

HIGHLAND PINE PRODUCTS OBERON NSW



CONTRACTORS SAFETY INDUCTION

“Safely Home Every Day”

Induction Objectives

- To emphasise Highland Pine Products' Environment, Health, Safety and Risk (EHSR) Policies and Standards
- To help you understand your EHSR responsibilities when performing work on a Highland Pine Products site
- To provide you with important information about EHSR hazards and risks you may encounter during your time at Highland Pine Products, so that you can perform your work in a manner that does not harm you or others
- To alert you to the potential environmental impacts your activities can have and how best to mitigate or manage these impacts while on a Highland Pine Products site.

Our VISION

“Safely Home Every Day”

Our Value Statement

“A culture where safety is part of everything we do”

Business Policies

1. Health and Safety

- *Highland Pine Products recognises its responsibilities in relation to the health and safety of its employees, contractors and visitors and the need to strive towards the elimination of work related injuries and illness.*

2. Rehabilitation Policy

- *Highland Pine Products recognises its responsibilities in relation to the health and safety. However, there may still be times when employees suffer from injuries or illness which could be caused by, or could impact on their work.*

3. Environment Policy

- *Highland Pine Products recognises its responsibilities in relation to the management of our business in an environmentally responsible manner, to care for the environment in which we live and work, and to sustain its quality for the benefit of future generations.*

4. Quality Policy

- *Highland Pine Products is committed to the full satisfaction of our customers and the improvement of the business operation's through the process of continuous improvement in everything we do.*

5. Asset Protection Policy

- *Highland Pine Products recognises its responsibilities in relation to achieving continuity of its business operations, minimising insurance costs and profit line erosion while also minimising any adverse impacts to its valued staff, customers, suppliers and the community in general.*

Our Obligation To You

Highland Pine Products is governed by legislation, workers compensation and other National and State regulations, and as such, we are required to adhere to the following principles, often referred to as “Duty of Care”:

- To ensure the health, safety and wellbeing of employees, contractors and visitors.
- To promote improvements in the workplace which protect the physical and mental needs of people.
- To provide a framework in which to improve Work Health and Safety (WHS).

While at work, workers must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.

They must also:

- Comply, so far as they are reasonably able, with any reasonable instruction given by Highland Pine Products to allow Highland Pine Products to comply with WHS laws, and,
- Cooperate with any reasonable policy or procedure of Highland Pine Products relating to health or safety at the workplace that has been notified to workers.

Site and Contact Person

As a Contractor to Highland Pine Products (HPP) you must always:

- Successfully complete this HPP Contractor Induction, then complete a refresher every 12 months.
- An Induction card will be issued on completion and must be shown to Gatehouse #3 on arrival.
- On arrival report to Gatehouse #3 before entering the HPP site.
- Frequent contractors will sign in before proceeding to your area of work ensuring that all HPP contractor safety requirements are complied with as per this induction. Security staff have a list of frequent contractors.
- Infrequent contractors are required to sign in at Gatehouse #3 and then make contact with your designated contact before being allowed to proceed to meet your contact at a regular or designated location.
- All other less frequent contractors or visitors will be met by their contact prior to entry and **MUST** be fully accompanied whilst on site.

Licences/Certification

- Everyone that works on our site is required to be qualified, and licenced or certified as required by legislation.
- Copies of your licence/certification will need to be provided for our records before the commencement of work, and must be carried with you at all times.
- You may be required to produce a valid licence/certificate for any process you undertake whilst on site.

Emergency Management

- Should a potential emergency or evacuation event occur for reasons including fire, gas leaks or chemical spills, stop what you are doing and be prepared to evacuate if required.
- HPP's Emergency / Warning Alarm system is identified by: an intermittent siren **“warble”** sound for standby followed by a **“whoop, whoop”** sound for evacuation.
- In event of evacuation, take the safest route to the Evacuation Assembly Area. It is essential that you follow the evacuation procedure.
- Ask your HPP contact to review the evacuation procedure with you, and to identify the closest Assembly Area location.
- Designated First Aid Officers are on site at all times. First Aid officers can be identified by their **Yellow** Hardhat.
- If you require first aid assistance notify your HPP Contact or Delegate.
- Security Officers are on-site 24/7. Each Security Officer is First Aid qualified.
- Security can be contacted on extension 63366845 or on the 2 way Radio Channel no 10.



Incident Notification

- All incidents, injuries, near misses, hazardous conditions and hazardous behaviours **MUST** be reported immediately, regardless of severity
- Every attempt must be made to report an injury prior to the end of shift and/or leaving the site

WHY?

- To provide **MEDICAL ATTENTION** if necessary
- So that **ALL** incidents, injuries, near misses, hazardous conditions and hazardous behaviours can be **INVESTIGATED** to ensure we can take appropriate actions to prevent a recurrence.

Environmental Objectives

- At Highland Pine Products we value the natural environment and acknowledge the benefits that responsible environmental management delivers for our employees, customers, suppliers, and broader community.
- Everyone working on behalf of Highland Pine Products has a responsibility to conduct themselves and their activities in accordance with our Environmental Policy.
- EPA regulations apply to Visitor and Contractor activities on the site.
- Heavy penalties can be imposed on individuals and companies that breach EPA operating conditions.
- Each Highland Pine Products site operates under an Environmental Protection Authority Licence, that requires the site to minimise the risk of accidental release of liquids and substances to the air, soil and water.
- Any spill of liquid or substance **MUST** be reported immediately.
- If you have **ANY** concerns about the impacts of any activities that you need to undertake on site speak to your Contact Person/Delegate.

Personal Protective Equipment

Minimum Requirements

- High visibility work wear to AS/NZS4602.1:2011 Class D/N
 - Safety vest acceptable
- Steel cap safety boots
 - Lace up preferable
- Clear safety glasses
 - Dark safety glasses are not to be used indoors
- HPP is a compulsory Hard Hat Site
 - Areas where hard hats are not required are:
 - **Stores Receivable Area**
 - **Lunch Rooms**
 - **Saw Shop & Workshops**
 - **Enclosed Control Rooms**
 - **Holtec Wrapping Area**
 - **Administrative areas**
 - **Bathroom facilities**
 - **Gate 3 Guardhouse and offices**
- Gloves MUST always be used when handling timber products
- Hearing protection where required.



Housekeeping

- A clean work area free of debris and clutter is critical to maintaining a safe and healthy work environment.
- Effective housekeeping can eliminate some hazards and help to ensure that work is performed safely and properly.
- Housekeeping is not just about cleanliness, it involves a systematic approach which includes:
 - Keeping work areas neat and tidy
 - Maintaining floors free of slip and trip hazards
 - Removing waste materials and other fire hazards from the work area
- Everyone is accountable for housekeeping – it needs to be a continual process and carried out as part of normal job functions.

Traffic Management

- All speed limit requirements and safety signs are sign posted and you must obey all signs.
- Vehicles and pedestrians must always maintain a safe distance apart.
- All vehicles on site must be safe, and where required registered and roadworthy.
- All loads on vehicles on Highland Pine Products property, must be secured and safe.
- Seat belts must be worn at all times.
- When walking on sites, you must stay within the designated walkways and obey all signage.
- Mobile phones must not be used when driving and walking on site.



Traffic Management

- Vehicles must be parked in the designated parking areas and may not be brought on site unless previous permission has been given.
- The site has a 15 km speed limit. 'Speed Limit' Signs are displayed throughout site and must be adhered to.
- Seat belts must be worn at all times.
- All vehicles must be safe, and where required registered and roadworthy.
- All loads on vehicles on Highland Pine Products property, must be secured and safe.
- Mobile phones must not be used when driving and walking on site.
- Pedestrian Crossings must be used to cross roads.
- Vehicles and pedestrians must always maintain a safe distance apart. HPP mobile plant and pedestrian exclusion zones apply on site.
- When walking on sites, you must stay within the designated walkways and obey all signage.



Mobile Plant Interactions

- You may encounter a number of vehicles operating whilst on a HPP site.
- Pedestrians must not approach any mobile plant in operation.
- Pedestrians are to remain in a safe zone until given the all clear by the plant operator.
- Pedestrians **MUST** give way to all mobile plant and maintain a safe distance at all times
 - 3 metre exclusion zone for forklifts up to 7 ton
 - 5 metre exclusion zone for loaders and larger forklifts above 7 ton
- Always use appropriate 2-way radio communication protocols when working with or in the vicinity of mobile plant.



Radio Communication Protocols

- Always identify yourself when speaking on a 2-way radio
- When calling someone, use their name if possible or call to a section
 - E.g. Susan, this is John, over
 - E.g. Log yard loaders, this is James, over
 - E.g. Kilns forklift, this is Dry mill forklift, over
- Always wait for acknowledgement when giving and/or requesting instructions and/or information
- Always wait for acknowledgement prior to proceeding into an area

Safety Absolutes













Highland Pine Products Pty Ltd

'Safely Home Everyday'

Stop unsafe work - Never undertake work unsafely. Everyone has the right to stop work if it is unsafe.
Breach of Safety Non Negotiable Rules is serious misconduct and will always result in Disciplinary action up to and including termination

Life Saving Rules

Non Negotiable Rules

ISOLATION			
<p>ALWAYS identify energy sources then isolate and verify effectiveness before working on plant and equipment.</p>		<p>NEVER remove a guard without confirming isolation is in place or written authority.</p> <p>NEVER enter a locked gated enclosure without verified isolation or written authority.</p> <p>NEVER perform live electrical work without written authority.</p>	  Danger
MOBILE PLANT			
<p>ALWAYS ensure you are competent and/or licensed to operate mobile plant.</p> <p>ALWAYS operate mobile plant in accordance with the manufacturer's requirements and HPP procedures.</p> <p>ALWAYS respect exclusion zones</p>		<p>NEVER use a Front End Loader, Forklift or Bucket as a work platform.</p> <p>NEVER walk into the 3m and 5m exclusion zone around Forklifts and Loaders</p>	
HIGH RISK ACTIVITIES			
<p>ALWAYS perform high risk activities under appropriate authorised permit, completed competencies and a current SOP's.</p> <p>ALWAYS work, walk and stand clear of suspended or supported loads by 5m unless authorised to do so.</p>		<p>NEVER enter a signed confined spaces without approved permit, competency and SOP's.</p> <p>NEVER work within 2m of an unprotected edge where there is a risk of falling 2m without wearing correct fall injury prevention systems.</p>	
DRIVING			
<p>ALWAYS ensure you are appropriately licensed for the vehicle, obey all the road rules and drive to the conditions.</p> <p>ALWAYS check your surrounds and use a spotter where possible when reversing (including mobile plant).</p>		<p>NEVER drive a vehicle on public roads without the appropriate licenses.</p> <p>NEVER use a hand-held mobile phone while driving.</p>	 
SAFETY FIRST			
<p>ALWAYS wear correct PPE for the task.</p> <p>ALWAYS be fit for work eg. Not fatigued.</p> <p>ALWAYS report incidents to your Manager/Supervisor.</p>		<p>NEVER modify, disable or remove a safety device without authorisation.</p> <p>NEVER operate under the influence of alcohol or other drugs.</p>	

Permit System

- Some work undertaken on our sites requires the issue of a specific permit. These are as follows:
 - Hot work permit
 - Working at heights permit
 - Roof Access permit
 - Confined space permit
 - Excavation permit
 - Penetration permit
 - Energised State permit
- Other works that require additional permits and/or licences are as follows:
 - High voltage work
 - Asbestos removal work
- A JSA must be completed prior to the issue of any permit.

Hot Work

- Hot work is any work which may introduce a source of ignition into an area in which flammable or combustible materials may be stored or handled
- A Hot Work Permit is required for activities such as welding, oxy cutting, grinding, etc.
- Hot Work Permits can only be obtained if hot work training has been completed and the person(s) deemed competent.
- Double eye protection must be worn when performing cutting grinding and welding tasks



Working at Heights

- At Highland Pine Products, any work that requires personnel to work at a height greater than 2.0 metres off the ground, requires a Working at Heights Permit.
- Whilst a Permit is not required for work undertaken below 2.0 metres, always consider the risk of a fall from any height.
- Working at Heights Permits can only be obtained if working at heights training has been completed and the person(s) deemed competent.
- A High Risk Work Licence is also required for a boom-type elevated work platform over 11 metres.

Excavation/Penetration

- An Excavation Permit is required for all excavation work deeper than 150mm.
- An excavation is defined as any earthworks, digging, trenching, scraping or drilling through the ground or driving into the ground of any object such as spikes, poles or star pickets. This includes manual means or mechanical equipment.
- A Penetration Permit is required for all penetrations greater than 10mm.
- A penetration is defined as any drilling or cutting through walls, ceilings, roofs or structures where there is the potential for a concealed service, ducting, pipework or other supply to be present. An Excavation Penetration Permit is not required if the penetration is a depth less than 10mm into a wall or structure or it is clearly visible that there is not any concealed service, ducting, pipework or other supply present.

Confined Spaces

- A confined space is an enclosed or partially enclosed space that is not intended or designed primarily for human occupancy, within which there is a risk of one or more of the following:
 - An oxygen concentration outside the safe oxygen range;
 - A concentration of airborne contaminant that may cause impairment, loss of consciousness or asphyxiation;
 - A concentration of flammable airborne contaminant that may cause injury from fire or explosion, or
 - Engulfment in a stored free-flowing solid or a rising level of liquid that may cause suffocation or drowning
- Confined Space Permits can only be obtained if the appropriate Confined Space training has been completed and the person(s) deemed competent.

Hazardous Energy Isolation

- Hazardous energy sources exist in many forms including:
 - **Electrical** (Power supply, static charges, batteries and capacitors);
 - **Kinetic** (Mechanical drives, moving and rotating machinery);
 - **Potential** (Springs and structural strain);
 - **Pressure** (Compressed air, vacuum and hydraulics);
 - **Gravity** (Counterweights, vehicle runaways and elevated material);
 - **Thermal** (Hot or cold surfaces, substances and heat radiation);
 - **Radiation** (Lasers, welding, electro-magnetic fields and microwaves, X-rays);
 - **Hazardous substances** (Corrosive, flammable, explosive and reactive substances);
 - **Noise and vibration** (Transmission of high frequencies through the air and surfaces),
 - **Biomechanical** (Manual handling of product, equipment and tooling)
- Specific procedures and permits are in place to manage this hazard.

Lock Out

- All energy sources which could activate specific plant or equipment must be locked, in line with site specific isolation procedures.
- Locks must be affixed in a manner that will hold the energy isolating devices in a “safe” or “off” position.
- A lock must only be placed on and removed from the isolating device by the person applying the lock.
- Specific site procedures are in place for isolation and lockout of all plant and equipment.
- Failure to adhere to isolation/lockout procedures will result in disciplinary action being taken, which may result in termination.

Electrical Safety

- Electrical work must only be carried out by licenced electricians.
- Electrical equipment must be tagged and tested prior to use on any Highland Pine Products site.
- A portable Residual Current Device (RCD) must be used with all electrical hand tools.
- Entry into electrical switch rooms and transformer yards is strictly prohibited, unless permission has been granted by the site.



Hazardous Substances

- Only hazardous substances that have prior approval from Highland Pine Products are permitted on site.
- A Safety Data Sheet (SDS) detailing the safety requirements for safe use, handling and storage, must accompany the substance.
- Hazardous substances are to be clearly labelled and stored in accordance with the SDS.
- You must ensure that any specific PPE stated in the SDS is worn at all times when handling the substance.
- All incidents and spillages are to be reported IMMEDIATELY.

Chemical, Fuel and Oil Spills

- If a chemical, fuel or oil leakage or spill occurs, you should immediately:
 - Assist persons affected by spill/leakage, if safe to do so
 - Report spill/leakage immediately to the appropriate site representative
 - Carry out instructions contained in the Safety Data Sheet (SDS)
 - Restrict and/or contain spreading of spill/leakage with available equipment – all Highland Pine Products sites are equipped with appropriate spill handling equipment
 - Seek assistance and where necessary, assist with evacuation of personnel to Assembly Area
 - If spill/leakage is beyond capability of site personnel, escalate immediately to the appropriate site contact so that specialist assistance can be organised
 - Complete and Incident Investigation Report

Asbestos Containing Materials (ACM)

- Asbestos is a mineral that was previously widely used in industry, and is now recognised to have serious health effects when inhaled and/or ingested
- Asbestos can still be found on some sites in the form of building materials, gaskets, insulation/lagging – if in doubt, refer to the site's Asbestos Register
- Before undertaking any work where ACM is, or may be present, you must have:
 - Reviewed our Asbestos Register
 - A licence to remove asbestos if applicable
 - Work Permit and/or JSA
- If you suspect asbestos is present in the materials you are working with, STOP immediately and notify your supervisor.

Manual Tasks

- Hazardous manual tasks requires a person to lift, lower, push, pull, carry, move, hold or restrain a person, animal or thing. Hazardous manual tasks involve one or more of the following:
 - Repetitive or sustained force
 - High or sudden force
 - Repetitive movement
 - Sustained or awkward posture
 - Exposure to vibration
- Hazardous manual tasks can contribute to musculoskeletal injuries (MSD), which can be permanent and impact on a person's working ability and quality of life. Musculoskeletal injuries include:
 - Muscle sprains and strains
 - Ligament or tendon rupture
 - Prolapsed intervertebral discs
 - Tendonitis of the shoulder and elbows
 - Carpel tunnel syndrome

Managing MSD Risks

- Managing the risk for manual tasks requires systematically identifying and controlling those risk factors that lead to MSD. The risk management process will help you to identify hazardous manual tasks, understand the nature of the associated risks, and the source of the risk so that you can make informed decisions about what to do to eliminate or control them.
- The stages in the risk management process include:
 - Identify hazardous manual tasks
 - Assess the risks involved with the task, put controls in place to reduce the risk.
 - Eliminate the task or parts of the task that have the potential to cause MSD
 - Monitor and review the effectiveness of the control measures you have implemented.
- The 4 Principles of Manual Handling include:
 - Posture – keep the curves
 - Stance – wide stance/ lunge
 - Leverage – build a bridge
 - Pacing – prepare and compensate

Recognising Manual Handling

Keep the curves



Brace with your abdominals

Breathe out as you lift



Bend at the hips and knees

Lower your centre of gravity

Move close to the object

Bring the object close to you

Move your feet
Widen your stance

Transfer your weight as the load or position moves

Build a bridge/ support your weight

Use levers and counter levers

Warm up and stretch

Take breaks

Hold your breath as you lift or move



Rely on back muscles to do all the work



Arch forward/
backward/
sideways at the waist

Work through pain or discomfort

Twist through the back or knees
Balance on tippy toes
Stretch without warming up first
Do jerky or sudden movements
Reach outside your base of support

Workplace of Respect Policy

- Highland Pine Products is committed to ensuring a safe work environment that is free from harassment, discrimination, victimisation and bullying.
- Highland Pine Products considers all types of harassment, discrimination, victimisation and bullying to be unacceptable forms of behaviour that will not be tolerated under any circumstances. Highland Pine Products believes that all employees, potential employees, contractors and visitors should be treated with dignity and respect.
- Legal action may be taken against an employee, Highland Pine Products and other relevant parties, in relation to harassment, discrimination, victimisation and bullying. Additionally, everyone within the workplace has legal responsibilities to eliminate or reduce risks to health and safety.

Bullying and Harassment Policy

- Highland Pine Products is committed to the appropriate management and prevention of bullying and harassment or other forms of unacceptable behaviour.
- Highland Pine Products insists that persons behave appropriately and do not engage in bullying or harassment or other forms of unacceptable behaviour.
- Highland Pine Products encourages and supports the timely reporting to a manager of such behaviour.
- Highland Pine Products will promptly investigate all reports of such behaviour.

Alcohol and Drugs

- Highland Pine Products site is an ALCOHOL and DRUGS free workplace.
- The Highland Pine Products Drug and Alcohol Free Workplace Policy Statement (the Policy) is designed to keep everyone safe. This Policy applies to all employees, contractors and visitors.
- Contractors may be subject to testing under this Policy when the Contractor is on Site or conducting Company Business. If the Company determines that a Contractor's employee or subcontractor is in violation of the Policy, the Company will notify the Contractor and will forward any test results to the Contractor, as appropriate.
- Anyone caught drinking alcohol or consuming illicit drugs on site will face instant dismissal and will be banned indefinitely from entering HPP site.
- If any person is suspected to be under the influence of drugs and/or alcohol, they will be asked to undergo an Alcohol and Drug test.
- For any major incidents or potential incidents, the person may be asked to undergo an Alcohol and Drug test.
- If prescribed medication is required that may affect work performance, or may pose a risk to you or others, you must inform the Supervisor and/or HPP contact.

Tools and Equipment

- Open blades, such as Stanley knives and box cutters are not permitted on our Highland Pine Products site
 - Knives that do not have the blade open, or are of a retractable type, can be used
 - refer to Approved Use of Knives Procedure
- The use of hand held 9" grinders are not allowed to be used on any Highland Pine Products site.
- When using a hand held grinder:
 - The handle must always be used on the grinder unless otherwise indicated on a JSA or RADAR, stating the reason
 - Double eye protection must always be used when operating a hand held grinder
- All power tools must have a current tag and test date
- All slings and lifting aids must have a current test and compliance tag or plate
- All tools and equipment must be used according to manufacturer's instructions.

Ladders

- One ladder, one person.
- Never climb higher than the third rung from the top of the ladder or stepladder.
- Stepladders should only be used in the fully open position.
- Damaged ladders should be taken out of service until they are repaired by a competent person or destroyed.
- Minimum requirement, the following must be observed:
 - Ladders must be in good working order, and must be comply with AS1892
 - Ladder use must adhere to a 4:1 ratio (for every 4 metres up, the ladder moves 1 metre out at the base)
 - Extension ladders must not exceed 6 metres in length, and are to be tied off at the top, or steadied by another person
 - 3 points of contact must be maintained when ascending or descending a ladder
 - Always face the ladder when ascending or descending
 - Tools must not be carried by hand – they should be carried in a tool bag, or raised/lowered using a rope or other means
 - Non-conductive ladders must be used for electrical work, or near sources of electricity

Smoking

- Smoking is not permitted on any Highland Pine Products site at any time, other than in the designated smoking areas



- Designated smoking areas will be illustrated on arrival at the Site.
- Cigarette butts must be placed in the provided ashtrays. No other rubbish (paper, plastic bottles) is to be disposed of in the allocated ashtrays.

Mobile Phones

- Mobile Phones are not to be used unless you are in a designated safe area and authorised to do so. Designated safe areas include:
 - Lunch Room
 - Safely Parked Vehicle
 - An Office
 - Or other areas as advised
- Mobile phones must not be used when driving and walking on site.



A Final Word

- Thank you for your attention and participation.
- All rules and policies discussed in this induction are to ensure your health, safety and wellbeing whilst working at Highland Pine Products.
- You will now be asked to complete a short assessment, comprising of some short answers and multiple choice questions.
The pass mark is 100%

