# Tiwi Islands Regional Council

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## 1.0 Purpose

Staff, customer, volunteers, guests (administration clients) may insight or be dealing with the outcomes of real or prospective harm during their contribution with our administration. These occurrences might be straightforwardly or by implication related, or completely inconsequential, to our administration arrangement. Whatever the conditions, there is an obligation to support clients to guarantee their wellbeing and forestall hurt any place possible.

It is important, hence to classify when and how harm might take place to service users, and plan appropriate harm prevention and reducing strategies.

All service users reserve an option to be protected from damage to their security or prosperity under the Protected Work Australia Guidelines.

## 2.0 Scope

This policy is to apply to all Tiwi Islands Regional Council (TIRC) service users.

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## 3.0 Policy Statement

Tiwi Islands Regional Council (TIRC) must comply with the *Work Health and Safety (National Uniform Legislation) Act 2011 (NT).* TIRC seeks to provide a safe and healthy work environment for all staff, contractors and stakeholders involved in its service delivery or business. This is achiever by:

- the provision and maintenance of a work environment with appropriate risk management practices
- the provision and maintenance of safe plant and structures
- the provision and maintenance of safe systems of work
- the safe use, handling and storage of plant, structures and substances
- the provision of and access to adequate facilities for the welfare of its workers, including access to a confidential employee assistance program
- the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the TIRC
- the safe workplace, free from bullying and harassment
- the rehabilitation of workers and compensation scheme for a worker who suffers an injury or disease in the course of employment.
- the health of workers and the conditions at the workplace are monitored for the purpose of staff wellbeing)

## 4.0 Procedures

All administration clients have an obligation to assume a functioning part in protecting themselves as well as other people from harm and should obey the safety regulations. TIRC will advise all service users about the following areas of concern in which their security and welfare might be compromised:

4.1 Asbestos in the workplace
4.2 Chainsaw Safety
4.3 Confined spaces
4.4 Disease
4.5 Drug and Alcohol
4.6 Electrical Safety and Test and Tag Electrical Equipment
4.7 Fire Safety
4.8 Hazardous Substances
4.9 Inappropriate Behaviour

## 4.1 Asbestos in the Work Place

Some Tiwi Island Regional Council building contain asbestos, buildings constructed prior to 31 December 2003, may contain asbestos. Asbestos can be found in products such as cement wall cladding, tiles, lino, or older roof cladding.

*4.1.1 Registers*

Owners of these premises are required to have a competent person assess the building and identify if any asbestos is present. An asbestos register is required for all workplace buildings unless they were constructed after 31 December 2003 and no asbestos has been identified, and where asbestos is not likely to be present.

*The asbestos register must be maintained and kept up to date.*

The building owner must take reasonable steps to label and record asbestos in the register and inform everyone on the premises where asbestos is present, the consequences of exposure to asbestos and other appropriate control measures.


*Figure: Examples of warning signs for asbestos*

### *4.1.2 Management plans*

There should also be an asbestos management plan which is designed to protect workers and others being exposed to airborne asbestos fibres. The plan should state what is going to be done to manage asbestos on the property, when it is going to be done, and how it is going to be done.

If you are required to provide maintenance services a building that you suspect may have asbestos, and the work you are required to perform may put you at risk to being exposed to asbestos fibres, you should request a copy of the asbestos register and management plan. If one cannot be provided or you still have concerns regarding your safety, you should contact your supervisor.

### *4.1.3 Minor works involving asbestos*

Any works with asbestos should be avoided but, in some case, there may be a need to perform minor repair works such as patching a hole in wall. Cracked asbestos should be sealed with a product like PVA glue, polyfiller or paint.

Small holes in asbestos should have exposed edges painted or sealed with a PVA glue solution or similar product to encapsulate any asbestos fibres and protect the sheet from further damage.

*4.1.4 Asbestos PPE*

- Disposable Coveralls
- Footwear – shoe covers to be worn over shoes.
- Gloves – use ONLY disposable latex, Nitrile or neoprene gloves
- Mask (Respiratory protection equipment) - Minimum P2 filter, half face disposable particulate respirator. Half face non-disposable particulate respirator with cartridge is preferred but it must be decontaminated after each use.
- Protective eyewear

*4.1.5 Asbestos removal*

If the damage is more significant, the entire sheet should be removed.

An asbestos licence is required for work to remove any amount of friable asbestos or for removal of more than 10 m2 of non-friable (bonded) asbestos.

An asbestos license is not required for removing 10 m2 or less of non-friable asbestos. However, it can only be performed by a competent person (that is, someone with the qualifications, training, knowledge, experience, or skill to do so).

## 4.2 Chainsaw Safety

**DO NOT** use a chainsaw unless you have been instructed in its safe use and operation and have been given permission.

*Personal Protective Equipment*





Hand protection (gloves/mittens) should also be used to protect hands from cuts, abrasions, etc and to prevent vibration induced problems such as Raynaud's Disease.

*4.2.1 Kickback*

Other than the obvious risk of physical contact with a moving chain, the single most dangerous aspect of the chainsaw is 'kickback'. This occurs when the bar nose contacts an object, resulting in an instantaneous kick reaction. Severe injuries and sometimes death can result.

*4.2.2 Preventing Chainsaw kickback*

To prevent a chainsaw kickback from occurring:

- avoid using the bar nose. Always be alert to anything coming into contact with it
- ensure that safety chain is used, and that it is correctly sharpened and tensioned
- always operate with two hands on the saw handles, with the thumb of the left hand placed under the front handle
- avoid the use of the saw above the shoulders and always keep the saw in front of the body.

*4.2.3 Chainsaw operation*

Before attempting to do anything with the chainsaw, read the manual:

- ensure that all safety features are fitted and operational before starting to saw, that all nuts, covers etc. are secure
- when crosscutting or pruning, check if any branches are under tension before cutting
- seek advice and or training in the use of the chainsaw – many accidents are the result of ignorance
- always wear the recommended protective clothing.

*4.2.4 Chainsaw Fire safety*

To avoid fires:

- ensure muffler is in good condition and fitted with a spark arrester screen.
- keep muffler clean of carbon build-up and deposit
- ensure that the saw is correctly tuned
- do not spill fuel over saw when refuelling.

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## 4.3 Confined Space

Confined spaces may pose a danger because they are not designed to be areas where people work. Hazards are not always obvious, may change and the risks include loss of consciousness, impairment, injury, or death.

*4.3.1 What is a confined space?*

A 'confined space' is defined as an enclosed or partially enclosed space that:

- is not designed to be occupied by a person, and
- is intended to be at normal atmospheric pressure while any person is in the space, and
- is or is likely to be a risk to health and safety from—
-
    1. an unsafe oxygen level, or
    2. contaminants, including airborne gases, vapours, and dusts, that may cause injury from fire or explosion, or
    3. harmful concentrations of any airborne contaminants, or
    4. Engulfment.

Confined spaces can be found in vats, tanks, pits, pipes, ducts, flues, chimneys, silos, pressure vessels, underground sewers, wet or dry wells, shafts, shipboard spaces, void spaces or other similar enclosed or partially enclosed structures.

*4.3.2 The risks*

When working in confined spaces, there are serious health and safety risks, for example:

- loss of consciousness, injury or death from contaminants in the air
- a fire or explosion that kills or seriously injures
- suffocation from oxygen deficiency
- crushing or suffocation from something like grain, sand, flour or fertiliser if you fall into it

Incidents in confined spaces have sometimes involved multiple deaths. Other workers enter a space to rescue a victim, unaware of the risks. However, they can also be overcome by toxic fumes or gases.

*4.3.3 What is not a confined space*

The following kinds of workplaces are also generally not confined spaces:

- a mine shaft or the workings of a mine
- places intended for human occupancy

- some enclosed or partially enclosed spaces that have harmful airborne contaminants but are designed for a person to occupy, for example abrasive blasting or spray-painting booths
- enclosed or partially enclosed spaces that are designed to be occasionally occupied by a person for example, a fumigated shipping container or a cool store.

*4.3.4 Must Do's*

You must eliminate the need for anyone to enter a confined space and eliminate the risk of inadvertent entry. Where this is not possible you must:

- minimise the need for people to enter the space
- make sure it has safe entry and exits
- minimise (or where you can, eliminate) the risks to the health and safety of anyone who enters the space.

*4.3.5 Manage the risks*

A written risk assessment must be completed prior to entry by a competent person with the right knowledge and skills, of all the possible risks of entering, or working in or near, a confined space. That person needs to review and revise it when necessary, and include:

- whether the work can be carried out without the need to enter the space
- the nature of the space
- the hazards associated with the space
- how the work can be done, and
- the emergency response procedures.

*4.3.6 Get an entry permit*

Everyone needs a permit to enter the space. It must be written by a competent person and needs to state:

- which space it relates to
- the name of the person permitted to enter
- the time the work will be done
- control measures for the associated risks for entry and while working
- a section for the competent person to acknowledge that everyone has left the space.

Permits ensure a safe system of work is in place and ensures communication between site management, supervisors and those carrying out the work.

*4.3.7 Put up signs*

Before work begins signs must be put up to prevent entry by unauthorised people. Security devices, such as locks and fixed barriers, should be installed. Signs must be in place while the confined space is accessible, including when preparing and packing up.

Where practical, confined spaces should be permanently signposted and comply with Australian Standard AS 1319:1994 Safety signs for the occupational environment.

*4.3.8 Communicate and monitor*

A stand-by person must continuously monitor the conditions from outside the space, and where they can, observe the work being carried out. You must be able to order the workers to get out, communicate with them at all times, and start emergency procedures when necessary. The stand-by person must never enter the space to attempt a rescue.

*4.3.9 Practice your emergency procedures*

Establish first aid and rescue procedures and practice them so that they are effective in an emergency.

Check the entry and exits are large enough to allow emergency access and are not obstructed. Also, make sure all plant, equipment and PPE used for first aid or rescue are maintained in good working order.

*4.3.10 Inform, train and instruct your workers*

Workers and supervisors must be provided with suitable and adequate information, training and instruction to understand the risks, the controls in place, what work the permit allows them to do, correct use of PPE and what to do in an emergency.

*4.3.11 Keep records*

Records must be kept for the following minimum durations:

- training records – two years
- risk assessment - 28 days after the work to which it relates is completed
- confined space entry permit - until the work to which it relates is completed
- notifiable incident - all records must be kept for two years after the incident.

All these records must be made available to us and any worker upon request.

*4.3.12 Isolate plant and services*

Minimise or eliminate the risks from plant or services connected to the space from:

- introducing any contaminants or substances into the space
- activating in the space, or
- energising the space.

*4.3.13 Clear the atmosphere*

Keep the space well-ventilated and safely purge any contaminants. You should carry out atmospheric testing before anyone enters and use an appropriate respirator if you are unable to keep safe oxygen levels.

*4.3.14 Get rid of all ignition sources*

Get rid of all ignition sources that could cause a fire or explosion. Ensure the amount of flammable gas, vapour or mist in the space is less than five per cent of its lower explosive limit (LEL). If the LEL is greater than five but less than 10 per cent, you must use a flammable gas detector. If the LEL is greater than 10 per cent, no-one should be in the space.

## 4.4 Disease

Diseases can be infectious or non-infectious and is caused by pathogens (germs) such as bacteria, viruses, or fungi affecting internal or external parts of the body.

*4.4.1 Transmission of infection*

- Airborne
- Contaminated objects or food
- Skin-to-skin contact
- Contact with body fluids

*4.4.2 Dealing with spills of body fluids*

- Isolate the area.
- Wear gloves, a plastic apron and eye protection, such as goggles.
- Soak up the fluid with disposable paper towels, or cover the spill with a granular chlorine releasing agent for a minimum of 10 minutes.
- Scoop up granules and waste using a piece of cardboard (or similar), place in a plastic bag and dispose of appropriately.
- Wash with hot water and disinfectant.
- Dry the area.
- Dispose of paper towelling and gloves appropriately.
- Wash your hands.
- Discard any contaminated clothing and relevant disposable items.

*4.4.3 Prevention*

**Hand washing and hygiene** – Regular handwashing is one of the best ways to remove germs, avoid getting sick, and prevent the spread of germs to others. Whether you are at home, at work, traveling, or out in the community, hand washing can prevent you from diseases.

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Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or air dry them

To prevent the spread of germs during the COVID-19 pandemic, you should also wash your hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:

- Touching your eyes, nose, or mouth
- Touching your mask
- Entering and leaving a public place
- Touching an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens

**Broken skin** - Any cuts or abrasions should be covered with a waterproof dressing. Seek medical advice where necessary.

**Gloves** - wear gloves if you are handling body fluids or equipment containing body fluids

**Masks-** Properly fitted masks can help prevent the spread of the virus from the person wearing the mask to others. Masks alone do not protect against COVID-19, and should be combined with physical distancing and hand hygiene. Follow the advice provided by your local health authority.

**Personal items** - don't share towels, clothing, razors, toothbrushes, shavers or other personal items.

**Influenza and COVID-19** - If you have a fever, cough, experience flu-like symptoms in the work place, and difficulty breathing, seek medical attention. Call in advance so your healthcare provider can direct you to the right health facility. This protects you, and prevents the spread

of viruses and other infections. Similarly consider vaccinations for other common infectious diseases if you have to work with a wide range of clients, e.x COVID-19 vaccine. You may try to avoid people you suspect or know are ill with an infectious disease.

## 4.5 Drugs and Alcohol

Tiwi Island Regional Council (TIRC) has a zero tolerance to drugs and other drugs. Possession, distribution or use of alcohol and or illegal drug in the workplace is prohibited. The consumption of alcohol at the workplace is not permitted whilst on duty or while in TIRC uniform. Anyone suspected of being impaired due to alcohol or substance abuse or taking of drugs will be immediately removed from the workplace.

TIRC will carry out random screening for alcohol and drugs.

## 4.6 Electrical Safety

Failure to maintain electrical equipment in a safe condition, or to use equipment in accordance with manufacturer's instructions may result in injury or death to workers or other parties.

All electrical equipment must be protected from damage, used safely, and checked regularly. In addition, there are other requirements that must also be implemented for 'specified electrical equipment'. These requirements include combinations of testing and recording and connection to safety switches.

Regular inspection and testing of in-service electrical equipment by a competent person is a way to ensure this safety duty is met. The WHS legislation requires that electrical equipment is inspected and tested in accordance with Australian Standard 3760: 2010 In-service safety inspection and testing of electrical equipment. Only authorised electrical personnel are to perform installation, inspection, testing and labelling activities.

*4.6.1 Legislation*
Northern Territory WHS Regulation

*Section 150*

A person conducting a business or undertaking at a workplace must ensure that electrical equipment is regularly inspected and tested by a competent person if the electrical equipment is:

(a) supplied with electricity through an electrical socket outlet; and

(b) used in an environment in which the normal use of electrical equipment exposes the equipment to operating conditions that are likely to result in damage to the equipment or a reduction in its expected life span, including conditions that involve exposure to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust.

*4.6.2 Competency requirements for those carrying out inspection and testing of electrical equipment.*

Inspection and testing of electrical equipment must be carried out by a competent person who has the relevant knowledge, skills, and test instruments to carry out the relevant inspection and testing. The person carrying out any testing of electrical equipment should also be competent to interpret the test results of any equipment they use and be a person who has successfully completed a structured training course and been deemed competent in the use of a pass-fail type portable appliance tester and the visual inspection of electrical equipment.

*4.6.3 Inspecting and testing electrical equipment*

Inspecting and testing electrical equipment will assist in determining whether it is electrically safe. Inspection and testing of electrical equipment must be performed before being delivered onsite which will include a visual inspection to identify obvious damage, wear or other conditions that might make electrical equipment unsafe and if the testing records are current.

Regular testing can detect electrical faults and deterioration that cannot be detected by visual inspection.

*4.6.4 Inspection process*

Inspections should include the following.

- looking for obvious damage, defects, or modifications to the electrical equipment, including accessories, connectors, plugs or cord extension sockets.
- looking for discolouration that may indicate exposure to excessive heat, chemicals, or moisture.
- Inspect testing tag for currency.

Electrical equipment should be tested if no tag is visible, or records indicates testing is out of date.

Testing should include the following.

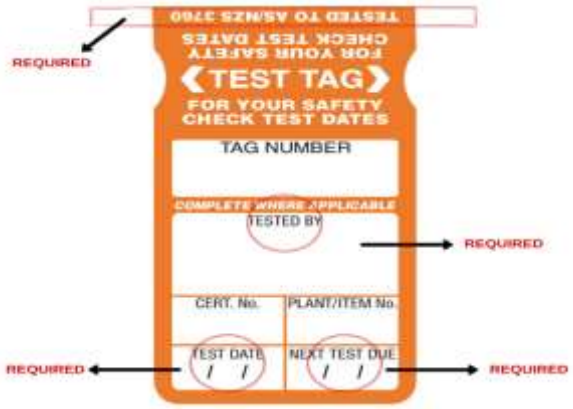
- Use of a pass-fail type portable appliance tester to check the integrity of the protective earth and insulation resistance.
- Check flexible cords are effectively anchored to equipment, plugs, connectors, and cord extension sockets.
- Operating controls are in good working order i.e., they are secure, aligned and appropriately identified.
- Covers, guards, etc. are secured and working in the manner intended by the manufacturer or supplier.
- Ventilation inlets and exhausts are unobstructed.
- Current rating of the plug matches the current rating of the associated electrical equipment.

Electrical equipment used in events will be tested at least once every 12 months.

*4.6.5 Recording results of testing*

On completion of a successful test attach an approved tag recording the following.

- Name of the person who carried out the testing.
- Date of the testing.
- Outcome of the testing, and
- Date on which the next testing must be carried out.




*4.6.6 Unsafe Equipment*

Equipment that may be unsafe should be withdrawn immediately from service and have a label attached warning against further use. Arrangements should be made, as soon as possible, for such equipment to be disposed, destroyed, or repaired by an authorised repair agent or competent person.

## 4.7 Fire Safety

### 4.7.1 If a Fire Occurs:

- Sound the alarm and call 000
- Only attempt to fight a fire if it is small, you have the correct equipment to handle it and you have been trained how to use it.
- Leave the area, closing doors as you go (this will help to limit the spread of fire and smoke).
- If smoke is present, crawl low (the air will be clearer near the floor).
- Before opening any door use the back of your hand to test for heat on the door surface
- If the door is hot do not proceed. If the door is cool, open it cautiously.
- Once outside, move to the designated meeting point until your name has been noted and you are given further directions.

*4.7.2 Fire Prevention*

- The first step in fire safety is prevention:
- Ensure to keep passageways and exits free
- Ensure to regularly remove waste paper, packaging, old rags and other fire hazards.
- Ensure to turn off computers and/or monitors each night where required.
- Ensure that any cracked, frayed or broken electrical cord or plug is replaced immediately.
- Ensure that there is plenty of air circulation space around heat producing equipment (e.g. photocopiers and computers).
- Ensure you do not overload power outlets or extension boards.
- Ensure if an appliance or equipment smells or gives off smoke, turn it off, unplug it, label it and do not use it again until a qualified technician has checked it.

*4.7.3 Campfires*

*To prevent risk of bushfire while camping, take note of fire restrictions in the area, light fires only in fireplaces/fire pits provided, never leave a fire unattended, and be careful to fully extinguish the fire when finished.*

*4.7.4 Total fire ban days*

*Days that are deemed to pose a high risk of fire may be declared Total Fire Ban days. On these days, there is a total ban on lighting fires in the open. These bans will be announced in the local media, usually on the radio and in the local press.*

*4.7.5 Roadside fires*

*When driving in the Northern Territory, it is not uncommon to see fires burning on the roadside or in nearby bushland. These fires are usually 'prescribed', controlled burns, which are conducted by the emergency services to control the spread of wildfire. These fires should not be cause for alarm. If you are driving while these fires are burning, and there is a lot of smoke:*

- *Turn on your headlights*
- *Slow down and be aware that there could be people, vehicles, large trucks and livestock on the road.*
- *Follow directions of police and firefighters if present.*
- *If you cannot see clearly, pull over to the side of the road, stop your vehicle, and wait until the smoke clears.*
- *Emergencies*
- *In an emergency, dial 000 to contact fire, police or ambulance services.*

## 4.8 Hazardous Substances

Exposure to chemicals commonly used in workplaces can lead to a variety of short- and long-term health effects such as poisoning, skin rashes and disorders of the lung, kidney, and liver.

Manufacturers and importers of hazardous substances are legally obliged to include warning labels and Safety Data Sheets with their products. This information offers advice on safe handling practices.

*4.8.1 Common hazardous substances*

Some of Tiwi Island Regional Council (TIRC) maintenance work and horticultural services may require the use of hazardous substances. The degree of hazard depends on the concentration of the chemical.

Common hazardous substances in the workplace include:

- acids
- caustic substances
- disinfectants
- glues
- paint
- pesticides
- petroleum products
- solvents.

*4.8.2 Possible side effects of exposure to hazardous substances*

Health effects depend on the type of hazardous substance and the level of exposure (concentration and duration). A hazardous substance can be inhaled, splashed onto the skin or eyes, or swallowed. Some of the possible health effects can include:

- poisoning
- nausea and vomiting
- headache
- skin rashes, such as dermatitis
- chemical burns
- birth defects
- disorders of the lung, kidney or liver
- nervous system disorders.

*4.8.3 Labels and Safety Data Sheets for hazardous substances*

Manufacturers and importers of hazardous substances in Australia are required by law to provide warning labels and Safety Data Sheets with their products.

TIRC will ensure that the Safety Data Sheets for each hazardous substance used in the workplace is available to employees, and that a central register of hazardous substances is established.

In accordance with the Globally Harmonised System of Classification and Labelling of Chemicals (GHS) or other methods set out in the Occupational Health and Safety Regulations, warning labels on hazardous substances should feature:

- hazard pictograms
- signal words (such as danger and warning)
- hazard statements (such as fatal if swallowed)

- precautionary statements (such as wear protective gloves).

The GHS classifies and communicates chemical hazards using internationally consistent hazard pictograms, terms and information displayed on chemical labels and Safety Data Sheets.

The Safety Data Sheet lists important information on handling the product safely, including:

- potential health effects
- precautions for use
- safe storage suggestions
- emergency first aid instructions
- contact numbers for further information.

*4.8.4 Reducing exposure to hazardous substances*

Suggestions on reducing exposure to hazardous substances in the workplace include:

- where possible, perform the task without using hazardous substances
- where possible, substitute hazardous substances with less hazardous alternatives (for example, use a detergent in place of a chlorinated solvent for cleaning)
- isolate hazardous substances in separate storage areas
- purge or ventilate storage areas separately from the rest of the workplace
- thoroughly train employees in handling and safety procedures
- provide personal protection equipment such as respirators, gloves and goggles
- regularly monitor the workplace with appropriate equipment to track the degree of hazardous substance in the air or environment
- regularly consult with employees to maintain and improve existing safety and handling practices.

*4.8.5 Hazardous substances – written records*

Under the Occupational Health and Safety Regulations, certain records have to be maintained if hazardous substances are used in the workplace, including:

- details of risk assessments
- results of air and environment tests, if required
- details of health monitoring of employees, if required
- records of each employee who works with a scheduled carcinogenic substance at the workplace.

*4.8.6 Medical help for exposure to hazardous substances*

If you suspect you have been exposed to hazardous substances:

- In an emergency dial triple zero (000) for an ambulance.
- Otherwise, see your doctor immediately for treatment, information and referral.
- Notify your supervisor.

- Try not to handle the hazardous substance again.

## 4.9 Inappropriate Behaviour

Tiwi Island Regional Council will not tolerate inappropriate behaviour in the workplace.

Examples of inappropriate behaviour, whether intentional or unintentional, ***create a risk to health and safety,*** and include but are not limited to:

- abusive, insulting, or offensive language or comments
- aggressive and intimidating conduct
- belittling or humiliating comments
- victimisation
- practical jokes or initiation
- unjustified criticism or complaints
- deliberately excluding someone from work-related activities
- withholding information that is vital for effective work performance.
- setting unreasonable timelines or constantly changing deadlines
- setting tasks that are unreasonably below or beyond a person's skill level.
- denying access to information, supervision, consultation, or resources to the detriment of the worker
- spreading misinformation or malicious rumours, and
- changing work arrangements such as rosters and leave to deliberately inconvenience a particular worker or workers.

**Any inappropriate behaviour should be reported immediately to Management.**

Any behaviour involving violence, physical assault or the threat of physical assault will be reported to the police.

## 4.10 Ladders

Falls from ladders have resulted in a significant number of serious and fatal injuries, even when working at relatively low heights. While ladders are often considered to be the first option when working at heights, they should only be considered after safer alternatives such as the use of an elevating work platforms (EWPs) has been considered and found to be not reasonably practicable.

*4.10.1 Portable ladders*

Extension or single ladders should only be used as a means of access to or exit from a work area or for short duration light work that can be carried out safely from the ladder.

*4.10.2 Selecting ladders*

Ladders should be selected to suit the work to be carried out. In doing this, you should consider the duration of the work, the physical surroundings of where the work is to be carried out and the prevailing weather conditions.

Depending on the specific task and how it is carried out, step platforms (see Figure 1) should provide an improved level of fall protection over traditional step or single ladders as they include a small working platform and a partial handrail.

Ladders should have a load rating of at least 120 kg and be manufactured for industrial use. Domestic or 'homemade' ladders should not be selected for industrial use or for use on construction sites.


**Figure 1** A step platform can provide a stable work surface

*4.10.3 Using ladders safely*

Workers must be provided with information and training on how to use ladders safely. You should only use a ladder if you have been trained in how to inspect, set up and use ladders correctly.

*4.10.4 Positioning and setting up ladders*

Before setting up a ladder, it should be inspected for visible damage or faults, for example broken rungs, stiles, and footings. Faulty or damaged ladders must be removed from service.

When setting up a ladder you should check that:

- the ladder is the correct height for the work to avoid over-reaching or stretching.
- locking devices on the ladder are secure, and
- the ladder is not placed so that the weight of the ladder and any person using the ladder is supported by the rungs.

Ladders used at a workplace should be set up on a solid and stable surface, and to prevent the ladder from slipping. Single and extension ladders can be prevented from slipping by:

- ensuring the ladder has non-slip feet
- placing ladders at a slope of 4:1 (the distance between the ladder base and the supporting structure should be about 1 metre for every 4 metres of working ladder height), and
- securing ladders at the top or bottom, or if necessary, at both ends (see Figure 1).

Stepladders should be set up in the fully opened position and may require a second person to ‘foot’ the ladder for added stability.

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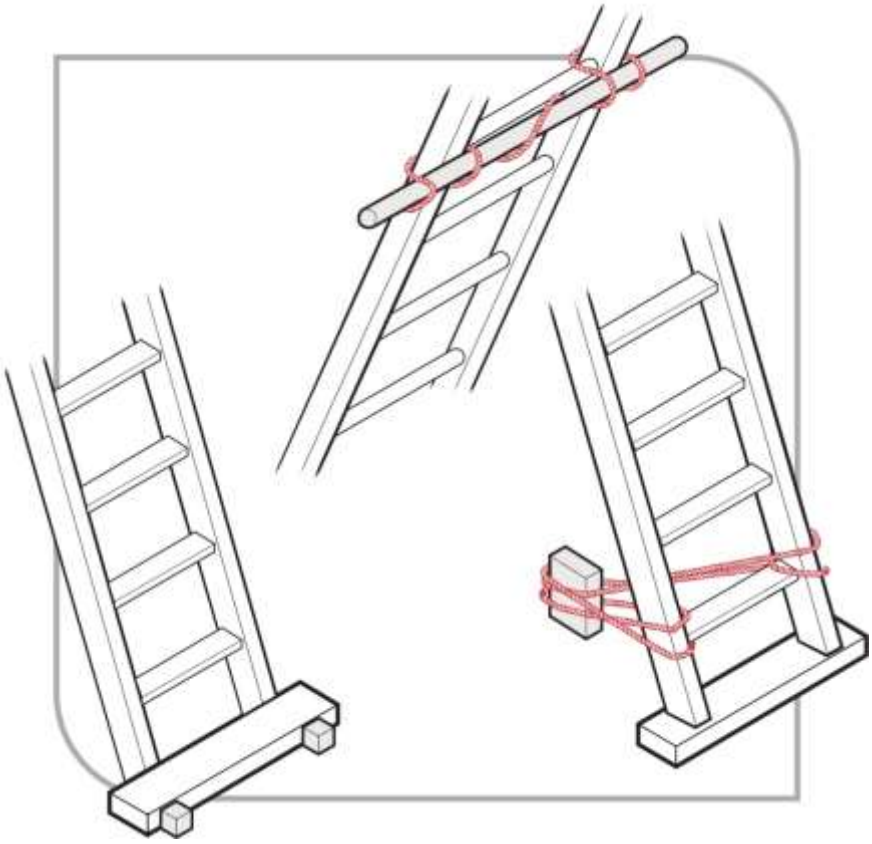

**Figure 1** Examples effectively securing a ladder

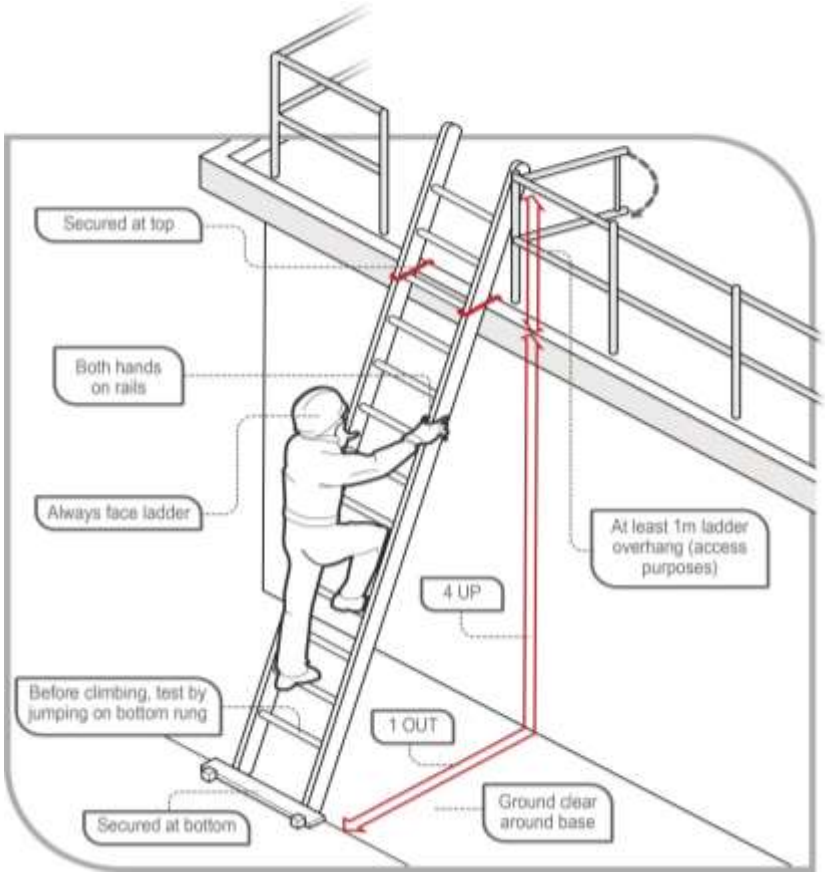


**Figure 2** Example of acceptable ladder use

*4.10.5 Safe use of ladders*

When using a ladder:

- always maintain ‘three points of contact’ as follows:
    - when going up or down a ladder, always have two feet and one hand, or one foot and two hands, on the ladder
    - when working from a ladder, have two feet and one other point of contact with the ladder, such as a hand or thighs leaning against the ladder.
- use a tool belt or side pouch so that materials or tools are not carried in the hands while climbing the ladder
- ensure only light duty work is carried out while on the ladder, where tools can be operated safely with one hand
- make sure that no-one works underneath the ladder
- do not allow anyone else on the ladder at the same time
- do not straddle the ladder, and
- wear slip-resistant footwear.

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When using ladders, it is not safe to:

- use metal or metal reinforced ladders when working on live electrical installations, or
- carry out 'hot' work like arc welding or oxy cutting.

Except where additional fall protection equipment is used in conjunction with the ladder, it is not safe to:

- use a stepladder near the edge of an open floor, penetration or beside a railing
- over-reach—the centre of the torso should be within the ladder stiles throughout the work
- use power or hand tools requiring two hands to operate, for example concrete cutting saws and circular saws
- use tools that require a high degree of leverage force which, if released, may cause the user to over-balance or fall from the ladder, for example stillsons or pinch bars
- face away from the ladder when going up or down, or when working from it
- stand on a rung closer than 900 mm to the top of a single or extension ladder, or
- stand higher than the second tread below the top plate of a stepladder with the exception of three-rung stepladders, unless working through an overhead opening of the building or structure that provides appropriate additional support above the ladder.

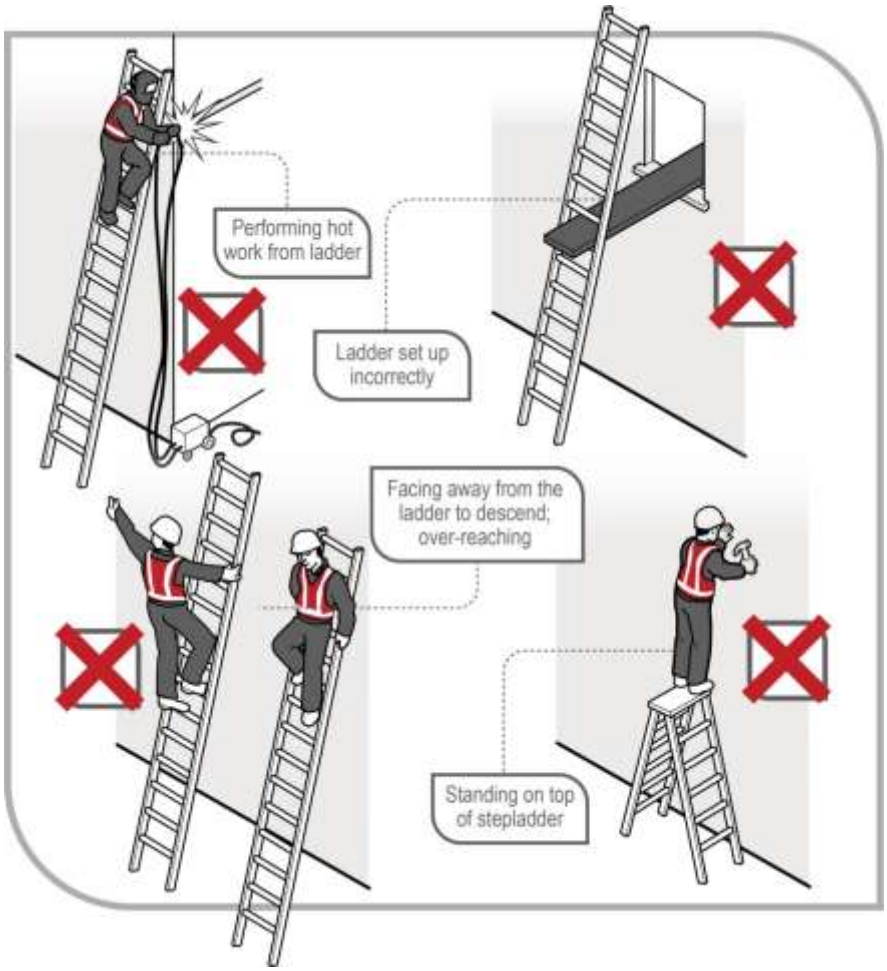


**Figure 4** Examples of unsafe ladder use

Ladder use in the following situations should only be carried out with additional safety precautions in place:

- in access areas or doorways—if necessary, erect a barrier or lock the door shut
- next to powerlines, unless the worker is trained and authorised and the correct ladder for the work is being used
- in very wet or windy conditions, and
- next to traffic areas, unless the working area is barricaded.

Where single or extension ladders are used for entry and exit, you should check that:

- there is a firm, stable work platform, free from obstructions, to step onto from the ladder
- the ladder is securely fixed
- the ladder extends at least 1 metre above the stepping-off point on the working platform, and
- fall protection is provided at the stepping-off point where people access the working platform.

The ladder manufacturer's recommendations on safe use should also be followed.

## 4.11 Manual Handling

Tasks involving manual handling has a musculoskeletal disorder risk such as the standing up of frames. The following training information has been developed as a control measure to control the risk to a low level.

### *4.11.1 What is a musculoskeletal disorder (MSD)?*

The term 'MSD' refers to an injury to, or a disease of, the musculoskeletal system, whether occurring suddenly or over time. It does not include an injury caused by crushing, entrapment or cutting resulting from the mechanical operation of plant.

An MSD may include:

- sprains and strains of muscles, ligaments, and tendons
- back injuries, including damage to the muscles, tendons, ligaments, spinal discs, nerves, joints, and bones.
- joint and bone injuries or degeneration, including injuries to the shoulder, elbow, wrist, hip, knee, ankle, hands, and feet.
- nerve injuries or compression, for example carpal tunnel syndrome
- muscular and vascular disorders as a result of hand–arm vibration
- soft tissue injuries including hernias, and
- chronic pain.

An MSD can occur in two ways:

- gradual wear and tear to joints, ligaments, muscles, and inter-vertebral discs caused by repeated or continuous use of the same body parts, including static body positions, or
- sudden damage caused by strenuous activity, or unexpected movements such as when loads being handled move or change position suddenly.

Injuries can also occur due to a combination of the above mechanisms.

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*4.11.2 What is a hazardous manual task?*

A hazardous manual task is a task requiring a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving one or more of the following:

- repetitive or sustained force
- high or sudden force
- repetitive movement
- sustained or awkward posture, or
- exposure to vibration.

These hazards directly stress the body and can lead to an injury.

*4.11.3 The following manual handling techniques should be used.*

Proper Lifting Technique

- **Keep a wide base of support.** Your feet should be shoulder-width apart, with one foot slightly ahead of the other (karate stance).
- **Squat** down, bending at the hips and knees only. If needed, put one knee to the floor and your other knee in front of you, bent at a right angle (half kneeling).
- **Keep good posture.** Look straight ahead, and keep your back straight, your chest out, and your shoulders back. This helps keep your upper back straight while having a slight arch in your lower back.
- **Slowly lift** by straightening your hips and knees (not your back). Keep your back straight, and do not twist as you lift.
- **Hold** the load as close to your body as possible, at the level of your belly button.
- **Use your feet** to change direction, taking small steps.
- **Lead with your hips** as you change direction. Keep your shoulders in line with your hips as you move.
- **Set down** your load carefully, squatting with the knees and hips only.

Keep in mind:

- Do not attempt to lift by bending forward. Bend your hips and knees to squat down to your load, keep it close to your body, and straighten your legs to lift.
- Never lift a heavy object above shoulder level.
- Avoid turning or twisting your body while lifting or holding a heavy object.

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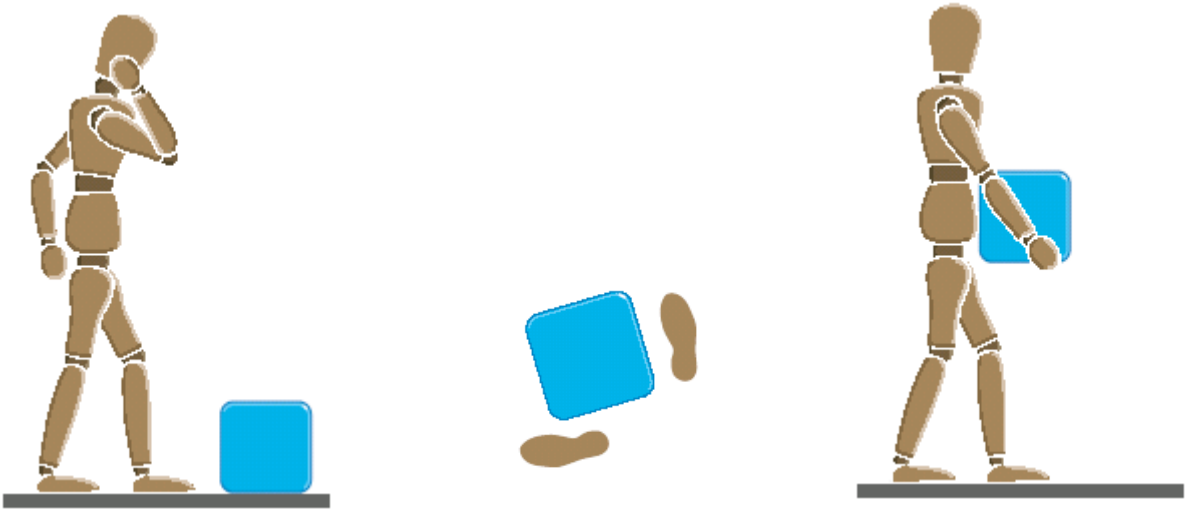

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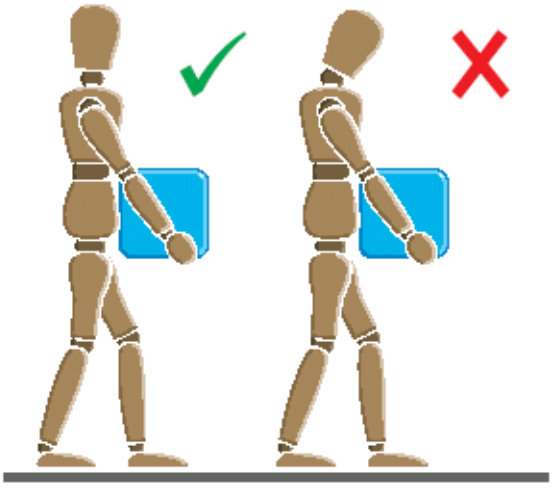
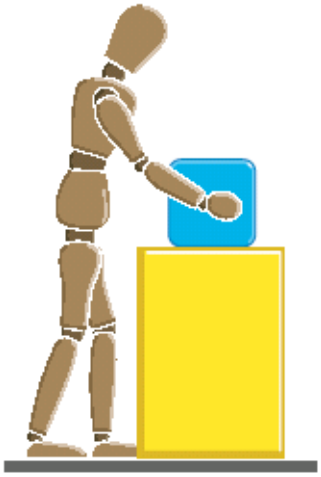
***Adopt a stable position with feet apart and one leg slightly forward to maintain balance***





***Keep the head up when handling - Put down, then adjust***

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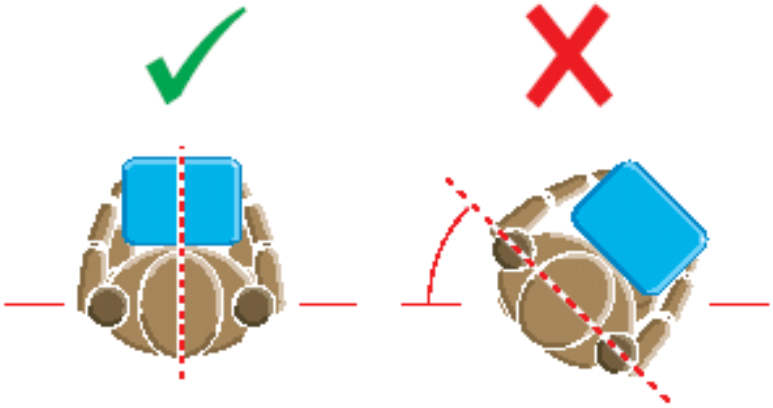

*4.11.4 Team handling*

'Team handling' is manual handling of a load by two or more workers. Team handling brings its own risks and requires coordination to ensure an increased risk of an MSD in circumstances such as when:

- the load is not shared equally.
- workers do not exert force simultaneously.
- workers need to make foot or hand adjustments to accommodate other team members, reducing the force each can exert.
- performed on steps or a slope where most of the weight will be borne by handlers at the lower end, or
- individual workers unexpectedly lose their grip, increasing or changing the balance of the load on other team members.

When using team handling methods to lift frames it is important to match workers, and to coordinate and carefully plan the lift. You should ensure:

- the number of workers in the team is in proportion to the weight of the load and the difficulty of the lift.
- one person is appointed to plan and take charge of the operation.
- enough space is available for the handlers to manoeuvre as a group.
- team members are matched by height and capability.
- team members know their responsibilities during the lift.
- training in team lifting has been provided and the lift rehearsed, including what to do if something goes wrong.

## 4.12 Office Safety

*4.12.1 Alarm System*
TIRC buildings are fitted with an electronic alarm. All staff are responsible in monitoring the alarm.

If the premise is fully alarmed, ensure to 'turn on' the alarm when the premises are vacated. This is done by inserting your code/pin number and pressing the **on button** and the system is activated. To 'turn it off' you put in your code/pin and press the **off button** and the system is turned off.

*4.12.2 Working Alone after hours*
If you are in the office alone make sure building is locked or if you are in a multi user premise ensure your area is locked to prevent intruders. If it is necessary to work after hours, notify another staff member.

For safety reasons, TIRC strongly discourages contact with clients outside the office hours and will not take any responsibility unless prior approval from CEO or Executive Director is given.

*4.12.3 Violent Client*
For safety reasons, where a client is known to have a history of physical or verbal violence it is recommended that an additional staff member be present. A risk management plan needs to be discussed with supervisor prior to meeting with client.

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## 4.13 Ride on Mower

**DO NOT** use this machine unless you have been instructed in its safe use and operation and have been given permission.

*4.13.1 Personal Protective Equipment*


*4.13.2 Pre - Operational Safety Checks*

- Locate and ensure you are familiar with all machine operations and controls.
- Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- Ensure that seat belt, if fitted, is in sound condition.
- Ensure cutting blades are sharp, secure and in good condition.
- Ensure any pneumatic and hydraulic mechanisms are in sound condition.
- Ensure all electrical switches (including dead mans switch if fitted) are functioning.

*4.13.3 Pre – Mowing inspections*

- Inspect the area to be mowed prior to mowing, looking for objects within the grass.
- If the grass is excessively long cut the grass initially with the mowing blade at the maximum height, then inspect the area for hidden objects prior to cutting at the desired height.
- In some cases, consideration should be given to the use of a whipper snipper prior to using a mower.

*4.13.4. Identify any persons in the path of the mower chute*

- Ask people to leave the area.
- Plan mowing pattern to ensure the mower chute always faces away from other workers, people, or vehicles whilst cutting.

*4.13.5 Operational Safety*

- Be sure the transmission is out of gear and the mower blade clutch disengaged before starting.
- Keep clear of moving machine parts.
- Drive at speed slow enough to keep control over unexpected hazards.
- Travel up/down slopes rather than across, taking extra care when ascending or descending steep slopes.
- Take care when refuelling to avoid spilling fuel onto hot motor or exhaust
- Before making adjustments, bring the machine to a complete standstill and isolate.

*4.13. 6 Ending Operations*

- Park on even ground.
- Stop the ride on mower and shift the gear selector to park position.
- Raise and secure the cutting blades.
- Lock the parking brake.
- Stop the engine and remove the keys.

*4.13.7 Cleaning Up*

- Remove any foreign material from in and around engine and catcher parts.
- Keep the work area or implement shed in a safe, clean and tidy condition.

*4.13.8 Potential Hazards and Injuries*

- Rapidly rotating cutting blades.
- Noise.
- Eye injuries.
- Ejected material and flying debris.

*4.13.9 Do not*

- ✘ Do not use faulty equipment. Report suspect machinery immediately.
- ✘ Never carry passengers.

## 4.14 Remote Travel & Isolated Work

Tiwi Island Regional Council manages risks associated with remote travel and isolated work by ensuring.

- Only occurs in day light hours.
- Driving must be no longer than a maximum of 2 hours before taking a break.
- Minimum of 2 people in a vehicle
- Any travel of more than 100 km must be approved.
- Mobile phone must be carried on all remote travel.
- Workers advise their supervisor when they reach their destination.
- Workers advise their supervisor when they depart from a remote location.
- High risk work activities such as working at heights must be performed by at least 2 workers.
- Vehicle must have a fully equipped first aid kit.
- Ample fresh water is always carried.
- Workers have first aid training.

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### 4.15 Safe Driving

TIRC values safe driving and expects all employees and volunteers to concentrate on driving and respect the road rules.

- Ensure your driver's license is current and allow to drive for the type and class of vehicle.
- A check of the vehicle and any towed appliances such as a trailer for roadworthiness shall be made prior to departure and then a daily check is to be carried out for: tires, water level, oil level, fuel and battery condition.
- Find out about the road conditions
- Zero blood alcohol level / drugs before the departure and during the trip
- Do not use a hand-held mobile phone while driving
- Keep a safe gap ahead with other vehicles
- Keep left
- Indicate early
- Respect all the traffic rules
- Plan ahead and plan your overtaking
- Drive smoothly
- Extra cautious on wet surfaces
- Extra cautious on night driving and ensure not to take a vehicle without a bull bar in the open road

### 4.16 Smoking

Smoking is banned other than in designated areas. Smoking is prohibited in the presence of clients, especially children. Any breaches of the smoke-free workplace policy are to be reported to Management.

### 4.17 Sun Safety

The Global Solar Ultra Violet Index (UVI) describes the level of solar UV radiation at the Earth's surface. The values of the index range from zero upward – the higher the index value, the greater the potential for damage to the skin and eye, and the less time it takes for harm to occur.

Sunburn is caused by UV radiation which cannot be felt. The heating effect is caused by the sun's infrared radiation and not by UV radiation.

**UV Radiation exposure categories**

| Exposure Category | UVI Range |
|---|---|
| **Low** | **2 or less** |
| **Moderate** | **3 to 5** |
| **High** | **6 to 7** |
| **Very High** | **8 to 10** |
| **Extreme** | **11+** |

*4.17.1 The Basic Sun Protection Practices:*

- Limit exposure during midday hours.
- Seek shade.
- Wear protective clothing.
- Wear a broad-brimmed hat to protect the eyes, face and neck.
- Protect the eyes with wrap-around design sunglasses or sunglasses with side panels.
- Use and reapply broad-spectrum sunscreen of sun protection factor (SPF)15+ liberally
- Sunscreens should not be used to increase sun exposure time but to increase protection during unavoidable exposure. The protection they afford depends critically on their correct application.
- Avoid tanning beds.

## 4.18 Snake

If a snake is seen;

- Assume all snakes to be venomous
- Immediately inform any nearby people to stay uphill (if applicable) and well away from the snake
- Sighting the snake from a safe distance.
- Do not attempt to catch the snake
- Inform the relevant authority if a snake is found in a built-up area.
- If a snake bites someone, make the victim stay as still as possible, particularly in the area of the bite, and call 000 immediately for medical help.
- Beware of snakes swimming in the water.

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## 4.19 Whipper Snipping

**DO NOT** use this machine unless you have been instructed in its safe use and operation and have been given permission.

*4.19. 1Personal Protective Equipment*


*4.19.2 Training and instruction*

- Manual handling
- Correct use of PPE
- Hearing protection
- UV protection
- Manufacturers operating instructions

*4.19.3 Operational Safety Checks*

- Make sure equipment is free of any signs of wear or damage.
- Check guards ensuring they are in working order.
- Operator to inspect work area to ensure that work surface is even and stable to prevent slips, trips and falls.
- Wear the appropriate PPE.
- Fuel whipper snipper away from any possible sources of ignition.
- Always turn off whipper snipper before replacing line.
- Adjust harness and handle length so able to maintain an upright posture with elbows slightly bent.

*4.19.4 During procedure*

- Keep hands, feet, and loose clothing away from all moving parts.
- Do not overreach and ensure proper footing and balance.
- Avoid using above knee level
- Never leave whipper snipper running unattended.
- Ensure moving parts have come to a complete stop before performing any maintenance or cleaning.
- Make sure motor is stopped and allowed to cool before refuelling.
- Refuel only in a well-ventilated area away from possible ignition sources

.

*4.19.5 Cleaning Up*

- Remove any foreign material from in and around engine and catcher parts.
- Keep the work area or implement shed in a safe, clean and tidy condition.

*4.19.6 Post procedure*

- Ensure moving arts have completely stopped before storing.
- Ensure equipment is returned to storage area after use

*4.19.7 Precautions*

- PPE must be worn at all times
- Always operate with 2 hands
- Avoid operating above knee level
- Ensure muffler exhaust is away from the body
- Use a shoulder strap to reduced strain with prolonged use
- Follow safe use instructions at all time

### 4.20 Working near water

- Always read the signs near waterways for potential hazards
- Check for crocodiles, jellyfish or any other dangerous animals
- Check whether water is contaminated
- Check for potential risks or hazards entering the water including rocks and stumps near the shoreline
- Know your own swimming abilities.
- No alcohol consumption

## 5.0 Risk Management Process

WHS risk management is a systematic process of hazard identification, risk assessment, and risk control with the aim of providing healthy and safe conditions for managers, supervisors, workers, visitors, and contractors at TIRC.

As required by the WHS Act, TIRC has adopted a risk management approach to underpin its WHS Management System. This approach involves all managers, supervisors, and workers in identifying hazards, assessing, and prioritising risks, implementing control measures, and reviewing how effective the control measures are.

All workers are responsible for assisting in managing the particular risks associated with their specific work environment. Risk management strategies used by TIRC include:

- regular hazard inspections of the TIRC environment

- a comprehensive risk register detailing all WHS risks associated with the operation and activities of the TIRC
- documented WHS policies and procedures
- risk assessments of newly purchased equipment
- risk assessments for any change to work processes
- hazard, injury, incident reporting procedures
- incident investigations (at the direction of the CEO)
- Safe work procedures for specific TIRC activities including:
    - Asbestos awareness
    - Chainsaw safety
    - Confined spaces
    - Hazardous substances
    - Manual handling
    - Ride on mower
    - Test and tag of electrical equipment
    - Use of ladders
    - Whipper snipping

*5.1 Definitions:*

- **WHS Hazard**: Anything which has the potential to cause injury or illness.
- **WHS Risk**: A WHS risk is the chance of someone becoming injured or ill as a result of a workplace hazard. This significance of the risk is determined by considering the likelihood of it happening and the consequences if it does happen.
- **WHS Risk Control**: WHS risk control is action taken to eliminate or reduce the likelihood that exposure to a hazard will result in injury or illness to people or damage to property and the environment.

*5.2 The Risk Management Process*

WHS risk management should be undertaken for all activities where there is the potential for harm including:

- before activities commence.
- before the introduction of new equipment, procedures or processes.
- when equipment, procedures or processes are modified.

**STEP 1: IDENTIFY THE HAZARD**

A hazard is a source or potential source of injury, ill health, or disease. Hazard identification is the process of identifying all situations and events that could cause injury or illness by examining a work area/task for the purpose of identifying all threats which are ‘inherent in the job’. Tasks can include, but may not be limited to using tools, hazardous chemicals, dealing with people, lifting/moving items, and mustering.

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**STEP 2: ASSESS THE RISK**

Assessing the risk from a hazard determines its significance. Firstly, consider the consequences should something happen; will it cause a serious injury, illness or death or a minor injury. Secondly, consider how likely is this to occur—very likely, not likely at all or somewhere in between? Some of the things to think about include:

- how often is the task undertaken.
- how frequently are people near the hazard.
- how many people are near the hazard at a particular time.
- has an incident happened before.
- have there been any 'near misses'.

Use the risk matrix table to determine how significant the risk is. Where a manager, worker, contractor, or visitor to the workplace identifies a hazard, TIRC requires that it is eliminated or reduced in consultation with the relevant stakeholders.

- Step 1: identify the Consequences—or how severely could it hurt someone
- Step 2: identify the Likelihood—or how likely is it for an injury to occur
- Step 3 & 4: identify the Risk Priority Score—to prioritise your actions
- Step 5: apply the hierarchy of hazard control
- Step 6: identify who, how and when the effectiveness of controls will be checked and reviewed.

**STEP 4: CONTROL THE HAZARDS**

Control the hazards—the aim is to implement the most reliable controls to create a safe workplace rather than simply relying on people to behave safely, following processes, or using protective equipment. In many cases, a combination of several control strategies may be the best solution.

*Hierarchy of control strategies (in order of preference):*

- eliminate the hazard; remove the equipment from use, dispose of unwanted chemicals.
- substitute; use a non-hazardous chemical, use a different machine that can do the same task
- isolation; contain noisy machinery within a booth.
- engineering controls; design equipment differently, providing lifting devices to minimise manual handling
- administrative processes; task variation, job rotation, training
- personal protective equipment; gloves, hearing protection, eye protection

**STEP 5: REVIEW THE PROCESS**

Continuously review to monitor and improve control measures and find safer ways of doing things.

*5.3 Documentation for Risk Assessment*

The documentation required for a WHS risk assessment will depend on the operation or activity being assessed. The appropriate WHS Risk Assessment Form must be used when undertaking a risk assessment of the various activities of the TIRC. The WHS Risk Assessment Proforma and procedure for conducting an assessment is at Attachment 11.

*5.4 The WHS Risk Register*

The risk assessment data collected from identifying, assessing, and controlling risks should be documented on a centralised risk register for TIRC and SWMS. The risk register holds a list of TIRC key risks that need to be monitored and managed. The risk register is to be managed by the CEO who should be notified if new hazards are identified, and controls implemented so that the risk register can be amended.

The CEO is responsible for overseeing the Risk Register, and for ensuring that effective control measures are implemented and that risks are monitored and reviewed on a regular basis.

*5.5 Workplace Hazard Inspections*

TIRC is required by WHS legislation to be proactive in identifying hazards in the workplace which may affect the health and safety of its workers and eliminating or minimising the risks arising from those hazards.

In order to ensure a safe and healthy workplace, General Managers, and/or nominated supervisors accompanied by relevant staff (or a Health and Safety Representatives (HSRs)) should undertake WHS hazard inspections of the workplace regularly and at any other times as required. The hazard inspection should be undertaken by following the principles of WHS risk management and using the attached information and checklists (Attachments 12 and 13).

If any hazards are identified through the hazard inspection process, controls must be implemented to ensure that the risk to health and safety is eliminated or minimised.

In addition to these regular inspections, all supervisors should also conduct weekly hazard inspections of their work sites in conjunction with relevant staff or HSRs. Any hazards noted during these inspections should immediately be reported to the responsible General Manager and appropriate remedial action taken.

All hazard inspection documentation should be filed by the responsible General Manager.

Prior to purchasing any goods or services for the workplace, they should be assessed to determine if there are any associated health and safety hazards. This includes the purchase

of equipment such as machinery, tools, furniture, chemicals, as well as contracted services such as maintenance.

## 6.0 Injury and Incident Reporting

Please refer to TIRC Incident reporting policy

## 7.0 Other related policies and procedures

| **Documents related to this policy** | |
|---|---|
| Related policies | TIRC Internal Dispute Resolution Policy<br>TIRC Risk Management Policy<br>TIRC Privacy Policy<br>TIRC Accident / Incident Policy |
| Forms or other organisational documents | TIRC WHS Managements Plan<br>TIRC Employee Induction<br>TIRC Accident / Incident Register<br>TIRC Site Inspection Report<br>TIRC Safe Work Methods |
| Relevant Legislations | Local Government Act 2019<br>Fair Work Act 2009<br>Workplace Safety Act 2011 |