

HIGHLAND PINE PRODUCTS OBERON NSW



SITE VISITORS 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 Visitor to Highland Pine Products (HPP) you must always:

- Successfully complete this visitor Induction, then complete a refresher every 12 months.
- On arrival report to Gatehouse #3 before entering the HPP site and sign in. You will be issued with a Visitors Access Card that you are to keep for potential future visits.
- Wear appropriate PPE for the area you are visiting or, be issued with appropriate PPE. Note: Clear safety eyewear is required whilst indoors.
- Have a designated “Contact Person” to meet you at either Gatehouse #3 or at the Staff Car Park #2. Usually this is the same person that you are here to visit.

The Contact Person, or a Delegated Employee, must:

- Escort you at all times for the duration of your stay.
- Be able to address any issues or questions you may have or know where to source this information.
- Accompany/supervise you at all times.

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.



**Emergency
Preparedness**



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.
- 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.
- 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.
- If you have ANY concerns about the impacts of any activities that you need to undertake on site speak to your Contact Person/Delegate.

Site Entry Rules

The HPP site has a set of entry rules that **MUST** be followed by everyone. Please read the following to avoid breach of any of these:

- Failure to follow any Site Entry Rules may result in you being asked to leave the site. Severe repeated breaches may result in you being suspended or banned from this site.
- Cameras or taking photographs is not permitted without permission.
- Children are not permitted on site at any time.
- Alcohol and Other drugs are strictly forbidden. Persons working on or visiting our sites shall not be under the influence of drugs, alcohol or medication which may represent a risk to people, property or the environment.
- **SMOKING** is permitted **ONLY** in the designated areas.
- As a visitor you are required to stay within the designated walkways and maintain 3 points of contact when using steps at all times. Visitors must not leave designated walkways unless accompanied by their host and relevant PPE required for the area is worn.

Site Entry Rules

- If you leave the site for any reason during your visit you must ensure your Contact Person is aware that you are leaving the site and sign out at Gatehouse #3.
- Unauthorised removal of company goods or products is forbidden. Management retain the right to have Site Security or other authorised representatives inspect all vehicles, bags and other receptacles when leaving the site.
- Each time you enter or exit the site, you must do so via the Security Gatehouse 3.
- When leaving the site for the day you must enter the time that you are signing out next to your name in the Visitors Book and keep the Access Card for potential next visit.

Personal Protective Equipment

Minimum Requirements

- High visibility work wear to AS/NZS4602.1:2011 Class D/N
 - Safety vest acceptable
- Enclosed Footwear
 - Steel cap safety boots 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**
- Additional PPE that may be required in designated areas includes:
 - Hearing Protection
 - Steel Cap Boots
 - Gloves (Gloves **MUST** always be used when handling timber products)



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.



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.
- 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 **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
- Pedestrians are to remain in a safe zone until given the all clear by the plant operator.



Safety Absolutes



'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>	
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>	

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 visiting 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%

