*.

ENVIRONMENTAL

We take a proactive approach to environmental management in particular, this company actively promotes:

- Energy conservation, the use of renewable energy sources and the responsible use of non-renewable resources
- Water conservation and waste re-use
- Waste avoidance and minimisation, and
- A heightened understanding of relevant environmental issues.

INCIDENT, HAZARD & SAFETY - RECORD REPORTING

An incident report is an accident where no person was injured (but may have been), and where damage did or may have occurred to plant, machinery, equipment, materials, property or persons. **All incidents must be reported immediately verbally and using the corresponding report forms.**

Our company has implemented specific work place recording documentation. It is everyone's responsibility to ensure these documents are correctly filled and followed to ensure the correct safety measure are in

place to prevent any/all work place incidents occurring. If you are unsure of how to fill these forms in please ask your supervisor.

This company has the following record reporting documentation for:

- Injury & First Aid Register and Report Book – located at the administration desk
- Hazard Reporting Register and Report Form – located at the administration desk
- Plant & Equipment
- Toolbox Meeting Register and Meeting details folder – located at the administration desk
- Fire & Evacuation
- Chemicals & MSDS Register – located at the administration desk

Before filling out any documentation – please seek medical care for yourself and/or fellow worker and attend to any hazard that presents harm to yourself or any worker.

SMOKING, ALCOHOL & DRUG POLICY

To protect the health and safety of all workers, visitors and customers the use of any and all banned substances on company property is strictly prohibited.

Alcohol is not to be consumed on company property unless attending an official function where drinks have been supplied by Management. Drinking must not take place in front of our building and it will be your responsibility on the amount of alcohol you consume.

Recopak Machinery will not be responsible for your travel home. You will need to make prior arrangements. Please note if you drink & drive, penalties will be at your own risk.

It is Recopak Machinery's policy that no worker is to consume alcohol during working hours. Being in the workplace whilst under the influence of drugs/alcohol may be cause for disciplinary action or immediate dismissal.

The use of non-prescribed illicit drugs whilst at work or acting as a representative of our company will not be tolerated. Any employee caught using, manufacturing, distributing, or selling drugs is an offence and will result in immediate dismissal and may lead to possible prosecution.

See **Drug & Alcohol Policy & Smoke-Free Workplace Policy** in Appendix

CONFIDENTIALITY POLICY

We designed our company confidentiality policy to explain how we expect our workers to treat confidential information. Our workers will unavoidably receive and handle private and confidential information about our customers and our company. We want to make sure that this information is well-protected.

We must protect this information for two reasons. It may be legally binding (e.g. sensitive customer plans) and/or constitute the backbone of our business, giving us a competitive advantage (e.g. business processes).

Workers who don't respect our confidentiality policy will face disciplinary and, possibly, legal action.

We will investigate every breach of this policy. We will terminate any worker who willfully or regularly breaches our confidentiality guidelines for personal profit. We may also have to punish any unintentional breach of this policy depending on its frequency and seriousness. We'll terminate workers who repeatedly disregard this policy, even when they do so unintentionally

See **Confidentiality Policy** in Appendix.

SOCIAL MEDIA

You have the right to contribute to public communications, however, inappropriate behaviour on such sites has the potential to cause damage to the company, as well as its employee, clients, business partners or to suppliers will not be tolerated. All employees and contractors are NOT permitted to publish in any form work related matter unless authorised.

All employees and contractors must refrain from all forms of social media which may;

- Cause insult, offence, intimidation or humiliation to the company and its clients, business partners, suppliers and workers,
- Is defamatory or could adversely affect the image, reputation, viability or profitability of the company or its clients, business partners, suppliers and workers,
- Contain any form of confidential information relating to the company, its clients, business partners, suppliers and workers,
- All employees and contractors are to comply with this policy. Any breach of this policy will be treated seriously resulting in disciplinary action including termination of employment or for contractors, the termination or non-renewal of contractual agreements.

FIRST AID POLICY & FACILITIES

First Aid facilities are provided for the welfare of persons in the workplace or on site who may sustain a non-disabling injury, and to provide initial treatment for an injured person before transfer to a medical facility. Unless otherwise advised, the first aid facility is not intended as an on-going treatment facility.

All injuries, no matter how minor, must be reported and treated to prevent deterioration of the wound through infection, and to facilitate the healing process.

You should familiarise yourself with the location of First Aid facilities, and the identity of first aid attendants or officers.

First aid facilities must not be used for any purpose other than for which they are provided.

All first aid injuries and treatments must be entered into the first aid register.

Hands must be washed before administering first aid or handling first aid equipment.

Advise your supervisor if any first aid stocks are getting low to allow replacement before they run out.

Please refer to your Team Leader or Management to find the nearest first aid facility closest to you.

See **First Aid Policy** in Appendix.

WORKPLACE SAFETY

REPORT ALL ACCIDENTS, INJURIES AND NEAR MISSES

Don't forget an accident doesn't always mean an injury. If you have a "near miss", or injure yourself only slightly, tell the Manager, and receive first aid treatment if necessary. The next time may be a "hit" not a "miss". Refer to Incident and Safety section in this document.

INCASE OF SERIOUS INJURY

- Do not move the injured person.
- Call 000.
- Call the Manager.
- The Manager will seek details from all witnesses ie. employees and customers

BACK CARE

Do not attempt to lift heavy objects on your own, ask for help. When lifting an object, follow these simple rules:

- Keep abdominal and back muscles fit.
- Position load to body's centre of gravity.
- Bend your knees -not your back.
- Take a firm safe grip first.
- Straighten legs.
- Lift and turn your feet before you walk -Don't twist.

Walk, never run or hurry with a load. Never carry a load so that it obstructs your vision. If a load is large or bulky, irrespective of weight seek help to move it.

BURNS

Immediate Action:

- Remove casualty from danger.
- Put out burning clothes.
- Wash away corrosives.
- Hold the burnt area under cold running water.

Superficial Burns

- Wash with cold water.
- Apply a sterile dressing and bandage lightly.

Deep Burns

- Remove or cut away clothing over the burned area and leave clothing that is stuck.
- Irrigate liberally with cold water to reduce pain.
- Do not apply any lotions, ointments or oily dressings.

*****Seek Medical help i.e. Doctor or call an Ambulance (000)**

POISON

Immediate Action :

- Wash off any poison on the skin
- Dilute, eliminate or neutralise the poison
- Dilute the poison if swallowed by giving the casualty several glasses of milk or water
- Call Poisons Info Line – 13 11 26

Induce vomiting, except when

- unconscious
- a corrosive, kerosene or other petroleum product has been taken

If casualty is unconscious do not

- give fluids
- induce vomiting
- give any antidote

Place in coma position and assist with circulation and respiration. Send the remaining portion of poison or container to Hospital with the casualty.

CLEANING CHEMICALS

Tradesman & Junior Staff will need to make sure safety is their first priority when using cleaners such as acid for pipe work.

Safety glasses, gloves and face mask must be worn when using chemicals.

****Please refer to the MSDS, Material Safety Data Systems folder located in the workshop office for your safety while handling chemical.***

TOOLS AND EQUIPMENT

Tools and equipment must only be used for the purpose for which they were provided, and be protected from damage or loss. Wear and tear due to correct use is inevitable, and tools should be correctly maintained and sharpened. Handles should be kept free from damage and splinters, and not be allowed to become loose. Unserviceable tools must not be used, but returned to store for repairs or replacement.

General safety rules apply to the use of hand tools:

- Use tools only for their intended purpose, and do not exceed design limits for the tool
- **TOOLS AND EQUIPMENT MUST NOT BE USED OR MODIFIED IN ANY OTHER WAY THAN RECOMMENDED BY MANUFACTURER.**
- Keep tools sharp and remove burrs and “mushroom” heads
- Ensure that handles are not loose or damaged, and inspect bearing, mating and striking surfaces for cracks and wear.
- Always wear eye protection when using hand tools for striking, chipping, etc.

You must not use power tools unless they have been tested by a qualified person, and an inspection tag showing the due date of the next inspection has been fitted to the plug end of the lead of the tool. Visually inspect all power tools, flexible leads, safety switches and power boards before each use for any signs of physical damage (e.g., cracked or broken casings, missing bolts or screws, etc) or malfunctioning switches.

Do not use faulty or damaged equipment, but place an “out of service” tag on the unit, and take it out of service until it has been repaired by a competent person.

You must not use a power tool for any purpose other than that for which it was provided. You must not overload a power tool, but use it only within its design limits, and according to the manufacturer’s instructions. Private use of power tools is not permitted unless permission to do so has been granted.

Any deliberate misuse or modification to tools and equipment will result in immediate dismissal.

COMPRESSED AIR AND AIR TOOLS

Compressed air is hazardous, and can cause serious injury and even death if misused. The following general precautions must be observed at all times.

Do not use compressed air for any other purpose than for which it is provided (e.g. industrial air must not be used for respiratory purposes, medical air must not be used in pneumatic tools).

Never direct a stream of compressed air towards your body or the body of another person (bubbles of air can enter the bloodstream through cuts, or if the pressure is sufficient, through intact skin, and may result in heart arrest or stroke due to air embolism).

Do not use compressed air to cool yourself or to blow dust from your clothes or hair. As well as the danger of air entering the bloodstream, dust will be blown into your eyes and into your breathing zone. A stream of air under pressure can cause physical damage to your ears, while the noise of the air is sufficient to cause damage to hearing.

Never indulge in so-called “practical jokes” with compressed air (the practice of giving another person a blast of compressed air (especially in the anal region) is very dangerous, and has resulted in a number of deaths).

Air-powered tools must be used in accordance with safe work practices, and hearing and eye protection must be used where a risk of noise or flying particles or dust may be present.

DRILLS

The most common risks associated with drills are:

- Drill breakage due to not being sharpened correctly
- Metal pieces spinning when a drill bit catches a work piece which is not properly secured
- Fragments from drilling being lodged in the eyes, and
- Entanglement of loose clothing, jewellery or hair in rotating parts.

When using a drill:

- Keep your hands clear of moving parts of the machine
- Ensure that work pieces are securely clamped or held to prevent them rotating if the drill catches
- Do not wear loose clothing or jewellery, and keep long hair and beards contained, and
- Wear eye protection at all times.

GRINDERS

A faulty grinder that is misused can cause very severe injuries. Grinding wheels are easily damaged if misused, or made unserviceable if used for the wrong purpose. The following rules must be followed:

- Full face shield and safety glasses must be worn when operating hand held angle grinders.
- Ensure all personnel using angle grinders are trained and competent on the safe and correct use.
- Inspect all angle grinders to ensure the handle is firmly in place, the guard is in good condition and secure. Tag the grinder out of service if deemed unsafe.
- Do not use a grinding wheel to grind non-ferrous metals (egg. Aluminum, brass, copper, etc).
- Do not use a grinding wheel if it shudders, vibrates or shakes whilst spinning.
- Do not use a grinding wheel without side guards and eye shields fitted.

EXPLOSIVE POWERED TOOLS

Explosive powered tools use an explosive charge to fire fixing into concrete, steel and timber. Due to the high velocity attained by the fixing, they have a potential to cause serious and even fatal injury if misused. Only those persons who have been trained in the safe use of the tools and who have attained a satisfactory level of competency are to use an explosive powered tool. The following rules for the safe use of the tool must be followed by all users:

- Always wear appropriate eye and hearing protection.
- Place warning signs around or at entry points into area where tool is to be used.
- Never leave a tool in a loaded condition.
- All tools must be inspected regularly and maintained in accordance with the manufacturer's recommendations, and appropriate records kept of inspections and maintenance.
- Tools and live charges must be securely locked away when not in use.

EXCAVATIONS

Excavations of all types require barricading to prevent persons falling into them. Barricades must not be removed unless necessary for access to the trench or excavation, or for the carrying out of work in the immediate area. Ladders must be used for access to trenches unless other safe means of access are provided, and must extend at least 1 metre above the surface of the trench. Trenches and excavations must not be entered until a competent person has inspected the site and ensured that it is safe to enter.

Shoring or trench struts must not be removed from the trench or excavation unless work has been completed and all persons have left the danger area. Persons working within a trench or excavation must wear head protection at all times, and appropriate foot protection. Ventilation of trenches and excavations may be required in situations where vehicle or machine exhausts may contaminate the atmosphere within the trench or excavation. Shoring of trenches and removal of shoring must only be carried out by or under the direct supervision of a competent person.

FORKLIFTS

You must not operate a forklift in this workplace unless you hold the appropriate license. (Note – this provision does not apply to a person carrying out servicing, maintenance or repair work on a forklift, except where they are using a forklift to move a load as part of servicing, maintenance or repair operation).

A person must never be lifted on a forklift with anything other than an approved lifting cage. The cage must be secured to the tines, the cage gate must be securely latched, and occupants must wear an approved safety harness which must be secured to the cage at all times. Avoid jerking or rocking the cage, which must be lowered before moving the forklift.

ELECTRICAL SAFETY

You must not use an electric tool or appliance at a workplace unless it has been tested for safety and a tag fixed to the unit showing the due date of the next inspection of the unit. You must also ensure that any portable electric tool or appliance is only connected to a safety switch or to an outlet on a circuit protected by an RCD - Residual Current Device.

Only flexible leads of an industrial type and fitted with a shrouded socket to protect against exposure of live parts should the plug and socket separate should be used in a workplace. Keep flexible leads off the floor or ground where possible, and protect them from physical damage and tripping by the use of covers. Leads must not be run through water on the floor or ground. Where possible, they should be run overhead on suitable stable supports.

Check safety switches for physical damage and operation by using the test button at specific intervals. Check power boards for physical damage. Take care that the total load placed on a power board or safety switch with multiple outlets does not exceed the rated capacity of the unit, or of any power lead feeding the unit. The use of double adaptors and "piggy back" fittings is prohibited in workplaces.

HAZARDOUS MATERIALS

Strict safety rules apply when using hazardous substances and dangerous goods. All safety data should be available at the place where substances are used, and protective clothing and equipment recommendations followed to prevent exposure to the substance. Always ensure that your protective clothing and equipment is serviceable, and fits properly.

A current Material Safety Data Sheet (MSDS), is available for your reference in workshop office before a substance is used, and the prior approval for the use of a substance may be required. All precautions and safety requirements set out in the MSDS must be adhered to, and advice regarding the use of the substance should be sought from your supervisor if you are unsure of any aspect relating to the use of the substance.

You must not use a substance for any purpose other than for which it has been obtained. Never substitute a substance for another unless you have been specifically instructed to do so. Private use of substances used in a workplace is prohibited. Always follow instructions for clean-up and disposal of waste or spilt material.

HOT WORK

Hot work is any activity that can generate flames, heat or sparks. In many workplaces or sites, a hot work permit must be obtained for all tasks involving gas cuttings, welding or other work that may create a source of ignition. Always ensure that there are no fire or explosion hazards (e.g. rubbish, paint, solvents, fuels, gas, combustible materials, etc) and associated containers that may be affected by the work before commencing the work.

Never use welding or cutting equipment unless you are authorised to do so.

Persons carrying out hot work must wear appropriate personal protective clothing and equipment, and ensure that appropriate fire extinguishing equipment is available.

INDUSTRIAL GASES

Cylinders of compressed gas are used in many work and industrial situations. Due to the high pressures within the cylinders and the hazardous nature of many gases, it is essential that correct procedures are followed in their storage, handling and use. General guidelines for the safe use of gases include:

- Always check gas label names and colour codes before use.
- Check that regulators, connections and hoses are in good condition before use.

- Cylinders used for welding, heating and cutting must be fitted with flashback arrestors.
- Store and transport cylinders in an upright position.
- Ensure that cylinders are prevented from falling – use chains or bars to secure in an upright position.
- Ensure that cylinders are firmly secured in the upright position when placed on trolleys.
- Wear appropriate PPE (eye, hand, foot protection) when handling cylinders.
- Ensure that valves are closed and bungs placed in sockets when storing empty cylinders.
- Never use oxygen as a substitute for compressed air.

LADDERS

Strict rules apply to the use of ladders in workplaces. **The correct style of ladder should be chosen for the type of work**, and Industrial ladders only are to be used in a workplace – domestic ladders **MUST NOT BE USED**.

- Always inspect ladders for damage or distortion before use – **DO NOT USE IF FAULTY**
- Timber ladders must not be painted (up to 300mm on foot may be painted for identification), have broken or splintered stiles, or have loose, broken or missing rungs
- Ladders used for access should extend at least 1 metre above level being accessed, and be secured against movement
- Always place single and extension ladders at an angle of 1 in 4, and ensure that both feet are secure set – and cannot slip
- Do not carry anything in hands when climbing or descending
- Never use a metal ladder in the vicinity of electrical installations or for electrical work
- Ensure that footwear and ladder rungs are free of mud, oil and grease
- Always face ladder, and maintain three points of contact when climbing or descending a ladder.

LIFTING EQUIPMENT

Lifting equipment must only be used for moving loads, and must be used in the manner for which it was designed. You should not use lifting equipment for purposes other than lifting loads, and the equipment must be used in the correct manner. Never expose any lifting equipment to heat unless it is specifically designed and provided for that use.

General safety rules for the use of lifting equipment:

- Inspect slings before use – if in doubt, have them checked by a competent person before using
- Inspect shackles, hooks, rings, etc for distortion, wear, damage or cracks
- Ensure that chain blocks are operating smoothly – “tight” spots generally indicate worn or distorted parts, and should not be used.

LOCK OUT TAG OUT

Lock outs are designed to prevent injury to persons when working on machinery by preventing the machine being started or operated. To isolate the device a hasp, ‘do not operate’ tag and lock must be fitted to isolate the device.

MACHINE GUARDING

Accidents involving machinery are one of the most common injury causes, and severe injuries and fatalities occur through contact of persons with moving parts of machinery. Safety rules to be followed when working near moving parts of machinery and plant include:

- Do not wear loose clothing or jewellery, and contain long hair, beards, etc.
- Do not wear gloves when using rotary machinery or around moving machine parts.
- Do not operate machinery without guards fitted.
- Do not remove guards unless you have been authorised to do so, and only do so when machine is "off".
- Wear eye protection at all times, and use hearing protection in noisy conditions.
- Keep clear of moving machinery and machine parts.

Guards are designed to protect persons from moving parts, and must always be in place when the machine is in operation. The following guidelines are to be observed:

- No item of plant or machinery is to be operated unless all guards are correctly fitted, in good condition, secured in place and operating correctly
- Guards are only to be removed by authorised personnel after the machine has been stopped and locked out
- Guards must be refitted before machinery is restarted
- All workers must follow safe work procedures when operating plant or machinery.

MOVEMENT OF LOADS

Injuries resulting from over-exertion are generally permanent or cumulative in nature, and may result in permanent physical disability, and an inability to work or even carryout normal everyday duties without pain and difficulty.

You must always follow the safety procedure when moving loads or exerting force and effort-

- Size up the task, and check the weight of a load – if it feels too heavy, get assistance
- Do not move loads unnecessarily – avoid double moving objects if possible
- Use mechanical aids (trolleys, etc) to move heavy loads or to move loads over longer distances
- Always observe correct manual handling and safe lifting practices.

The procedure to follow for safe lifting are:

- "Plan & Lift" – ensure that you have good access to the object, and your travel path is clear
- Make sure the load is safe to move (no loose or moving parts, container in sound condition, etc)
- Get close to the load you want to move
- Get a good grip – use gloves when handling rough, sharp, hot or cold objects
- Keep back straight – bend knees to access job, and use legs (not back) to lift the load
- Keep the load close to your body when lifting and carrying
- Obtain assistance with long, heavy or awkward loads, or when moving over a long distance.

PLANT AND MACHINERY

You must be authorised to operate plant, machinery or equipment, and must have received appropriate instruction and training necessary before doing so. Where it is necessary, you must hold the appropriate certificate or license to operate the plant, machinery or equipment.

Items of high-risk plant and machinery must be inspected and maintained in accordance with statutory requirements and manufacturer's instructions. Mobile plant should be checked before use, and attachments and equipment given a visual inspection to detect any damage, and controls tested and before use.

Details of inspections and tests of plant and machinery must be entered into a log book, with the details of the test including – the date and time of the inspection, the results of the inspection, and the name of the person who carried out the inspection. Any faults must be entered into a log book, and reported to the person in charge of the machinery or the job on which it is being used. Unserviceable tools and equipment must be tagged and returned to the issuing tool store or the supervisor of the work area.

Regular cleaning should be carried out to allow easy visual inspection for worn and broken parts, oil leaks, loose or missing fasteners and damage. Removal of excess oil and grease reduces wear by not allowing abrasive particles to adhere to moving parts.

RESTRICTED OPERATIONS

Specific categories of work and occupations require that a person carrying out the work is the holder of an appropriate qualification (certificate, license, etc). Example of these occupations include, rigger, scaffolder, dogman, crane operator, electrician, fitter, welder, shot fire, etc.

No worker is to carry out work outside of his or her recognised area of expertise or skills without proper authorisation.

No person is to enter designated “no go” areas without authorisation, and barricading and signage must be respected.

SCAFFOLDING

All scaffolds where a person may fall 4 metres or more must only be erected by a competent scaffolder.

All scaffolds must be entered in compliance with relevant regulations, codes and standards, and in accordance with manufactures' or suppliers' instructions.

- Scaffolding must be erected on a firm base.
- Damaged components must not be used, and should be removed from the site or workplace.
- Kickboards and guardrails must be placed on all working platforms.
- Never mix components from different types of scaffolds, or substitute components.

Safe means of access is to be provided to all working platforms, and climbing on the outside of a scaffold is prohibited. Mobile scaffolding must not be moved if any person is on the scaffold, and wheel locks must be actuated before entry is made to the scaffold. Scaffolding (including footings) should be regularly checked by a competent person to ensure that it is safe for use.

SOLAR RADIATION

You must protect yourself from Solar UV radiation when working outdoors. Clothing such as long sleeves and trousers will provide good levels of protection depending on the actual protection level provided by the clothing, and hats will provide protection from direct (but not reflected) sunlight.

Broad spectrum sunscreen must always be used on all exposed skin areas (provided for your convenience in 'smoko' room). Sunscreen must be re-applied every two hours, or as specified by the manufacture. Sunscreen may need to be re-applied more often if washed off by perspiration or if wiped off during the work process.

VEHICLES

You must not drive company vehicles unless you are authorised to do so. Monthly pre-start checks must be carried out. Seat belts must be worn at all times where fitted, and passengers must not be carried unless a seat or work platform provided for a passenger is fitted. Passengers must also use seat belts at all times. Speed limits must be adhered to, and traffic signs obeyed.

General road rules will apply where two-way traffic is encountered on a site, and indicators must be used to signal intention to turn. Reversing beepers must sound when a heavy vehicle is placed in reverse gear. Riding in the back of open utilities or tucks is prohibited.

WORKING AT HEIGHTS

All precautions to prevent persons falling from heights must be observed, and safety equipment must be worn. Increased risk of falling is present where;

- Roof materials are potentially slippery, such as highly glazed roof tiles, or a wet or mossy roof.
- Roofs with a high pitch (greater than 25 degrees)
- The roof material is brittle or fragile (AC sheeting, alsynite, etc.), or
- The area where a person could fall to presents a hazard.

Where a walkway is provided across a roof, you should stay on the walkway unless it is necessary to move off it to carry out work. Where roofing is brittle or fragile, crawl boards or planks should be placed across roof purlins for support. Where there is a risk of a person falling, and guardrails are not fitted, a safety harness and fall arrest system must be used. Safety harnesses must be correctly fitted and adjusted and fall arrestors or lanyards must be secured to an approved anchor point. A person who can render assistance must be on a hand in case of a fall.

All persons working at heights must be trained and follow a SWMS prior to commencing work.

WORKPLACE HOUSEKEEPING & HYGIENE

Many workplace accidents and incidents occur because of poor housekeeping in workplaces. **You should keep your workplace in a clean and tidy condition** as much as possible to avoid time wasted in trying to locate items, to provide a workplace free of hazards, and to maintain a satisfactory work environment. Floors should be kept clear, and items which could fall placed in secure locations. Paperwork should be filed or stored in such a way that an item can be located easily if, for any reason, you are not able to be at work.

Rubbish must not be allowed to accumulate, but should be placed in bins, and bins emptied on a regular basis. Perishable waste (food scraps, etc) must not be placed in workstation bins, but instead be placed in special bins provided for this purpose.

Recyclable materials should not be disposed of as general waste, but be placed into special bins provided for recyclable materials. Recycling bins should be used correctly, with only the type of material for which they are provided placed into them. Waste chemicals, oil, paints, and cleaning materials, etc, must be disposed of as hazardous waste, and not be placed into general waste bins.

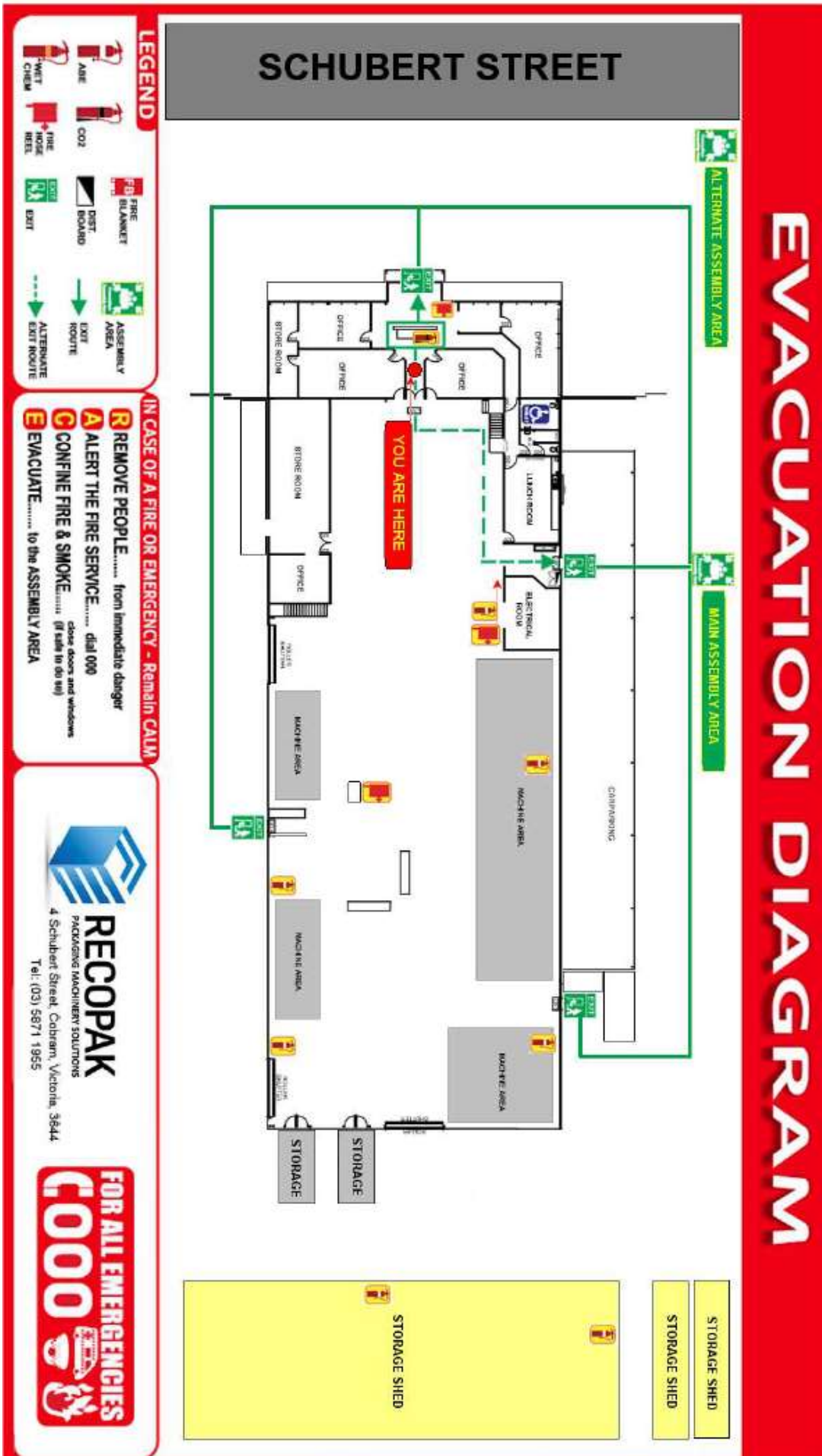
FIRE

It is the duty of everyone in the company to help prevent fire. If a fire occurs you may need to follow the evacuation procedure. It is most important that you familiarize yourself with all fire instructions. Read instructions on extinguishers so you may be able to help in an emergency. In the case of a major fire it is the responsibility of the fire department to fight the fire.

Learn the location of extinguishers.

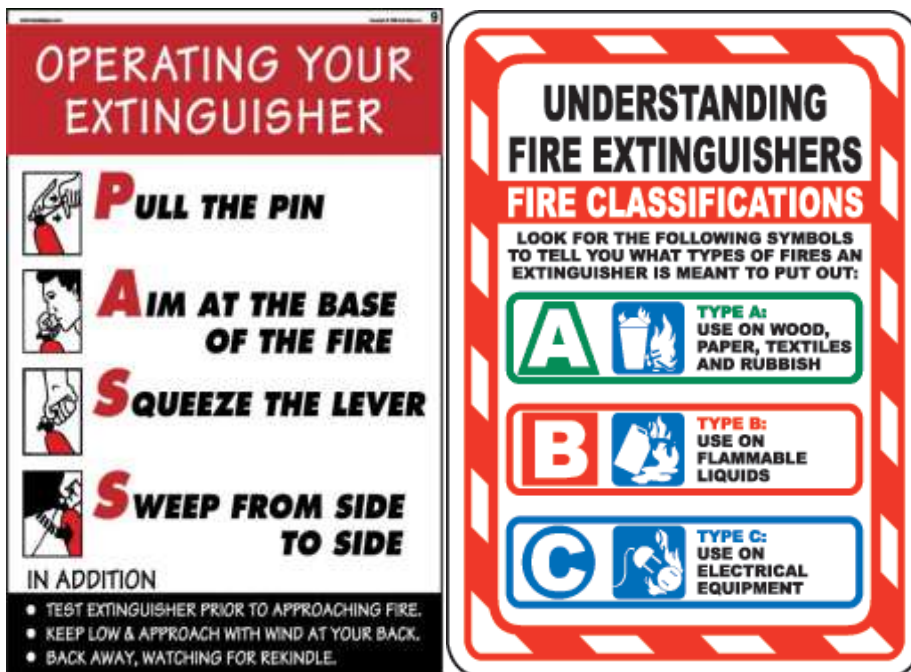


WORKSHOP MAP



EVACUATION PROCEDURE

- Immediate Attention towards the Emergency Alarm Signal
- Listen to the instructions of your Fire Warden / Manager
- Keep calm and walk.... *Do Not Run.*
- Contact the Emergency Authorities 000
- Assist any workers, customers or visitors where safe to do so.
- Turn off any surrounding machinery, gas bottles/welders only if/when safe to do so.
- Evacuate when instructed by the Fire Warden / Manager.
- Leave directly by your nearest and safest exit.
- Assemble outside in the nearest and safest designated evacuation areas. *See Map on previous two pages.*
- Do not go to other areas such as toilets, staffroom or work benches.
- Do not re-enter the work place until you are instructed to return to work by your Manager or Emergency Authorities



CONCLUSION

Again, welcome to Recopak Machinery, we look forward to working with you and we will do everything we can to make your job and workplace a safe and pleasant one.

This induction manual has been prepared for your guidance to ensure that you fully understand your safety responsibilities to make your Recopak Machinery experience, a safe and successful one.

Please remember to review this handbook at regular intervals and above all, when you are not clear on something please be sure to ask. *The real key from this point forward is your own attitude.*

We also welcome any suggestions or recommendations you might have concerning our policies and procedures. We hope this helps to get you started.



ACKNOWLEDGEMENT FORM

I acknowledge that I.....
(Workers Name)

on behalf of.....
(Sub-Contractor or Company Name & ABN)

have read and understand the information contained within the Recopak Machinery Induction Manual.

I agree to comply with Recopak Machinery's WHSE Policy's and Safe Work Procedures Systems, and requirements outlined in this Induction Manual for the duration of my employment or during any contracted period.

Details

Name:

Address: **4 Schubert Street, COBRAM VIC 3644**

Company Name: **Recopak Machinery Pty Ltd**

ABN: **71 006 682 195**

Signature:

Date:

Recopak Machinery Details

Recopak Machinery Representative Name: **Luke Dopper**

Recopak Machinery Representative Position: **Director**

Signature:

Date:

APPENDIX

FATIGUE MANAGEMENT POLICY	V1
ABSENTEEISM POLICY	V1
ROLES & RESPONSIBILITIES POLICY	V1
HEALTH AND SAFETY POLICY	V1
ANTI-DISCRIMINATION POLICY	V1
PERSONAL PROTECTION AND EQUIPMENT POLICY	V1
QUALITY POLICY	V1
LICENSING & COMPETENCY POLICY	V1
FITNESS TO WORK POLICY	V1
SMOKING POLICY	V1
DRUG AND ALCOHOL POLICY	V1
CONFIDENTIALITY POLICY	V1
FIRST AID POLICY	V1
CODE OF CONDUCT POLICY	V1
SITE INDUCTION POLICY	V1
SAFE OPERATING PROCEDURE	

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