

GENERAL LIFE SUPPORT SERVICES HEALTH & SAFETY PLAN

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Document Control Issue, Revision & Review

FIELD SUPPORT SERVICES GROUP is responsible for:

- Completing the Workplace Health and Safety Plan and maintaining an up to date version. A record of revisions that occurs will be kept in the Record of Revision table below.
- When an update or revision is made the System Administrator must be notified to ensure that all required system changes are made.
- A register of Workplace Health and Safety Plan Distribution should be maintained and a process of recall and re-allocation implemented to ensure that all hard copies are current and document control principles are maintained.
- The company Safety Management Plan shall be reviewed at intervals of not less than twelve months.

Date:	Record of revision:	Notes
26 th June 2024	Issue 01 Revision 04	Updated from June 2023

Controlled copies of this Workplace Health and Safety Plan have been issued to the relevant nominated stakeholders.

Objective and Purpose

The purpose of this Workplace Health and Safety Plan is to outline policies and procedures in respect of Workplace Health and Safety at FIELD SUPPORT SERVICES GROUP project sites.

This Plan is designed to provide general and overarching guidance to FIELD SUPPORT SERVICES GROUP staff, to effectively manage the facility and Workplace Health and Safety systematically.

By implementing this Safety Management Plan and embedding its content into its work practices, FIELD SUPPORT SERVICES GROUP and its staff shall meet their minimum obligations under the Occupational Health and Safety Legislation and standards of the United Kingdom. This Plan establishes a minimum standard for the management of Workplace Health and Safety.

The contents of the Plan will be adjusted to meet the expanding requirements in FIELD SUPPORT SERVICES GROUP business to continually ensure appropriate management of Workplace Safety and Health. More specific plans and supporting documentation for particular projects and roles are produced as required.

Emphasis is placed on the fact that FIELD SUPPORT SERVICES GROUP is fully aware of its obligations to provide safe working environments for its workers, contractors, sub-contractors, clients

and the public - to guide them in safe working practices and to comply with the current workplace legislation recognised in the United Kingdom.

Scope

The field of application for this document extends to all FIELD SUPPORT SERVICES GROUP contracted project sites globally.

The Safety Management Plan's objectives are to prevent workplace injuries and work-related illnesses of both its workers, and persons affected by work done by FIELD SUPPORT SERVICES GROUP.

Safety promotion

Safety Promotion is an important tool in creating and maintaining safety awareness. Management accepts its responsibility in:

- Taking an active part in all safety activities.
- Being available to discuss safety matters with individuals and promote safety ideas.
- Attending to public safety as required.

Process control

FIELD SUPPORT SERVICES GROUP Workplace Health and Safety Management System is designed to give effect to its policies and procedures therein, as they apply to their business, namely all elements of 'life support' contracting work.

The wide variety of work undertaken by FIELD SUPPORT SERVICES GROUP may make it necessary to have separate particular policies, processes and procedures for particular service provisions.

Should particular policies, processes and procedures be required, they will be provided as a Site Safety Plan and recorded as a review and given a new version number.

If no changes are required as the operational profile of the business has not changed then the Safety Plan and all associated documents will be reviewed annually.

Definitions

For the purposes of this manual, and when referring to instructions relating to Workplace Health and Safety, the following key definitions will apply where the terms are used:

UK – United Kingdom of Great Britain

Accident - means an unplanned and unexpected occurrence, which has caused an injury to a person or damage to property.

Workplace - means a place whether or not in a building, or other structure, where workers or self-employed persons work or are likely to be in the course of their work.

Competent person - in relation to the doing of anything, means a person who has acquired through training, qualification or experience, or a combination of those things, the knowledge and skills required to do that thing competently.

Site - means an employment location at which work is done and includes any adjoining area where plant or other materials used or to be used in connection with that work are located or kept and over which the main contractor has control for the purpose of performing their employment role.

Construction Work - means:

The construction, erection, installation, alteration, repair, maintenance, cleaning, painting, renewal, removal, excavation, dismantling or demolition of, or addition to, any building or structure, or any work in connection with any of those things, that is done at or adjacent to the place where the building or structure is located.

Employer - means:

- a person by whom a worker is employed under a contract of employment; and
- in relation to an apprentice or trainee, the person that employs the apprentice or trainee under an apprenticeship or traineeship scheme under the current, relevant Legislation

Worker - means:

- a person by whom work is done under a contract of employment; and
- an apprentice or trainee

Hazard - in relation to a person, means anything that may result in:

- injury to the person; or
- harm to the health of the person

Incident - means any occurrence, including near misses, which may have caused personal injury or could have caused damage to property.

Hazardous substances - a hazardous substance is a substance that is toxic, corrosive, carcinogenic, irritant, mutagenic, or teratogenic, sensitiser, or asphyxiant.

Manual handling - means any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or move, hold or restrain a person, animal or thing.

The Organisation – The Organisation means FIELD SUPPORT SERVICES GROUP

Personal protective equipment (PPE) - refers to clothing and equipment that complies with relevant United Kingdom Standards, which is issued to an individual by the company to protect from injury or harm.

Practicable - means reasonably practicable having regard where the context permits, to:

- the severity of any potential injury or harm to health that may be involved, and the degree of risk of it occurring.
- the state of knowledge about –
- the injury or harm to health referred to in the Act.
- the risk of that injury or harm to health occurring; and,
- means of removing or mitigating the risk or mitigating the potential injury or harm to health; and,
- the availability, suitability, and cost of the means referred to in the Act

Regulations - means the current, applicable Occupational Health and Safety Legislation recognised in the United Kingdom.

Risk - in relation to any injury or harm, means the probability of that injury or harm occurring.

Material Safety Data Sheet (SDS) - is a document that describes the properties and use of a substance, health hazard information, precautions for use, and safe handling information. Self-employed Person - means an individual who works for gain or reward otherwise than:

- under a direct contract of employment; or
- as an apprentice or trainee,
- whether or not the individual is an employer.

The Act - means the current, applicable Occupational Health and Safety Legislation as amended.

Worker - means: full-time workers on a wage or salary.

- part-time, casual and seasonal workers.
- workers on commission.
- piece workers.
- working directors (companies now have an option as to whether working directors who have some ownership of the company and are 'workers' under the Workers' Compensation and Injury Management Act 1981 are to be insured under the workers' compensation system); and,
- Contractors and sub-contractors may also be defined as 'workers', depending on the circumstances of their working arrangement

Further definitions, as they relate to the state Legislation can be found in the relevant act or regulations.

Roles and responsibilities

To assist with the implementation of this policy the following responsibilities are delegated accordingly as shown by FIELD SUPPORT SERVICES GROUP management hierarchy.

Implementing a Workplace Health and Safety system requires the clearly defined assignment of responsibilities, accountabilities and authorities.

The ultimate responsibility for, and commitment to, the Workplace Health and Safety system rests with the highest level of management within the business and Senior Management must demonstrate commitment to systematically managing health and safety.

A dynamic health and safety culture requires an explicit organisation-wide commitment. The commitment sends a signal to all workers, suppliers, contractors and customers that the organisation actively manages its health and safety responsibilities.

FIELD SUPPORT SERVICES GROUP nominates Roles and Responsibilities are as follows:

All Employee's

Ensuring you are aware of your obligations under the Occupational Health and Safety

Follow instructions and procedures as appropriate

Report any Hazards / incidents identified in the course of your duties

Section Leaders

The Section Leader is responsible for safety and duties include but are not limited to:

- Implementing the company Workplace Health and Safety system and procedures.
- Using the principles of the hierarchy of controls in all design, fabrication and construct activities to minimise the risk to all personnel in the workplace.
- Participating in the planning and design stages of trade activities.
- Stimulating a high level of safety awareness at all times.
- Identifying safety training needs.
- Leading by example.
- Ensuring safe equipment and plant is provided and maintained.
- Insisting on correct and safe work practices at all times.

- Assisting in the identification and preparation of safe work procedures.
- Reviewing safety reports and inspections and initiating rectification where necessary.
- Participating in accident/incident investigations.
- Participating in safety meetings and programs.
- Monitoring compliance with safe work methods (controls).
- Monitor compliance.
- Review policies and procedures.
- Carry out inductions.

Supervisors / Managers

The Supervisor is responsible for safety on the project and duties include but are not limited to:

- Implementing the company Workplace Health, Safety procedures.
- Observing all Workplace Health and Safety requirements and statutory rules and Regulations.
- Ensuring that all works are conducted in a manner safe and without undue risk to the health and safety of all involved.
- Planning to do all work safely.
- Providing advice and assistance on Workplace Health and Safety to all workers.
- Ensuring current Workplace Health and Safety and other relevant legislative requirements are met in the workplace.
- Identifying Workplace Health and Safety training programs in advance and allow for worker/s identified as requiring training to attend the training.
- Actioning safety reports and carrying out workplace inspections.
- Preparing and participating in safety meetings and safety programs.
- Facilitating the preparation of Safe Work Method Statements and Job Safety Analysis (JSA) for the tasks being undertaken.
- Leading by example - insisting and ensuring on safe work practices at all times.
- Investigating hazard reports and ensuring that corrective actions are effectively undertaken.
- Conducting inductions, team meetings and daily team briefings.
- Participating in accident/incident investigations.
- Supervising and ensuring compliance with safe work procedures.
- Providing suitable employment to assist rehabilitation initiatives.
- Stimulating a high level of safety awareness at all times.

Site Safety Officer

The Site Safety Officer is responsible for safety on the project and duties include but are not limited to:

- Assisting the Site Supervisor to develop and implement the Workplace Health, Safety procedures.
- Communicating safety performance to Management.
- Providing advice and assistance on Workplace Health and Safety to all workers;
- Participating in the planning and design stages of a job.
- Monitoring Occupational Health and Safety legislative requirements and ensuring they are communicated and incorporated in tasks.
- Monitoring compliance with safe work procedures.
- Co-ordinating rehabilitation for injured workers.
- Reviewing safety reports and inspections.
- Preparing and participating in safety meetings and programs.
- Facilitating Tool Box Talks.
- Insisting on correct and safe practices at all times.
- Conducting project safety inductions.
- Investigating and developing new Workplace Health and Safety initiatives.
- Conducting accident/incident investigations.
- Leading by example and promoting Workplace Health and Safety at every opportunity
- Stimulating a high level of safety awareness at all times.
- Communicating with the Workplace Health and Safety Site Manager on matters relating to health and safety.
- Facilitating the maintenance of all records as required under this Management Plan.
- Participating in regular workplace inspections and ensure that any improvements.

resulting from such an inspection are actioned in the required time frame

Legislation

- Keeping informed of FIELD SUPPORT SERVICES GROUP requirements in respect of safety, particularly working safely by example and encouraging others to work safely and to take pride in their safety achievements.
- Making sure that at all times they follow both FIELD SUPPORT SERVICES GROUP and site-specific policies and procedures.
- Recommending to the Safety Representatives any action which they consider would make for safer working practices.
- reporting any accidental injuries and any breaches of safe working practices to Management.
- workers are responsible for ensuring their safety and the safety of others affected by their actions at work.
- workers should participate in making their work places safe by:
 - complying with all rules, instructions and prescribed procedures
 - using or wearing all appropriate safety devices and equipment as supplied.
 - reporting of all accidents, incidents, near misses and hazards.
 - communicating with the Site Supervisor on matters relating to health and safety.
 - using and maintaining all safety equipment and plant in the method for which it is meant to be used.
- refraining from the use or consumption of drugs or alcohol or working whilst under the influence of drugs or alcohol whilst at the workplace.
- assisting with the investigation of workplace accidents and incidents as appropriate.
- following safe work methods, procedures and practices at all times.
- not endangering the health and safety of themselves or others in the workplace.
- actively participating in safety meetings, inductions, team meetings, training and safety awareness sessions.
- adopting and actively participating in any rehabilitation and return to work programs following injury to personnel.
- abiding by all Legislative Acts and Regulations as required to perform the work safely.

SAFETY MANAGEMENT POLICIES

WORKPLACE HEALTH AND SAFETY POLICY

At FIELD SUPPORT SERVICES GROUP our Workplace Health and Safety is based on a belief that the well-being of people employed at work, or people affected by our work, is a priority and must be considered during all work performed on our behalf.

People are our most important asset and their health and safety is our greatest responsibility. The public shall be given equal priority to that of our workers.

Objectives

The objectives of our Safety Policy are:

- To aim to achieve an accident free workplace.
- To make health and safety an integral part of every position.
- To ensure health and safety is considered in all planning and work activities.
- To involve our workers in the decision-making processes through regular communication, consultation and training.
- To provide a continuous program of education and learning to ensure that our workers

work in the safest possible manner.

- To identify and control potential hazards in the workplace through hazard identification and risk analysis.
- To ensure potential accident/incidents are controlled and prevented.
- To provide effective injury management and rehabilitation for all workers.
- To ensure FIELD SUPPORT SERVICES GROUP is compliant with relevant United Kingdom standards.

To apply the health and safety standards of the UK to overseas projects where HSE law is led developed.

Occupational Health & Safety Legislation

The success of our health and safety management is dependent on:

- Pro-active planning of all work activities with due consideration given to implementing Workplace Health and Safety controls that are suitable to each given situation.
- Understanding the total work process and associated Workplace Health and Safety risks
- Ensuring the work team is totally committed to achieving our objectives.
- Ensuring that open and honest communication exists between management and all Workers.

Monitoring & Reporting Policy

The purpose of this policy is to demonstrate FIELD SUPPORT SERVICES GROUP will undertake various initiatives for workers to participate in Workplace Health and Safety as follows:

- Hazard assessments before commencing all tasks, the degree of assessment will be determined by the complexity and risk factor of the job.
- Monthly meetings to discuss safety performance, industry related safety concerns regarding the Workplace, Health, Safety or Environment. Safety alerts etc.

All sub-contractors are required to undertake the above-mentioned safety initiatives while working for FIELD SUPPORT SERVICES GROUP.

Refer to the Monitoring and Reporting Safety Management Procedure.

DIGITAL COMMUNICATION - SOCIAL MEDIA, INTERNET & EMAIL POLICY

The intent of FIELD SUPPORT SERVICES GROUP Social Media Policy is to clarify our expectations and limitations in the use of electronic communication devices and the applications they enable. How they are used and the information that passes through them has the direct ability to impact FIELD SUPPORT SERVICES GROUP worker safety reputation and public image both in a negative and positive way.

Any computers, laptops, tablet or mobile phones supplied by FIELD SUPPORT SERVICES GROUP are done so to enhance the business operations and to assist in the effective flow of information throughout the organisation.

Personal Mobile Phones / Devices

It is not permissible to use mobile phones or personal devices during work time.

If the phone rings whilst you are in the process of your work – Do not answer. Allow it to divert to message bank and retrieve it when off duty.

Listening to music or using other personal use applications are not permitted during working hours and if this protocol is breached will result in disciplinary action.

Company Computers / Devices

Any FIELD SUPPORT SERVICES GROUP documentation or information will always remain the express property of FIELD SUPPORT SERVICES GROUP.

- This includes pictures taken of our workplaces, equipment and activities.
- At no time are pictures or information with either text or graphics to be placed on the internet through any social media forum.

This is important to protect FIELD SUPPORT SERVICES GROUP public image as well as the privacy of its workers. The access or download of any:

- Racially sensitive information
- Sexually explicit information or
- Illegal activity information

Is prohibited and will result in instant dismissal if proven to be intentional.

If any such information is inadvertently accessed then the site and incident must be logged with FIELD SUPPORT SERVICES GROUP management.

Social Media Sites and Forums

FIELD SUPPORT SERVICES GROUP will determine what, if any social media functions will be enabled and this information will clearly be communicated to the workforce. Guidelines will be developed regarding how these are to be used to enhance the business and all workers are required to operate within these guidelines.

The use of personal access to social media sites on personal phones, tablets and computers is strictly limited to designated breaks and the use of any company specific images or detail is strictly prohibited.

The reference to any FIELD SUPPORT SERVICES GROUP worker without their express knowledge AND permission will be viewed as bullying or harassment and is strictly prohibited.

Procedure

Management reserve the right to audit all data including - phone records and emails stored within company owned devices.

Disciplinary measures will be taken for breaches to this work procedure. See FSS Disciplinary Safety Management Procedure.

HAZARD REPORTING AND RISK MANAGEMENT POLICY

This policy is written to demonstrate FIELD SUPPORT SERVICES GROUP commitment to working with employees to identify workplace hazards and minimise risks of injury and illness from those hazards.

Management will proactively encourage workers to identify and report hazards. Management will act upon any hazard report in a planned and prioritised way.

Implementation

FIELD SUPPORT SERVICES GROUP will identify hazards by a variety of means, including:

- Acting on hazard reports submitted by workers.
- Consulting with workers on a day-to-day basis.
- Observing and monitoring the workplace through programmed walk-through inspections.

- Analysing incident and injury records.
- Investigating incidents and accidents where there is a risk of lost time injury.
- Monitoring workers health.
- Keeping up to date on changes to UK Occupational Health and Safety legislation, regulations and codes.
- Monitoring published information and research, including industry guidelines.
- Ensure all employees undergo risk assessment training.

Roles and responsibilities

Managers and supervisors are responsible to:

- Develop and maintain the policy, procedures and tools.
- Consult with workers on hazard reporting.
- Implement immediate controls while planning for medium and longer term solutions.
- Maintain a register of hazards.
- Report dangerous occurrences to Workplace Services.
- Provide feedback to the person or workgroup reporting a hazard.
- Train workers and supervisors in hazard reporting and hazard management.

Employees are responsible to:

- Report, to their supervisor, any hazards of which they become aware, using the Hazard Reporting Procedure.
- Fix hazards immediately, if they are able to.
- Participate in the consultative processes.
- Participate in walk-through inspections, when requested.

SAFE WORK PROCEDURES

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The purpose of this procedure is to outline the selection and use of approved Personal Protection Equipment in accordance with current Occupational Health and Safety Legislation, FIELD SUPPORT SERVICES GROUP will provide workers with personal protective clothing and equipment that is necessary to protect them from injury.

The required protective clothing and equipment will be provided to workers on commencement of employment.

FIELD SUPPORT SERVICES GROUP does not generally operate under a Long and Long policy, however they reserve the right to implement and enforce changes in uniform requirements as directed by principle contractors and any future contract conditions.

- All workers have a responsibility to use and maintain personal protective equipment provided by the company.
- Personal protective equipment is not to be used as a substitute for safe working practices.
- Personal protective clothing and equipment is required to be worn for each job.
- Workers are required to observe all mandatory signs displayed in work areas that indicate what PPE is required and where protective equipment must be worn.
- If a site requires additional PPE not currently supplied workers should contact their manager and arrange for the additional equipment to be provided before they commence work at the site.
- Protective equipment will be replaced on an as needed basis

Selection and use

- FIELD SUPPORT SERVICES GROUP will ensure all items of PPE are manufactured, used and maintained in accordance with the relevant Australian Standard
- All issues of PPE to each individual will be recorded on the individual PPE Issue form

- Each worker will be instructed and or trained in the correct use of each PPE item prior to Use.
- Each worker is required to adequately store and maintain their own personal protective Equipment.
- Factors to be considered for appropriate clothing to screen out or reduce the effects of UVR is critical. Selection of light-weight close weave cotton clothing is the preferred requirement. This type of material allows evaporation of sweat, air - flow producing a cooling effect, and less UVR exposure to the skin.
- Broad brim hats (8cm wide), will provide adequate head and face protection.
- SPF30+ sunscreen will be provided and is to be applied 20 minutes prior to work activity being commenced then reapplied every 3 hours.
- Eye protection from UVR is a requirement, especially in highly reflective working environments. Sunglasses that comply with AS 1067.1 are to be selected in consultation with workers.

Eye Protection

- Wear only approved non-conductive framed (non-metallic) medium impact eye protection when working on or near live apparatus.
- Wear goggles at workplaces where dust particles or chemicals may cause injury.
- Wear approved eye protection.

Face Protection

Wear an approved face shield in addition to glasses when undertaking the following tasks:

- Grinding.
- Welding.
- Cutting.
- Using a machine that produces flying particles.

Hearing Protection

- Use ear plugs as a minimum.
- For exposure to louder noises wear ear muffs at all times.
- As a guide, if you cannot hold a conversation while standing one metre apart then you should be wearing ear protection.

Respiratory Protection

- Wear a dust masks that is suitable for the hazard present.
- Ensure a P2 or P3 mask is used for all sites containing asbestos.
- Ensure respiratory protection complies with the standards of EN143 and EN 149.

Foot Protection

- Wear enclosed steel capped safety boots at all times on construction sites, and all work sites.
- Steel capped "Dunlop Volley" shoes may be worn when working on metal or slippery roofs.
- Enclosed footwear is mandatory in all Stores and Workshop areas of FSS and its Clients.

Hand Protection

- Insulated gloves are to be worn to protect hands when working on energised equipment.
- Gloves are to be worn when there is a risk of exposure to hazards such as sharp objects, abrasive surfaces, temperature extremes or chemical contact.

TESTING, TAGGING AND ISOLATION

This Safety Management procedure has been written to ensure safe, robust and consistent isolation and tagging procedures within FIELD SUPPORT SERVICES GROUP

The requirements of this procedure are applicable to all sites where work is performed by FIELD SUPPORT SERVICES GROUP.

Purpose

The purpose of this procedure is to ensure:

- All work undertaken is isolated from the energy source to make it safe, and,
- Tagged to indicate the hazards, personnel responsible for the tag, and unintended re-energising of the system Isolation and Tagging are both required for:
- For routine operational work
- To assist management in the implementation of safe isolation practices for the prevention of injury and accidental damage to plant, equipment, and/or electrical installations.
- Demonstrate that interference to isolated devices or danger tags constitutes a very serious offence that will lead to disciplinary action.

Procedure

Isolation and tagging procedures cover basic safety principles and isolation requirements to protect personnel and equipment. It is a requirement that, before any repairs or alterations are commenced, the electrical circuits or equipment to be worked on be entirely disconnected from the electricity supply, unless other adequate precautions are taken to prevent electric shock. Electrical isolation can only be undertaken by persons qualified to prove the isolation.

Before starting work:

1. Test Circuit.
2. Isolate circuits.
3. Fit appropriate tags.
4. Test that the electricity supply is isolated.

Always check that the test equipment is operating correctly by:

- Checking the test instrument.
- Testing that the electricity supply is isolated.
- Rechecking the test instrument Danger tags.

A danger tag on an item of equipment is a warning to all persons that the equipment is being worked on and must not be operated, as lives may be placed in danger.

- A circuit must not be energized while a danger tag is attached. Danger tags are for the safety of personnel and must be:
- Fitted and removed only by the person who signed the tag.
- Placed at common isolation points.
- Removed upon completion of the work, or, if the work will continue at the end of the shift, removed and replaced with a new tag Note: All persons involved in the work being carried out must fit their own danger tag.

Out of service tags

This tag is a notice to all persons to identify appliances or equipment that are out of service for repairs and alterations. While an Out of Service tag is fitted, the appliance or equipment must not be operated.

Out of Service tags are for the isolation and protection of equipment and must be:

- Fitted and removed only by authorized persons, and,
- Placed at common isolation points of the equipment that are unsafe and/or not to be Operated.

Before Starting Work:

- Plan and discuss the job i.e. Job Risk Assessment.
- Think about what is to be done, e.g. Isolation requirements.
- Confirm permission to isolate (use a permit system if relevant).
- Isolate the electrical equipment or circuit.
- Fit a "Danger" tag.
- Erect safety barriers when required.

- Use the correct earthing equipment.
 - Cover and insulate adjacent live apparatus.
 - Test before starting work (check test instruments before and after use).
 - Start work only when authorized to do so.
- If in doubt, ask the Supervisor.

When working:

- Use safety observers when required.
- Never rely on your memory.
- Avoid working on live equipment whenever possible.
- Danger tags are only to be used on circuits being worked on and must be replaced with an out of service tag between shifts.
- Remove active conductor (and neutral on RCD's) from breaker and terminate in connector for all circuits that are to remain isolated for more than one shift.
- Connect the earth and neutral conductors first.
- Check the isolation points before resuming work after a break.

On Completion of Work

- Check that tools are not left on or in the job.
- Check that the work is complete and has been tested before the equipment is energized
- Notify all personnel involved that the equipment will be energized.
- Relinquish your work permit (if relevant).
- Remove "Danger" tags.
- Reconnect active/neutral.
- Remove your own earthing equipment.
- Energise supply and confirm correct operation of the system.
- Remove and store all safety barriers.

Use of multiple tags

Some tasks require "Danger" and "Out of Service" tags to be used together. When this occurs, an "Out of Service" tag is placed on the switch or main control to indicate that the unit has been taken out of service and no one is to attempt to operate it.

Then, each and every person who works on the job places their own "Danger" tag on top the "Out of Service" tag. This indicates that if anyone touches the item they will be placing that person working on the job in danger.

As each person finishes their task they remove their own "Danger" tag from the isolation point.

DUTY OF CARE POLICY

This policy is written to demonstrate both the employers and employee's duty of care within FIELD SUPPORT SERVICES GROUP

Employer's General Duty Of Care

The Occupational Health and Safety Legislation of the United Kingdom states that employers must, so far as is practicable, provide and maintain a working environment where workers are not exposed to hazards.

In summary they must ensure:

- The provision and maintenance of safe systems of work.
- The provision of adequate information, instruction, training and supervision.
- Mechanisms for consultation and co-operation between workers.
- The provision of adequate personal protective clothing and equipment.
- Safe and well maintained machinery.
- The correct handling of chemicals.

- All reportable accidents are reported and investigated.

In line with this guidance FIELD SUPPORT SERVICES GROUP Workplace, Health and Safety Policy states that it is committed to establishing and maintaining, so far as is practical, the highest standards of Workplace Health and Safety for all workers.

Employees Responsibilities

The Occupational Health and Safety Legislation states that worker's must, so far as is practicable, ensure that they operate in such a way as to ensure their own safety and the safety of others in the workplace and the public.

In summary they must ensure:

- They must adhere to safe systems of work.
- Attend relevant training as provided by their employer.
- Follow all reasonable instruction and information provided by their training and supervision.
- Report all hazards, near misses and incidents to their employer.
- Utilise the personal protective clothing and equipment provided to them.
- Use tools and machinery safely.
- Report all near misses.

In line with this legal requirement, FIELD SUPPORT SERVICES GROUP Health and Safety Policy states that it is committed to establishing and maintaining, so far as is practical, the highest standards of Workplace Health and Safety for all workers.

FIELD SUPPORT SERVICES GROUP believes that if its management and the workers embrace their duties of care a safe working environment can be achieved.

INDUCTION POLICY

This policy is written to ensure that all tasks in the workplace are performed safely by adequately trained competent and licensed workers.

FIELD SUPPORT SERVICES GROUP use induction as a strategy to help a worker fit into his/her job, work team and the organisation.

Company induction training for new or transferred workers should include:

- General background of the organisation.
- FIELD SUPPORT SERVICES GROUP policies and procedures.
- Workplace layout and environment
- Job description, appraisal systems and performance monitoring.
- Tools, equipment, supplies ordering and maintenance.
- Potentially hazardous operations or conditions.
- Reporting procedures, e.g. of hazards, injuries or near misses.
- Location of first aid facilities, first aid officers or medical centre.
- Responses in the event of fire or other emergencies.
- Location of facilities such as washrooms, lockers, canteen and car park.
- Co-workers including supervisors, leading hands, health and safety representatives etc.

Studies show that new employees, employees performing new work, or even employees returning from annual leave, is subject to a higher rate of injuries that are often serious.

Site Specific Induction

FIELD SUPPORT SERVICES GROUP recognises the importance of Induction, and in particular, site specific induction that highlights the possible hazards that may be encountered in the a particular workers role or area.

Therefore, the following WHS matters shall be dealt with during such inductions:

- Explanation of the FIELD SUPPORT SERVICES GROUP 's Safety Management System including policies and work procedures.
- The importance of appropriate attire, such as containing long hair when working near machinery, the use of safety equipment, not wearing conductive jewellery.
- Advising on availability of Personal Protective Equipment availability and where to obtain it.
- Reporting of all accidents, "near-misses", and hazards to Supervisors.
- Emergency procedures - Emergency telephone numbers, first aid equipment / personnel and their locations and services available on site.
- Safety rules which must be observed; safe methods of carrying out jobs and dangers of particular work areas.
- Location of fire exits, first aid kits and telephones.
- The Safety Officer to whom accidents and hazards are to be reported

FITNESS FOR WORK POLICY

FIELD SUPPORT SERVICES GROUP is committed to providing a safe and healthy workplace. It is from this commitment that the need for a Fitness for Work Policy has been recognised.

The FIELD SUPPORT SERVICES GROUP Fitness for Work Policy has been formulated to ensure that all employees are aware that drug use or possession and the consumption of alcohol or intoxication at the workplace will not be tolerated.

FIELD SUPPORT SERVICES GROUP has a duty of care to ensure that the workplace is free from hazard and unnecessary risk. Employees of FIELD SUPPORT SERVICES GROUP have a responsibility to ensure their own safety and that of their fellow employees and visitors to the workplace.

The policy will apply to everyone who comes into the workplace. This includes employers, managers, supervisors, directors, consultants, employees, as well as visitors, clients, customers and contractors.

All new employees will be provided with a copy of the policy upon the commencement of their employment.

Employee's Duty of Responsibilities - Expectations

As Employers have a responsibility to provide a safe workplace, employees have a responsibility to work safely and within certain safety guidelines set out by their Employer.

Employees must ensure that they do not jeopardise their own safety, the safety of their colleagues or any visitors to the workplace.

The use of Drugs and/or alcohol by an employee impacts on their ability to fulfil their Occupational Health and Safety obligations. An employee under the influence will jeopardise not only their own safety, but the safety of all others in that workplace.

Failure to encompass the duty of Responsibility by the employee will result in disciplinary procedures.

Employee's Responsibilities

- Immediately and honestly report any accident and/or injury on the prescribed forms
- Visit a medical practitioner if required to have accident symptoms recorded and Treated.
- Continue to visit medical practitioner when and as required until a full or partial clearance has been given to return to work.
- Compensation will not be paid if the employee –
 - was under the influence of alcohol or a drug of addiction
 - was not using protective clothing or equipment as required by the employer
 - committed an act of serious or wilful misconduct

Any false injury claims will be refused and the employee may be liable for prosecution for fraud.

Obligations Of Employees

Employees also have a general duty in relation to safety at the workplace. Employees have an obligation to take reasonable care to ensure their own safety and health at work;

Employees should ensure their activities away from work do not impact on their ability to perform their duties safely when at their workplace. An employee should inform him/herself about the effect of alcohol and other drugs on their ability to work safely. An employee should present and remain, while at work, fit for work;

- Avoid adversely affecting the safety and health of other persons at the workplace; An employee affected by alcohol and other drugs presents a danger to co-workers and other persons at the workplace.
- Report to their employer any situation that they have reason to believe could constitute a hazard and he/she cannot reasonably correct themselves;

A person who cannot work safely due to impairment by alcohol or other drugs may constitute such a hazard and this situation should be reported to the employer or other appropriate person in control; and report to their employer any injury or harm to health of which he/she is aware that arises in the course of, or in connection with, his/her work.

FIELD SUPPORT SERVICES GROUP will endeavour to offer assistance to any employee who is experiencing performance related problems at work. Where appropriate, a manager or supervisor will be available to discuss any difficulties an employee is experiencing which directly impacts on their ability to work efficiently and safely. Where required a supervisor or manager may refer the employee to the appropriate medical services or counselling services. In particular, performance issues that relate to drug and alcohol use will be referred to the Victoria District medical centre for professional assistance.

Confidentiality

All procedures regarding drug and or alcohol counselling shall remain confidential between the employee and the management of FIELD SUPPORT SERVICES GROUP unless information is needed by local authorities. Should the evidence of drug use by an employee be brought to the attention of FIELD SUPPORT SERVICES GROUP by another employee, the evidence will be investigated further. This may require further questioning of employees, however no personal information shall be revealed to co-workers unnecessarily.

Rehabilitation and counselling

The management at FIELD SUPPORT SERVICES GROUP have a variety of sources which an employee may be referred to for counselling or medical advice. An employee may request these services to be provided voluntarily if they believe they have a drug and or alcohol problem which is impacting upon their work performance. An employee who is experiencing difficulties at work is

encouraged to seek assistance from their manager or supervisor, and wherever possible, FIELD SUPPORT SERVICES GROUP will provide information or contacts to ensure that the employee receives professional help.

If a serious performance issue is raised regarding FIELD SUPPORT SERVICES GROUP employee, the employee will be referred to the Victoria District Medical centre. An employee will be medically assessed and suspended on full pay until the results of the medical become available. Should the employee test positive to drugs and/or alcohol the employee will be advised to seek counselling, be warned of the dangers of working whilst under the influence and warned that any further violation of the Company Policy will result in the employee's dismissal.

Testing

Testing for illicit drugs

Drug Testing has been introduced into FIELD SUPPORT SERVICES GROUP as part of a comprehensive alcohol and drug program, which in turn is part of a general safety and health program.

It is for this reason that FIELD SUPPORT SERVICES GROUP will not tolerate any presence of an illegal drug in the samples of employees. Until testing techniques can measure impairment, FIELD SUPPORT SERVICES GROUP will enforce a "no tolerance" attitude to drug testing.

Any presence of illicit drugs in the employees system will be considered to be a positive test result. A positive test result will result in the commencement of disciplinary procedures and may result in the ultimate termination of the employee from their position.

If an employee is reported to be suffering from effects not unlike those experienced by one who is under the influence of drugs, they will be directly referred for testing. All testing will be done in accordance with UK regulations which outline the recommended practice for the collection, detection and quantification of drugs of abuse in saliva, urine or blood samples as appropriate.

Testing for alcohol

Alcohol Testing will be introduced into FIELD SUPPORT SERVICES GROUP as part of the comprehensive alcohol and drug program outline in this policy and procedure manual, which in turn is part of a general safety and health program.

Unlike drug testing, alcohol testing can measure impairment. Where an employee displays signs of impairment or any other indications of intoxication, he/she will be referred to a licensed pathology laboratory for testing, and may be suspended from work pending a negative BAC (blood alcohol content) test result.

Self-Assessment By The Employee

Employees are not to present themselves for work if they have consumed alcohol and other drugs that affect their ability to work safely. Employees should not remain at the workplace if they become affected by alcohol and other drugs.

Although FIELD SUPPORT SERVICES GROUP discourages the use of alcohol and drugs at the workplace, the management is likely to take self-assessment into consideration before implementing disciplinary processes.

Disciplinary Procedures Infringement of The Policy

FIELD SUPPORT SERVICES GROUP has a "no tolerance" approach to the use of drugs and alcohol in the workplace.

FIELD SUPPORT SERVICES GROUP will not tolerate the possession of, or intoxication by, drugs or alcohol at the workplace.

Should an employee test positive to any illicit or contraband drug, or show a positive alcohol test, the employee will be seen by FIELD SUPPORT SERVICES GROUP to be under the influence or intoxicated.

Should an employee be shown to be under the influence, it will be viewed as a direct infringement of this drug and alcohol policy.

Any infringement of this policy will result in the commencement of disciplinary procedures against the employee. Disciplinary procedures may result in the termination of an employee from their position within FIELD SUPPORT SERVICES GROUP.

In addition, FIELD SUPPORT SERVICES GROUP will not tolerate the presence of such substances on company property. Any employee who brings illicit drugs or alcohol into the property of FIELD SUPPORT SERVICES GROUP will be in direct violation of this policy and procedure manual.

Therefore, the Company reserves the right to search bags, lockers & body search from time to time if a person is suspected of carrying or using drugs or alcohol.

The Company policy is one of counselling, step one is to inform the employee that it has been reported the employee has a drug or alcohol abuse problem or you suspect the employee because of his behaviour that the employee is under the influence of drugs or alcohol. In the first instance the Company will have an investigation as to whether the report can be substantiated by evidence of other co-workers.

If there is substantial evidence then the Company will request that the employee undergo a medical test.

If the results are positive

The employee shall be counselled in respect of the drug or alcohol abuse and whether he or she is prepared to undergo counselling warn him or her of the dangers of being under the influence in the work place and warn the employee that further violation of the Company policy of drug and alcohol abuse will result in the employee's dismissal.

The Company will follow up the procedure regularly and if the employee is found to be still abusing the situation then his/her services will be terminated.

Drug and Alcohol Procedures

- A person in possession of non-prescribed or illegal drugs on FIELD SUPPORT SERVICES GROUP's property, or whilst on duty, shall be summarily dismissed. The offence may be reported to the police.
- A person who is affected by drugs and alcohol and unable to work safely will not be allowed to work.
- The decision on a person's ability to work in a safe manner will be made by the supervisor or manager.
- There will be no payment of lost time to a person unable to work in a safe manner.
- The employee will be referred to the St John of God Pathology centre for testing.
- The worker shall be issued with a written warning and made aware of the availability of counselling/treatment. If the worker refuses help he/she may be dismissed the next time he/she is affected.
- A worker having problems with alcohol or other drugs will not be sacked if he/she is willing to seek help unless there is persistent abuse of the policy; and must undertake and continue with recommended treatment to maintain the protection of this program; and will be entitled to sick leave or leave without pay while attending treatment

After Commencement Of Employment

It is a term and condition of employment that all persons employed by FIELD SUPPORT SERVICES GROUP agree to undergo alcohol and other drug testing as and when requested to do so by the organisation in accordance with this policy.

Testing may be conducted either for cause (section 3), at the discretion of the supervisor/manager (section 4) or randomly as required and requested by FIELD SUPPORT SERVICES GROUP client.

Examples of circumstances where testing for cause may be carried out include the Following;

- Following accidents or incidents
- Where an employee's general behaviour indicates to a supervisor that the employee may be influenced or adversely affected by alcohol or drugs, the supervisor may arrange for the employee to undergo an alcohol and/or other drug test.
- Where a supervisor becomes aware that an employee's performance has deteriorated such that in the opinion of the supervisor job performance standards are not met and that supervisor suspects the inappropriate use of alcohol or drugs to be the cause, then the supervisor may arrange for the employee to undergo an alcohol and/or other drug test.
- Where a supervisor has reason to believe that there has been inappropriate use of alcohol or drugs
- Where an individual who has previously tested positive is being monitored to ensure safe practice.
- Discretion of Manager/Supervisor
- The supervisor/ manager may from time to time and without notice at any time direct testing to take place. Discretionary testing may apply to any individual on site, particular people or groups of people.

Refusal to Take A Test

In the event that an employee presents him/herself for work and subsequently refuses to take a test when required to do so by a supervisor, the employee will be encouraged to take part in the test.

Continued refusal will be treated as if it were a positive test.

The following Action will be taken in the event of positive tests recorded for employees and contractors working on FIELD SUPPORT SERVICES GROUP business.

First Positive Test

In the event of a first positive result for alcohol or drugs the following action will be taken;

The person will be counselled by their supervisor or manager regarding;

- The performance standard that has not been met.
- The procedures that have not been followed.
- The alcohol and other drugs policy and the obligation and responsibilities under it
- The serious nature of the person's behaviour.
- The risk that this behaviour creates for other employees and the workplace.
- The consequences for this and future breaches.
- The employee's responsibility to demonstrate that the problem has been effectively addressed.
- The reason for the person's positive test and unfit state.
- The person will be stood down from duties until the employee can show a negative test.

(being a BAC of 0.00% or a sample test with 0.00ug of a contraband substance. In the case of marijuana this period may be as long as 28 days (the accepted period for the substance to be removed from the body). The employee may use accrued entitlements during this period (i.e. sick leave or annual leave). Should the employee have no accrued entitlements they will be stood down without pay.

- The person will be advised that they may be monitored for a period of time to ensure that the problem has been addressed and that during this period they may be subject to periodic alcohol and

drug screening.

- The person will be formally offered the opportunity to contact a professional counsellor through the Employee Assistance Program.
- The person will receive a written warning reflecting the key points in this process and indicating that the employee is liable to summary dismissal if there is a second positive test. The person will be provided with written warning indication that the employee is liable to termination of employment if there is a further positive test. A copy of this will be placed on their personnel file.
- The person will take sick leave, rostered leave or annual leave (if so accrued) or otherwise authorised unpaid leave depending on entitlements.
- Should the employee fail to respond to the suggestions of their Manager/ supervisor, they will be dismissed.

Second Positive Test

In the event of a second positive result for alcohol or drugs, unless there are legitimate reasons to the contrary, the person's employment with FIELD SUPPORT SERVICES GROUP will be summarily terminated. Summary termination will mean the loss of any accrued entitlements and non-payment of a notice period.

SMOKING & VAPING POLICY

FIELD SUPPORT SERVICES GROUP has a policy of a vape free and smoke-free work place and this means that smoking is only permitted within designated areas of the FIELD SUPPORT SERVICES GROUP work place.

The "work place" is defined as the premises and sites where FIELD SUPPORT SERVICES GROUP has been engaged to undertake work.

Workers may only smoke or vape during break times designated by their supervisor or outside working hours.

No unscheduled breaks are to be taken for the purpose of vaping or smoking.

It will be the responsibility of all workers to ensure that their visitors/contractors are made aware of, and comply with, this policy.

Compliance with this policy is a condition of employment.

REHABILITATION AND WORKERS COMPENSATION POLICY

FIELD SUPPORT SERVICES GROUP is committed to attaining complete physical and physiological recovery of our people injured in the course of their duties by providing appropriate medical treatments, rehabilitation and return to work processes in a timely and cost-effective manner.

This commitment involves:

- Preventing injury and illness through provision of a healthy and safe working environment.
- Ensuring that all Workers are aware of, and understand the Rehabilitation Process.
- Ensuring timely referrals to Medical Providers to ensure that occupational rehabilitation commences as soon as possible after an injury or illness.
- Ensuring that the timely return to work is a normal practice and expectation.
- Providing suitable employment/duties for an injured Worker.

- Consulting with workers and their representatives throughout the process.
- Ensuring that participation in the rehabilitation program will not of itself prejudice an injured worker.

FIELD SUPPORT SERVICES GROUP will make every effort to resolve disputes regarding rehabilitation quickly through consultation with all relevant parties.

Primary goal and objectives:

To return injured workers to full pre-injury health:

- Identify and assess the need for rehabilitation as early as possible.
- Recognise the role, rights and responsibilities of all participants circumstances.
- Facilitate the early and safe return to work of any injured worker.
- Ensure that workers or persons affected are informed of their rights and responsibilities and are involved in all decisions related to their rehabilitation.
- Ensure the welfare of injured or ill workers or affected persons is maintained.
- Ensure appropriate training and education of all personnel in line with their designated Responsibilities.
- Ensure that participation in the rehabilitation / return to work processes does not disadvantage workers or affected persons Refer to the FSS Group Injury Management System.

ENVIRONMENT POLICY

At FIELD SUPPORT SERVICES GROUP we take our environmental responsibility seriously.

All our work will be conducted in an environmentally sustainable and responsible manner that will protect the environment and prevent pollution. Our environmental work practices will be enhanced through a process of continual improvement and education.

The primary goal of this policy and all associated procedures is to prevent incident occurring which may adversely impact upon the environment and people.

We recognise our key impact potentials are in vehicular emissions, energy consumption, and waste management.

We will:

- Comply with or exceed all applicable legal, regulatory and other requirements for environmental management protection, and to maintain all required licenses and documentary evidence as required under regulatory framework.
- Identify, assess and manage activities that have the potential to impact the environment.
- Ensure all employees and relevant stakeholders are aware of their personal duty of care for the environment.
- Identify opportunities for recycling, waste management, water and power efficiency, and implement a plan to provide higher levels of control in these areas.
- Provide necessary recycling bins to ensure efficient storage and separation of recyclable materials.
- Include environmental considerations in vehicle purchase decisions.

The effectiveness of this policy will be determined by the commitment of the management to educate all employees, and provide the necessary resources in a managed way to ensure a continuous approach toward improving our environmental management.

This policy and any associated procedures will be reviewed annually in consultation with interested parties to ensure relevance, effectiveness and compliance with any statutory regulations. This policy applies to all sites where FIELD SUPPORT SERVICES GROUP are performing work. It covers all activities and services under our control.

HEAT STRESS POLICY

The purpose of this procedure is to define the requirements for the management of work in extreme heat in order to protect all workers from heat stress whilst working in any areas with high ambient temperatures or lack of air movement.

Heat Stress – the general term which describes a variety of symptoms produced when the human body is exposed to a combination of heat and work, which interferes with the body's ability to dissipate the heat energy. Heat stress is a function of total heat load and includes the level of activity and environmental conditions.

Heat Discomfort – this is not an illness. There is a feeling of flushed skin and increased sweating.

Heat Rash – often referred to as “Prickly Heat”. This skin rash is caused by excess sweating or the skin being wet with sweat. The rash usually disappears with acclimatisation or removal from heat.

Heat Stroke – this is a serious, life threatening medical condition. The person has a temperature in excess of 40 degrees Celsius, sweating often stops, the skin is hot, pulse is rapid, and there may be dizziness, weakness, headache, nausea and visual disturbances. The person may be aggressive, irrational and convulsing. Urgent medical attention must be sought.

Heat Exhaustion – heat exhaustion may take many days to develop and be characterised by a progressive decline in work performance, lack of appetite, headache, cold clammy, pale skin, rapid weak pulse, nausea and vomiting. The person may collapse.

Heat Cramp – there are painful muscle cramps of the limbs and / or abdomen, muscle twitching, tingling or pins and needles in the hands and feet. The person may experience tiredness and nausea. The symptoms may be due to a salt imbalance.

Acclimatisation – is the gradual adapting of the human body to cope with higher heat exposure. Acclimatisation occurs over a period of approximately two weeks but may be lost within one week of removal of the heat exposure. There can be a noticeable decrement in acclimatisation over a weekend off work.

Identification

The major heat stress situation found is due to working in hot climate conditions or high temperature working environment such as kitchens etc..

Signs and symptoms of heat related illnesses are as follows:

- heat stress – tiredness, irritability, cramps, cool clammy skin, profuse sweating
- heat stroke – headache, nausea / vomiting, dizziness, irritability, confusion, dry skin, flushed, increased body temperature

Actions on identifying heat related illness shall be as follows:

- remove the affected person to a cool area as soon as possible
- seek medical or paramedic assistance
- attempt to cool the body, by means of water
- where possible give the affected person water to drink

Procedure

- Conduct a job safety assessment before commencing work
- Ensure each van is stocked with an Esky filled with ice and adequate drinking water for number of workers (4-6 litres per worker) on days above 38 degrees Celsius
- Ensure there is rotation of workers working in direct heat
- Have adequate breaks preferably in the shade or air-conditioning of your vehicle
- All heavy work to be scheduled in the cooler part of the day
- Wear appropriate clothing (preferably long-sleeved shirts), broad brim hats & sunscreen

SUN PROTECTION AND UV RADIATION POLICY

The Primary Goal of the Policy and associated procedures is to assist in the management of an environment that reduces the risk to Ultra Violet radiation exposure.

Objectives

The objectives of this policy are to: Identify areas of exposure:

- Manage and resolve any issues arising from the need to work in an environment with exposure to UV radiation by FIELD SUPPORT SERVICES GROUP workers or contractors
- Provide and make available adequate personal protective clothing, equipment, sun protection products and resources to enable a safe UV protected environment. A minimum of wide brimmed hat, long pants, sun glasses, long sleeved shirt and sun screen will be provided by FIELD SUPPORT SERVICES GROUP
- Provide information, instruction and training in the correct use, maintenance and wearing of the above PPE and UV protective equipment for workers, trainees and affected people

All workers, trainees, contractors, and people under our management are required to follow rules relating to the use and wearing of UV protective clothing and equipment requirements, and report any concerns relating to this area to their immediate supervision.

Our commitment to the management of UV radiation protection is as important as our commitment to other FIELD SUPPORT SERVICES GROUP objectives.

The purpose of this safe work procedure is to reduce the risk of injury to workers of exposure to UV radiation caused by the sun. Ways in which this is managed are as follows:

Complying with relevant Legislation, Australian Standards and Codes of Practice Managing the risks associated with UV and solar radiation.

Refer to the Sun Protection and UV Radiation Safety Management Procedure.

HAZARDOUS SUBSTANCES POLICY

The purpose of this policy is to ensure all work involving the use, handling storage, transport and disposal of hazardous substances and dangerous goods will be in accordance with the UK Occupational Health and Safety Act, the Hazardous Substances Code of Practice and the Dangerous Goods Safety Management Act and Regulations.

Prior to hazardous substances being used on a project FIELD SUPPORT SERVICES GROUP will submit a Safety Data Sheet (SDS) to the relevant client authority for approval.

No substances will be brought on site without approval by FIELD SUPPORT SERVICES GROUP Management.

Your work may require you to come into contact with chemicals. This may be as simple as detergent cleansers or as hazardous as acids or solvents.

Whether Low or High-risk hazards, you must be aware of the hazards associated with the chemical you are about to use;

- Know where to find, how to read, understand and follow the Safety Data Sheet (MSDS) for that chemical..
- Wear the appropriate PPE for the substance you are using.
- Understand the procedures associated with any chemical emergency, e.g. spillage or fire etc.If in doubt, ASK.
- Bio hazards.
- Wash hands prior to: Drinking, Eating, Answering phones/ using radios and after Toileting.

Selection

FIELD SUPPORT SERVICES GROUP will consider the following when selecting hazardous substances:

- Flammability and explosivity.
- Toxicity (short & long term).
- Carcinogenic classification if relevant.
- Corrosive properties.
- Chemical action and instability.
- Extent of PPE required.
- Environmental hazards.
- Storage requirements.

Storage

- All storage and use of hazardous substances will be in accordance with the SDS.
- All hazardous substances will be stored in their original containers with the label intact at all times.
- Hazardous substances of any quantity will not be stored in crib rooms, container sheds or offices.

Use

- A risk assessment will be conducted prior to the use of hazardous substances or dangerous goods. Appropriate controls will be put in place and exposure must be eliminated or reduced by other means in the hierarchy of control prior to the use of personal protective equipment. PPE must be provided according to the SD.
- Where practicable the material with the lowest possible hazard capability that meets the technical requirements for the job will be used.
- Advice on a substance may be obtained from a chemical database, e.g. Chemwatch.
- Prior to using the hazardous substance all workers involved in its use will be provided with adequate information and training to allow safe completion of the required task. Refer to the Hazardous Substances Safe Work Procedure.

ASBESTOS POLICY

The purpose of this policy is to comply with asbestos prohibitions and prevent exposure to airborne asbestos fibres while working for FIELD SUPPORT SERVICES GROUP.

Where a risk assessment reveals a likelihood of exposure to asbestos containing materials (ACM) fibres, all practical steps will be taken to ensure that workers and others are not unnecessarily exposed.

ACM include but are not limited to:

- Asbestos, Crisotile, Lebah and Zelemite Meter Boards
- Porcelain fuse cartridge holders with asbestos braiding
- Vinyl floor tiles in WP Substations
- Low-Voltage underground pillars
- Cable Ducts
- Cable Lagging

Risk assessment

A job risk assessment will be undertaken to identify, analyse, evaluate, control and monitor the sources of asbestos within buildings and work sites.

The presence of asbestos within a building is considered a hazard however it does not automatically necessitate its immediate removal. Asbestos that is in a stable matrix, or effectively encapsulated or sealed, and remains in a sound condition while left undisturbed, represents low risk to health.

A qualitative assessment will be undertaken to ascertain the rating as follows:

- **LOW:** ACM shows no signs or very minor signs of damage/deterioration. Regular access to the ACM is unlikely to cause significant deterioration, if the material is adequately sealed.
- **MEDIUM:** Minor deterioration of the ACM is evident and/or the ACM is prone to mechanical disturbance due to routine building activity and/or maintenance.
- **HIGH:** Friable (un-bonded) ACM that has deteriorated significantly the material is readily accessible and prone to further disturbance, or unsealed friable asbestos material located in air-conditioning systems.

Controls

The control measure must be aimed at eliminating risk arising from ACM and prevent exposure to airborne asbestos fibres.

Refer to the Asbestos Safe Work Procedure.

HOT WORKS POLICY

All personnel will be made aware of the site - specific emergency procedure and emergency service phone numbers shall be clearly displayed at a central phone location

Refer to the Fire Safety Safe Management Procedure.

Hot work to only be undertaken by competent and trained personnel and where there is not a safer alternative method of work.

If contractors are engaged to undertake hot work, only competent contractors suitably experienced in hot work to be used and proof of Public Liability insurance with an indemnity limit of at least £5 million to be obtained prior to works commencing.

Any person/persons undertaking hot works to be made aware of the fire safety procedures at the property and give a written undertaking to comply with them.

The equipment is of proprietary manufacture operated by a competent employee or contractor and is:

- Maintained and serviced in accordance with the manufacturer's guidance
- Attended at all times while alight or in operating mode
- Extinguished immediately after use

Where an alternative method of work is not possible hot work to be transferred to a safer location e.g. contractor's own premises, dedicated workshop or open yard, to reduce the risk of fire within the premises.

Ideally hot work not to be undertaken in or in direct proximity to, buildings containing combustible composite insulated panels, but where the use of such equipment within the building is unavoidable, it is not to be completed within 2 metres of them unless they are protected by non-combustible fire blankets, drapes or screens, and subject to a strict 'permit to work' system.

Buildings of Modern Methods of Construction (MMC) present specific fire safety concerns. These include: volumetric/modular buildings, which are assembled on site from modules/pods; panelised systems, which are delivered to site in flat-packed condition for assembly; hybrid buildings, which are produced using traditional and modern methods, and timber-framed buildings, which make use of standardised, prefabricated timber wall panels and floors. Both the hot work permit issuer and hot work operative (see below) to have a detailed understanding of the type of building in which any hot work is to take place, the levels of compartmentation and the risk of fire spread to ensure that it can be undertaken safely.

If the premises are protected by an automatic fire alarm system, any deactivation of heat or smoke detectors to be strictly limited to the work area, and for the duration of the works only. This will minimise the risk of false alarms occurring but ensure the detection is in full operation after the works have been completed. If the works are to be conducted in phases, the fire detection to be fully operational during those interim periods.

We recommend the area immediately within the vicinity of the work be inspected using a thermographic imaging camera to ascertain if there are any hot spots present. Where there is a high risk of fire the work to be undertaken outside normal working hours.

Managers' and Supervisors' Duties

Managers and supervisors must ensure that all equipment for welding and hot cutting used by employees is suitable for the task, safe for use and that the employee has received adequate information, instruction and training. The employer must also ensure that:

- A general risk assessment has been completed
- Control of Substances Hazardous to Health (COSHH) assessments are carried out on fumes and gases produced from welding and hot cutting operations
- The control measures under the respective COSHH assessment are applied
- Suitable protective clothing is worn at all times when carrying out welding and hot cutting operations
- Permits to work are issued for all welding and hot cutting operations (unless in a workshop) and entry to confined spaces
- Adequate screens and warning notices are placed around the work area where welding or hot cutting operations are carried out
- Where required, written guidance is provided prior to any welding or hot cutting operations taking place on hazardous equipment
- Only contractors who are competent are used for welding and hot cutting operations
- Welding and hot cutting equipment brought to site by contractors is checked before allowing its use on site.

Employees' Duties

Employees must ensure that they:

- Comply with all instructions and training in relation to the execution of their work
- Do not put their own health and safety and that of other employees at risk by their actions
- Use equipment provided for the task
- Report any problems to their direct supervisor.

Adequate information and training will be provided to individuals to ensure that they are competent to carry out their work-related tasks. A responsible person will assess training, including the need for refresher training.

WORKING AT HEIGHTS POLICY

FIELD SUPPORT SERVICES GROUP are committed to ensuring that all work that is undertaken at heights will be done in a manner that ensures the stipulations of the Legislation, in conjunction with the principles of risk assessment are adhered to.

UK regulation states that if a person is at risk of falling 2 metres or more from an edge from;

- a) a scaffold, fixed stair, landing or suspended slab at the workplace or
- b) formwork or false work at a workplace

Edge protection must be provided. Also, if there is a risk of a 3-metre fall in situations other than a) and b) above then edge protection and/ or a fall injury prevention system must be in place and utilised.

These requirements will always be implemented in conjunction with our risk assessment process which will include consideration of, but not be limited to:

- The materials that make up the structure to be worked on.
- The weather conditions.
- Condition of footwear.
- Time allowance for the task (don't rush).
- Tools required for the task – Reduce the need to constantly go up and down the ladder.
- Are there others working in the vicinity?
- Identification of other hazards that have the potential to change or influence a common task.

This procedure applies to all personnel plant and/or equipment involved in work at heights. It includes, but is not limited to:

- scaffolding and elevated work platforms, (construction and access)
- work on roofs.
- working on ladders, (installation and work restrictions)
- working on building maintenance units.
- working adjacent to opening, excavations, pits, and/or shafts.
- working on elevated work platforms.
- Refer to the Working at Heights Safe Work Procedure..

Restraints

A restraint line is to be used where a free or strained fall is possible. It must be used to limit horizontal movement on slopes not exceeding:

- 15 degrees, where a restraint belt is worn; and
- 30 degrees, where a work positioning harness or fall arrest harness is worn

Harness and lanyards

• A fall arrest harness and lanyard or inertia reel block assembly, fitted with a shock absorber shall be used where there is a risk of free fall of more than 3-metres

• Each harness shall be individually numbered and maintained in accordance with AS1891.4 (Clause 9.4)

• Fall protection equipment must be destroyed following a fall or where inspection has shown evidence of excessive wear or mechanical malfunction

• It is FIELD SUPPORT SERVICES GROUP policy that fall arrest equipment is not used, if situation requires fall arrest as distinct from restraint then alternative engineering or other solutions must be put in place.

Anchor points

Where free fall – fall arrest is identified as the only practical control, anchor points must, where practicable, be above the head of the person and must ensure that in the event of a fall the person will not swing. The anchor point must be capable of withstanding a force of at least 15kN

Scaffolds and platforms

Any scaffolding above two (2) metres must have edge protection and a guardrail system.

The minimum requirements of erecting, dismantling and maintaining scaffolding:

- Only persons who are trained and certified are permitted to erect and dismantle scaffolding more than four metres in height.
- Tie off all scaffolding that is four metres or taller to the structure being worked on.
- The maximum safe working load for a scaffold is 450kg

Elevated work platform (knuckle boom)

Wear an appropriate anchor harness and lanyard. The lanyard should be a fixed short length which will prevent egress from the bucket.

- Only authorised trained and certified personnel may operate elevated work platforms (EWP/Cherry Picker).
- Wheels must be chocked.
- The EWP must be stabilised on firm ground.
- EWP's are not to be used for lifting.
- Maintain a distance of 5mtr from overhead power lines.
- All occupants must be attached to a full body harness attached to an appropriate anchor Point.
- Compliance certificate to be in EWP at all times.

Portable ladders

All stairs, fixed ladders, walkways, handrails shall be constructed and in accordance with AS1657, AS/NZS1892.1 Portable Ladders and Legislative requirements:

- Use only ladders provided by the company.
- Complete a risk assessment for heights above three (3) metres.
- Ensure all locking devices on the ladder are secure.
- Ensure the ladder is in the fully open position.
- When positioning the ladder use the 4:1 rule (if the distance between the ladder and the supporting structure is 1 metre, the ladder should be supported approx. 4 metres above the ground)
- If the ladder is being used for egress or access ensure it extends a min. 900mm above step-off point to the platform.
- Complete a visual inspection of the ladder to ensure it is in good serviceable condition.
- Use a tool belt to carry your tools whilst climbing up or down a ladder.

Procedure

1. Conduct a job safety assessment before commencing work.
2. Any person working on a building, roof or other structure that is above 3 metres must wear fall protection appropriate for the task.
3. No working alone, ensure there is an observer available to assist in the event.

MANUAL HANDLING POLICY

In accordance with Workplace Health and Safety expectations FIELD SUPPORT SERVICES GROUP will ensure the risks associated with manual handling are reduced so far as is practicable and that all workers are trained to assess the risks of manually handling loads before attempting to lift via construction white cards and company induction.

FIELD SUPPORT SERVICES GROUP recognises that the industry they operate in requires manually intensive work and that the risk of a manual handling injury is one of its risks.

FIELD SUPPORT SERVICES GROUP undertakes to ensure that the risk is known and understood through its company induction process and that wherever practicable reduced.

Under the principle of duty of care each worker needs to commit to ensuring they assess each task being mindful of:

- the force applied by the person/persons and the actions and movements involved.
- the range of weights handled.
- duration and frequency of movements.
- time and distance over which an object is handled.
- the availability of mechanical aids.
- the layout and condition of the workplace and the work organisation.
- postural requirements imposed by the manual task.
- the skill, strength and experience of the personnel.
- the nature of the object/material being handled.
- any other relevant factors.

Any risk control measure implemented will be re-assessed to ensure implementation has been successful.

It is the policy of this company to ensure the above principles are applied to prevent the injury of its workers and reduce manual handling. The Manual Handling Code of Practice provides greater insight into manual handling for all those who require extra training or assistance.

Refer to the Manual Handling Safe Work Procedure.

Lifting Equipment

All lifting equipment is to be inspected in accordance with the schedule below. This is in addition to daily routine checks prior to operation.

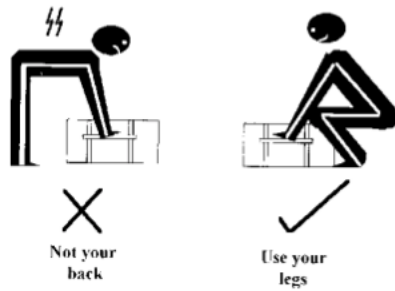
Mechanical lifting equipment shall be made available for identified tasks as required. They include but are not limited to:

- Trolleys.
- Mechanical Lifting devices.
- Hydraulic Lifts.
- Forklifts.

Procedure

- Conduct a job safety assessment before commencing work.
- Wherever possible mechanical lifting devices should be used for all material over 20kg.
- Where appropriate pallets, boxes, crates, containers, smaller cable drums etc. should be used to minimise the potential exposure to workers.
- Be certain each load is within your lifting capacity and will not obstruct your line of vision.
- Check that your route and lay down area are free of hazards and are adequately lit.
- Obtain a good footing and maintain a straight back posture.
- Bend at the knees.
- Grip the object firmly, using the palms of your hands and the roots of your fingers.
- Lift gradually by straightening the legs.
- Wear gloves when handling hot materials or objects with sharp or ragged edges
- When an object requires two or more workers to handle, one worker should give the signals for lifting and lowering the object in unison.
- If you can't move it safely, get mechanical assistance.

Incorrect methods used in handling materials cause the greatest number of work injuries. When lifting objects manually, adopt the following procedure:



CONFINED SPACE POLICY

A confined space means an enclosed or partially enclosed space which;

- is not intended or designed primarily as a workplace.
- is at atmospheric pressure during occupancy; and
- has restricted means of entry and exit.

And which either;

- has an atmosphere containing or likely to contain potentially harmful levels of contaminant.
- has or is likely to have an unsafe oxygen level; or
- is of a nature or is likely to be of a nature that could contribute to a person in the space being overwhelmed by an unsafe atmosphere or a contaminant (Contaminant means any substance, the presence of which may be harmful to safety or health).

FIELD SUPPORT SERVICES GROUP does not consider working in a roof space as a confined space but does recognise that it is a practice that has a risk attached to it.

Therefore, it is our practice to ensure that the risk is managed by having the power turned off (except for exceptions as per working live policy), appropriate PPE is available at all times, plentiful hydration opportunities and knowledge of two entry/exit options whenever possible. (Space where tiles are removed and knowledge of buildings roof space access and the quickest route to it in an emergency)

Risk assessment must include an awareness and understanding of the known risks associated with confined space work.

Refer to the Confined Space Safe Work Procedure.

Procedure

1. Conduct a job safety assessment before commencing work.
2. The following types of hazards must be considered before entering a confined space:
 - Oxygen deficiency.
 - Oxygen excess.
 - Contaminants.
 - Moving equipment.
 - Flooding.
 - Electric Shock.
 - Explosion and fire.
 - Suffocation by solids.

3. Ventilation - atmosphere within the confined space to be accurately identified and appropriate protective measures implemented.

4. Entry to Confined Space - entry must be sign posted and barricaded off to prevent entry by unauthorised personnel. Two types of conditions of entry to be used:

- Free entry – conditions are favourable to enter and work in a confined space with the need for personal breathing equipment.
- Restricted entry – entry permission is given only to persons wearing approved supplied air or self-contained breathing equipment.

NOISE PROTECTION POLICY

Noise-induced hearing loss can result from a single exposure to a loud noise or from prolonged exposure to excessive noise in the workplace. Such loss is additional to that experienced through normal ageing.

Noise-induced hearing loss is irreversible; it can cause difficulty in communication and tinnitus (ringing in the ears).

Health monitoring

FIELD SUPPORT SERVICES GROUP offers health monitoring to all staff exposed to significant noise requiring hearing protection.

Monitoring includes a baseline assessment as soon as the worker commences work, or before commencing work, if possible. This initial assessment is followed by another test within the first 12 months to check for a threshold shift. Assessments are also undertaken upon termination of employment. Refer to the Noise Protection Procedure.

WORKING ALONE POLICY

In the course of work carried out by FIELD SUPPORT SERVICES GROUP at times workers are required to work on their own.

Workers are deemed to be “alone” when they cannot be seen or heard by another person, and/or will not expect a visit from another person for some time.

To this end we wish to ensure that workers working alone or in an isolated location understand the importance of implementing, and sticking to procedures.

Where possible workers will not be required to work alone, however where a situation arises that requires a worker to work alone or in an isolated location the following applies:

- A form of communication is provided e.g. phone.
- A ‘phone contact with management’ process has been agreed to ensure contact.
- FIELD SUPPORT SERVICES GROUP provides a serviced and reliable vehicle.
- Agreement on start and finish times where practicable.
- Refer to Remote Travel Procedures for details

Management is responsible to issue tasks for workers and determines levels of communication required to work alone or in isolation on a job to job basis.

Workers are responsible for taking all reasonable or practicable steps to ensure their own safety when working alone or in isolation and to follow direction and instruction given to them.

ELECTRICAL SAFETY POLICY

This policy is to ensure FIELD SUPPORT SERVICES GROUP employees understand and comply with regulatory and legislative requirements related to electrical work and safety.

This policy applies to any employees working on or near wiring or installing electrical equipment. Roles and responsibilities;

Supervisor's responsibilities will include:

- Anticipate all work hazards and utilize all safeguards as necessary.
- Ensure that all employees are properly trained to be undertake scheduled work, instructed in the safe operation of electrical equipment and aware of all hazards associated with the use of these electrical devices.
- Initiate any necessary administrative action required to enforce safety practices.
- Review qualified employees to ensure they are capable of handling their specific job Duties.

Employee's Responsibilities

- Follow FIELD SUPPORT SERVICES GROUP policies and procedures and instructions of the responsible supervisor.
- Bring to the attention of the supervisor any potentially hazardous situations such as discrepancies between instruction, procedures, policies and manual instructions, misapplication of device etc.
- Recognise that malfunctioning equipment must be repaired or replaced before use. (Follow tag procedure).

FIELD SUPPORT SERVICES GROUP Responsibilities

- Providing technical assistance in defining hazardous operations, designating safe practices and selecting proper devices.
- When necessary, recommend the development of standards operating procedure for electrical equipment and devices in use.
- Review and approve standard operating procedures upon request.
- Evaluate potential electrical hazards during facility inspections to ensure compliance with existing polity and other safety guidelines.
- Request equipment testing, tagging out of service equipment and taking corrective action where necessary.
- Support employees training relative to safety.
- Develop and revise company electrical safety policy periodically, or when regulatory changes occur.

Duty of The Electrical Contractor

The Electrical Contractor who carried out the electrical installing work is required to complete an Electrical Safety Certificate.

The Contractor's Copy of the completed Electrical Safety Certificate is to be retained by the electrical contractor for a period of five years.

In the section "Details of Work completed" a general description of the work must be provided, for example "Existing domestic installation rewired", "Two additional power circuits added to shop installation", "Wiring of new second story to residence", "New sub mains and shed wiring installed at farm" as examples.

Further details of the electrical installing work completed must also be provided in the boxes "Lights", "Socket Outlets", "Cooking Appliances" etc., indicating the number or rating as appropriate.

Risk Classifications

Four levels of risk are used:

- Negligible risk – equipment that need only be inspected irregularly. Examples might be refrigerators, air conditioners, rack mounted equipment, equipment fixed in place, equipment rarely moved (and the cord is protected from damage).
- Low risk – equipment inspected yearly and undergoes inspection, testing and tagging at 5 yearly intervals. Examples in non-hostile environments might include: office equipment, computers, fans, desk lamps, equipment where the cord is not subjected to movement or hazards.
- Medium risk – equipment inspected bi-monthly and undergoes inspection, testing and tagging annually. Examples in non-hostile environments might include: workshop tools, laboratory equipment, equipment on trolleys.
- High risk – equipment that is inspected monthly and undergoes inspection, testing and tagging 6 monthly. Examples might include: equipment in hostile or wet environments, high use (frequently moved) equipment, equipment where the cord is subjected to frequent movement or hazards
Note: Equipment is to be inspected and tested following any repairs that may have affected its electrical safety.

Risk assessment

Competent persons will undertake all risk assessments. The assessment is based on relevant factors including:

- operating and storage environment.
- usage (particularly the movement of the equipment and flexing of the supply cord).
- equipment characteristics (function, make and model).
- experience with the equipment.
- age of the equipment.
- electrical safety knowledge of typical users.
- previous inspection and testing results.

Tagging of electrical equipment

All equipment used on site undertakes inspection, testing and tagging in accordance with the current Occupational Health and Safety Legislation.

No working live policy

Inadvertent contact of conductive components with live conductors can cause electrical shock and arcing and could result in serious injury or death.

FIELD SUPPORT SERVICES GROUP objective is to eliminate the probability of any such occurrence. FIELD SUPPORT SERVICES GROUP has a no working live policy.

It is a requirement of the employer that all electrical work is carried out using a safe system of work.

The safe system of work must include:

- Follow Isolation Procedures - The circuits and apparatus of that part of the installation being worked on must not be energised.
- Isolate where Practical and Shield Exposed Conductors - Measures to eliminate or control the risk of the person carrying out the work inadvertently contacting any part of the installation that remains energised. Any exposed conductor in the work area should be confirmed by the worker as isolated and/or securely shielded from possible contact.

- Test every time before you touch - Checks to ensure that the circuits and apparatus of the part of the installation that is being worked on are not energised before work commences and remain that way until the work is completed.

There are exceptions (NOTE – 1st, 2nd and 3rd year electrical apprentices shall NOT work live at any time. 4th year apprentices shall have DIRECT supervision to work live):

1. Electrical testing and fault finding as detailed in the Code of Practice for safe low voltage work practices by electricians for electrical testing.
2. Electrical work on an electrical article or installation if it is necessary to do so in the interests of safety and the risk of harm would be greater if the circuits and apparatus were de-energised before work commenced. In these circumstances the electrical worker must ensure that they have the written authorisation of the senior manager and the person in control of the premises and must fulfil the stringent requirements detailed in the Code of Practice for safe low voltage work practices by electricians.
3. Electrical work carried out under a plan required to be lodged under the Electricity Supply Network and Safety Legislation.
4. Where live electrical work is carried out for network operator connection schemes, such as service or contractor connect, the authorised contractor/worker shall comply with the additional requirements of these schemes.

All workers are authorised and expected to stop work and notify the Director if a task carries an unacceptable level of risk. Never assume an exposed conductor is dead - test every time before you touch. All workers must adhere to this policy to ensure their safety in the workplace. Any breach in adhering to this policy may result in dismissal.

SAFETY MANAGEMENT PROCEDURES

MONITORING AND REPORTING

The purpose of this procedure is to demonstrate FIELD SUPPORT SERVICES GROUP will undertake various initiatives for workers to participate in Workplace Health and Safety as follows:

- Each week (Monday generally) a safety message will be sent out on the SMS system to all employees.
 - Daily pre-start meeting for project works to discuss work requirements for the day, incidents, hazards, near misses, incidents, JSA/SWMS requirements, previous raised action items.
 - Monthly Team meetings to discuss safety performance, industry related safety concerns regarding the Workplace, Health, Safety or Environment. Safety alerts etc.
 - Quarterly Safety meetings to discuss WHS performance, compliance, upcoming training, review previous actions and monitor performance of WHS, upcoming projects, industry specific news
- All sub-contractors are required to undertake the above mentioned safety initiatives while working for FIELD SUPPORT SERVICES GROUP.

Procedure

Inspections of the workplace shall be undertaken on a regular basis to ensure that vehicles, equipment, workplace conditions, workplace facilities, operating practices, procedures and environmental requirements are being maintained to the required standard. Personnel undertaking inspections are to have a good working knowledge of the area of inspection or qualified to undertake the inspection.

Whenever recommended exposure limits are exceeded e.g. dust, ongoing surveys will be carried out to ensure clients standards and procedures are met.

Inspections shall be carried out as follows:

- On a daily basis: FIELD SUPPORT SERVICES GROUP supervisor and operators will highlight the importance of safety and hazard assessments before undertaking any work, and where required shall conduct inspections of the work site that will be recorded on the vouchers, or in the case of a significant project with multiple hazards.
- Risk Assessments: These will be conducted by the Supervisor, and all site workers. A risk assessment will be provided by either a Safe Work Method Statement (SWMS) for any of the 19 activities deemed to be high risk by WorkSafe or a Job Safety Analysis (JSA) for all other work activity.
- Monthly team meetings will be undertaken to emphasise industry hazards that occur while at work
- Quarterly Inspections: Formal inspections of the workplace shall be conducted on a quarterly basis to cover both safety and environmental matters.

The inspections will be carried out using a workplace safety inspection checklist applicable to the scope of work being undertaken. The inspections will be undertaken on a roster basis by any of the company employees.

The results of the inspection may be discussed with the workforce at the monthly team meeting. The general health and wellbeing of workers will be considered when conducting these inspections

Documentation

The following documentation will be held in the FIELD SUPPORT SERVICES GROUP training room and will be readily available to all personnel:

- Safety Management Plan.
- Evacuation Plan.
- Safe Work Procedures (SWP) and Safe Work Method Statements (SWMS).
- Minutes of meetings.
- Inspections and audits.
- Training and Competency Matrix (including licence details).
- Training Manuals and Assessment Instruments.
- Copies of relevant Standards, Acts, Regulations etc. (hard copy or electronic).
- Standard Operating Procedures.
- Registers.
- Hazard / Risk Register.
- Corrective Action Register.
- Chemical Register.
- Vehicle Register.
- Site Machinery Register.
- Vehicle Inspection Register.
- Incident Register (and reports).

Document control

The following shall apply:

- All hardcopy and electronic documentation will be reviewed and approved by authorised personnel prior to issue or distribution.
- All project documents will be of current revision and available on site for review.

SAFETY MEETINGS

The purpose of this procedure is to describe the necessary requirements regarding safety meetings.

This includes:

- Team Meetings.
- Pre-Start Meetings.
- Project/WHS Meetings.

Team meetings

FIELD SUPPORT SERVICES GROUP recognise the involvement of workers as essential and a statutory requirement, in identifying potential hazards that can be eliminated, or minimised, before injuries occur.

Team meetings will be used to help Supervisors manage safety, to provide a forum for workers to have their say about safety issues and to help ensure safety awareness is maintained throughout the project.

Where required specific safety issues will be raised, accidents reviewed, risk assessments developed and presented for evaluation and familiarisation or safety and alerts discussed.

Any corrective action will be followed up and signed off by the nominated person.

Pre-Start Meetings

Pre-start meetings are to include (but not limited to):

- Analysis of the work stats for the day.
- Involve workers in the identification of corrections of hazards.
- Recognise the safety concerns of the workers.
- Discuss any site issued notices.
- Ensure work group members are suitably trained, competent and hold relevant licenses prior to allocating and commencing work activity or operating machinery.
- Ensure all workers have the necessary personal protective equipment to undertake their work
- Ensure all members of the work group understand both the hazards and precautions necessary to complete their specific work activity safely.

Supervisor Responsibilities

The FIELD SUPPORT SERVICES GROUP Supervisor is responsible for the following items relating to safety meetings:

- Keeping attendance records and issues raised.
- Resolution and/or proactive response to worker concerns.
- Encourage workers to provide feedback to add to the continuous improvement of FIELD SUPPORT SERVICES GROUP Workplace Health & Safety Procedure.

All safety meetings will be minuted and recorded and saved for future reference.

HAZARD REPORTING

Hazard identification;

The identification of workplace hazards is an ongoing responsibility of everyone. A hazard is defined as “anything that may result in injury or harm to the health to a person, or the risk of damage to property. “

Hazards must be firstly assessed and control measures put in place to eliminate or reduce the likelihood of harm or injury.

- Spot the hazard.
- Assess the risk.
- Make the changes.

Due to the type of industry we work in there are many hazards that our workers can be exposed to during the course of their employment.

Codes of practice that have been developed to assist workers conduct assessments of the hazards in the workplace.

Hazard Assessment

The assessment of risks is the evaluation of the likelihood of the identified hazard causing injury, harm or damage. Managers and Supervisors must use this assessment process to identify and evaluate significant factors that could affect the chance or extent of the outcome caused by the hazard.

Hazard Control

This is the process of determining and implementing appropriate measures to control risk. Legislation requires that control of factors assessed as posing increased risk is implemented as far as practicable. This means considering:

- The severity of the hazard in question.
- The state of knowledge about the hazard or risk and ways of removing or mitigating it.
- The availability and suitability of ways to remove or mitigate the hazard or risk.
- The cost of removing or mitigating the hazard or risk.

Most Effective ↑ ↓ Least Effective	Eliminate the hazard	e.g. off-site cutting of panel work
	Substitute the hazard	e.g. replace ladder with scissor lift, substitute solvent-based paint with water-based paint
	Engineering Controls	e.g. reverse alarms/lights fitted to plant, exhaust ventilation to remove fumes that will require a permit
	Administrative Controls	e.g. job rotation, work instructions, safety inspections
	Personal Protective Equipment (PPE)	e.g. hearing protection devices, respirators, hardhats

Risk Severity

A risk rating system is used to evaluate the management process required to eliminate or control the effect of a hazard.

Using the risk matrix below the likelihood is measured against the consequences giving a risk rating of high medium or low. In determining the likelihood consider how many people are exposed to the risk.

RISK MATRIX		LIKELIHOOD				
CONSEQUENCE		RARE	UNLIKELY	POSSIBLE	LIKELY	CERTAIN
	INSIGNIFICANT	1	2	4	7	11
	MINOR	3	5	8	12	16
	MODERATE	6	9	13	17	20
	MAJOR	10	14	18	21	23
	CATASTROPHIC	15	19	22	24	25

LIKELIHOOD		CONSEQUENCE	
RARE	Not expected to occur	INSIGNIFICANT	No injury, no cost, no lost time
UNLIKELY	May occur only in exceptional circumstances	MINOR	First aid treatment required
POSSIBLE	Could occur at some time	MODERATE	Medically treated injury - heavy damage
LIKELY	Expected to occur at some time	MAJOR	Lost time injury - severe damage
CERTAIN	Occurs in most circumstances	CATASTROPHIC	Death or extensive lost time
LOW	Manage individual risks using appropriate controls and proceed working with caution. ((Negligible Risk))		
MEDIUM	Risks are assessed and controlled using the hierarchy of controls. Supervisor to approve appropriate use of controls. (Tolerable Risk).		
HIGH	Do not commence activity. Implement controls to reduce the risk to Medium or lower. Full JSW/ SMWS required by Supervisor (Intolerable Risk)		

Once a risk rating is determined for each hazard, a comprehensive list can be produced which places each hazard in order of priority for the implementation of risk control measures.

For each potential workplace hazard identified a Risk Rating will be determined by referring to the categories above.

Where it is considered that it is not practical to reduce the risk of injury to a worker by any other means, personal protective equipment will be used.

FIELD SUPPORT SERVICES GROUP will provide all personal protective equipment.

Elimination. Where a hazard can be entirely removed it will be, as this eliminates the risk of exposure to the hazard.

Substitution. Replacement of risk with something less dangerous. Includes equipment, machinery and materials.

Engineering or Isolation Controls. Where a hazard cannot be removed the next preferred measure is to control the risk. Engineering controls include modification of machinery using guards and enclosures or similar.

Administrative Controls. Where a hazard cannot be removed or controlled by engineering, certain administrative practices may limit exposure to the hazard. Such work practices that reduce risk include tagging and lockout procedures, safe work method statements, rotating jobs, non-smoking/eating designated areas etc.

Personal Protective Equipment (PPE). Higher-level controls should be preferred to PPE however where other measures are not practical PPE may be used subject to the following considerations.

- Appropriate for the job.
- Clean and functional.
- Fit correctly.
- Adequate training on use provided.
- Regularly serviced and maintained.

Hazard monitoring

To ensure that control measures implemented are not eroded over time; they must be monitored on a regular basis.

Hazard Categorisation - Selection & Use

Depending on the work performed all work activity is categorised as LOW, MEDIUM or HIGH.

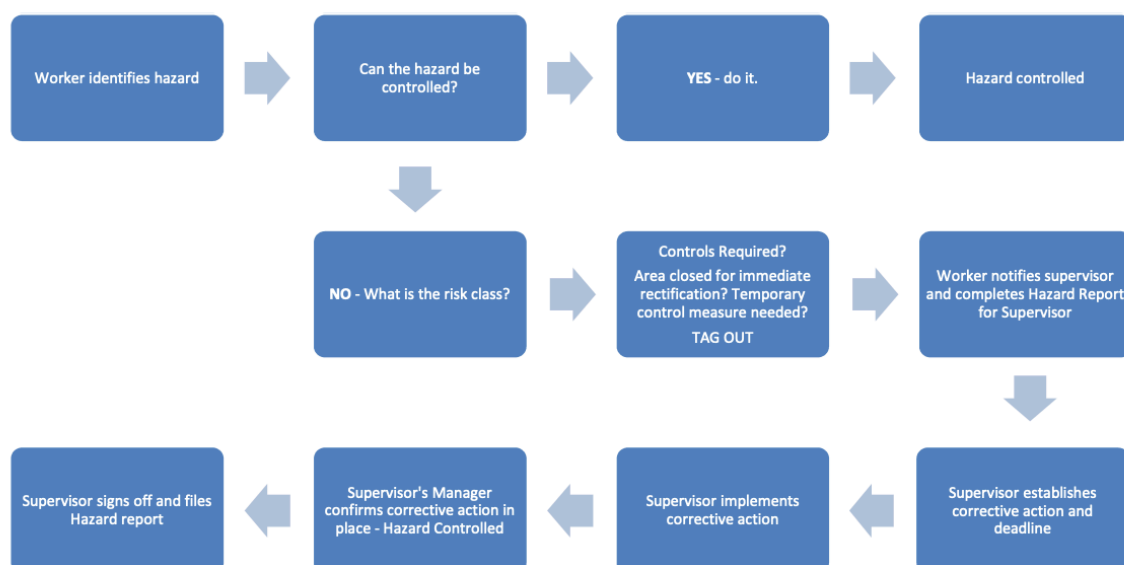
The table below demonstrates the required safety documentation in relation to the category in accordance with risk criteria.

All hazards shall be reported using the Hazard Report Form which will be located adjacent to the service department. Where the hazard cannot be rectified immediately, it shall be barricaded to warn others and then reported immediately to the Supervisor to include the item on the WHS Corrective Action Register to ensure it is rectified.

These hazards will be classified and prioritised to reflect the potential risk to personnel.

Any specific hazards that have been identified shall be clearly communicated to workers and subcontractors during the daily pre-start meetings. Hazard control measures shall be adopted to ensure the risk of injury or harm is reduced to a satisfactory level.

Hazard Reporting Procedure



FIRE SAFETY

FIELD SUPPORT SERVICES GROUP will ensure that an adequate number and type of fire extinguishers are available at the workplace and additional extinguishers are located in the immediate vicinity of any work that may create a fire risk. This requirement will apply without exception to any hot work such as welding.

FIELD SUPPORT SERVICES GROUP will ensure all personnel carrying out hot work have a fire extinguisher close-by, are fully trained in the use of extinguishers and that adequate evidence of such

training is provided before work commences.

FIELD SUPPORT SERVICES GROUP will ensure that all mobile plant is fitted with an appropriate fire extinguisher.

Procedure

- In the event of a fire immediately phone for emergency services assistance.
- Emergency Response procedures to be followed for all other workers in the vicinity of the fire.

Only persons trained to use extinguishers are to attempt to extinguish a fire, and only in accordance with limits defined in training..

Inspection

FIELD SUPPORT SERVICES GROUP will contract to check the “charge level” of all of our fire extinguishers on site every 12 months. All fire extinguishers will be serviced and maintained by competent persons and a record completed and maintained in accordance with Australian Standard AS-1851 or UK standard ‘The Regulatory Reform (Fire Safety) Order 2005’,

It is the individuals responsibility to check the charge level on a portable extinguisher prior to commencing any hot works.

Combustible materials will not be allowed to accumulate in work areas in order to prevent a fire risk.

Selection & Use

- All personnel carrying out hot work will be fully trained in the use of extinguishers and a record of the training provided in the appropriate register of the Management Plan.
- All personnel will be made aware of the site - specific emergency procedure and emergency service phone numbers shall be clearly displayed at a central phone location.

FIRST AID AND INJURY REPORTING

The purpose of this procedure is to ensure FIELD SUPPORT SERVICES GROUP acknowledges the need to be accident free and take every precaution in preventing accidents and injury. However, in the case of an accident, it is Management’s responsibility to ensure that all proper medical assistance is given in cases of workplace injuries and accidents.

In addition, FIELD SUPPORT SERVICES GROUP will:

- Ensure that all accidents which may possibly involve Workers Compensation Claims are reported promptly to the FIELD SUPPORT SERVICES GROUP Insurers.
- Investigate causes of accidents and incidents and pursue necessary corrective action.
- Manage rehabilitation of injured personnel in accordance with the requirements of the workers compensation legislation maintaining contact with injured personnel and getting them back to work as quickly as possible.
- Ensure that appropriate First Aid equipment and practices is kept on sites where FIELD SUPPORT SERVICES GROUP personnel are working and that it is kept clean and stocked with consumable items; as well as arranging the training of First Aid attendants, as required;
- Ensure a First Aid Risk Assessment is conducted to ensure an adequate supply of first aid equipment is provided at each work area.

FIELD SUPPORT SERVICES GROUP maintains a record of all work-related injuries and will advise clients where required of any reportable incidents during work on a particular site.

FIELD SUPPORT SERVICES GROUP is also committed to investigate work-related accidents and incidents to identify the factors contributing to the incident and prevent a recurrence. The more complete the information, the easier it will be to develop and implement countermeasures.

First Aid

There will be a nominated site medical team and first aid trained members in each department: First Aid boxes will be placed in relevant locations throughout the site.

Reporting

All injuries will be reported on site. Records will be kept for a minimum of 5 years. Where the injury results in an absence from the workplace of more than 4 days or the injury treatment requires hospitalisation, the details of the occurrence and its circumstances will be reported.

Reporting of Serious Injuries

FIELD SUPPORT SERVICES GROUP will thoroughly investigate any injury where an accident at a workplace results, within the set time frame after the accident occurred, in:

- the death of any person.
- the amputation of any limb or part of a limb of any person.
- the loss or partial loss of the use of any part of a person's eye.
- the loss by any person of a bodily function.
- any person being admitted as a patient to a hospital.
- any person showing acute symptoms of exposure to any substances at the workplace.
- or any other serious bodily injury.

Treatment of Injuries

All personnel at the workplace shall adhere to the following;

- Workers must report all injuries to their immediate supervisor.
- First aid equipment appropriate to the nature of the likely hazard should be made Available to workers.
- First aid treatment given to any worker or contractor must be formally recorded.
- Medical treatment for injuries beyond the scope of first aid will be provided by assistance from the Ambulance Service, or attending a Medical Centre or the Casualty Section of a hospital.
- Records will be kept for a minimum of 5 years.

INCIDENT REPORTING AND INVESTIGATION

The purpose of this procedure is to define the reporting and investigation process that will be undertaken by FIELD SUPPORT SERVICES GROUP in the event of a workplace incident or near miss.

Reporting of Incidents/Near Misses

All incidents and near misses, whether they involve injury to persons or not, must be reported.

Incidents can be a near miss/hit, or a hazard which did not injure or cause damage to persons or property or has the potential to cause injury. An incident is also an accident that has already occurred. FIELD SUPPORT SERVICES GROUP management must investigate all incidents and ensure corrective action is put in place to prevent the incident from recurring and injuring persons again or to

prevent the incident from having an impact and causing injury.

Ensure that all notifiable incidents are reported promptly to their direct supervisor or management in accordance with the Occupational Health and Safety, Environment Protection and Electrical Safety Legislation, or any other authority as required by law within the required time frame and by the appropriate means or documentation.

The investigation report must be completed by FIELD SUPPORT SERVICES GROUP in conjunction with the worker involved. The report is to be completed within 24 hours of the incident to comply with mandatory reporting requirements. All witness to the incident must complete a Witness Statement.

Reporting to Clients / Principal Contractors

FIELD SUPPORT SERVICES GROUP management will report all accidents and incidents to the workplace owner or senior person in control of the workplace as soon as management is aware of the incident. The responsibility of reporting incidents to the authorities is FIELD SUPPORT SERVICES GROUP responsibility however this may be achieved in conjunction with the person in control.

Many clients, owners, controllers, principal contractors will request to be notified of any incidents occurring and records of notification completed. FIELD SUPPORT SERVICES GROUP pro - formas, documentation, investigation reports etc. will be completed and copies forwarded to the client. Duplication of client records will be completed where necessary and forwarded to the client.

Procedure

1. Make it safe – Ensure the immediate scene is made safe and any injured persons receive appropriate medical attention. Notify Emergency Services as required. Isolate and cordon off any hazardous areas/systems.
2. Preserve Incident Scene – For significant incidents ensure that any evidence that may assist in the investigation is preserved and documented (equipment/photographs, measurements etc.)
3. Communication of Incident – Ensure the incident is communicated to the company manager as soon as possible. (Ensure all phone calls and communications are recorded for the time and location they took place).
4. Witness Statements – Compile a list of people involved in the incident and request a written statement of what occurred. Record names/role/contact numbers etc.
5. Documentation – Complete an incident report form; attach copies of all statements, photos, information gathered.
6. Incident Investigation – Management will notify who will be the responsible person to undertake the incident investigation. This person will be responsible for establishing the facts surrounding the incident (not opinions). All workers involved in the incident, supervisors, WHS representatives, and witnesses, in some circumstances it may also be necessary to involve technical specialists or other professionals for opinion will be a part of the investigation.
7. Incident Analysis – The investigation team shall review the facts, which have been established and identify contributing factors that contributed to the incident. This is done so corrective actions can be taken by the company to prevent a similar occurrence in the future.
8. Corrective and Preventative Actions – Having reviewed all information, recommendations will be reported to ensure corrective and preventative action is taken in the future to avoid a similar occurrence. All corrective actions are to be detailed within the Hazard Register.
9. Reporting – The investigation team shall ensure all aspects of the investigation are formally documented on the Incident Investigation Report Form with all actions being entered into the Hazard Register. The completed investigation report, associated documentation, photos, drawings, statements etc. is to be forwarded to management for sign off.

DISCIPLINARY PROCEDURE

The purpose of this procedure is to define the process to be followed in dealing with personnel who repeatedly infringe on WHS policy requirements.

This procedure should be applied with due regard to any employment or industrial agreements or awards which may apply to the project site FIELD SUPPORT SERVICES GROUP works within. In the case of a conflict between this procedure and any such agreement or award then the agreement or award must be applied.

Disciplinary steps

1. First Infringement – formal verbal warning to the worker that shall comprise of:

- Advise the worker of the behaviour that is deemed to be unsatisfactory.
- Advise the worker of what action is required to correct the problem.
- Advise the worker of the consequences of continuing the unsatisfactory behaviour.
- NOTE: This warning must be given in the presence of another colleague.

2. Second Infringement – formal written warning handed to the worker that shall comprise of:

- Items on the above warning but in addition the worker shall be advised that further unsatisfactory behaviour shall result in the worker's dismissal

3. Third Infringement – dismissal (the worker will be dismissed)

- A worker who has received these warnings and who continues to engage in unsatisfactory behaviour shall be dismissed and this shall be confirmed in writing
- Records of all warnings are to be documented by management in a work diary.
Causes for instant dismissal/removal from the workplace

The following will be causes for instant dismissal/removal from site:

- Breaches of tagging procedures.
- Any tampering with safety equipment or devices.
- Any act of misconduct (theft, vandalism, fighting, verbal abuse, harassment and intimidation etc.)
- The consumption and/or use of either drugs or alcohol onsite or within the workplace.

AUDIT AND REVIEW

The purpose of this procedure is to demonstrate FIELD SUPPORT SERVICES GROUP use a combination of measures to audit and review safety performance and strategies.

• Regular audits that are carried out within the organisation include:

- PPE.
- Vehicle.
- Fire Equipment.
- First Aid Kits.
- WHS Documentation (JSA/SWMS).
- Fixed Plant & Machinery.
- Mobile Plant & Equipment.

Procedure

An annual review of the Safety Management Plan inclusive of policies and procedures takes place by Management and is signed off in the record of revision.

- Notification of any changes occur verbally during pre-start, team meetings, in certain circumstances written notification is delivered via a Safety Alert or similar.