



**GROUP**

*Your Partner for People,  
Plant and Performance.*

**KI Recruitment**  
**General Induction Booklet**  
*Labour Hire*

## Company Profile

KI Group was founded in 1989 when a need was recognized for crane hire services for the developing Argyle Diamond Mine and the Kimberley region. Due to expanding client in the Kimberley and market demand the then branded Kununurra Crane Hire was re-branded and launched as Kimberley Industries in 2004. Kimberley Industries was re-branded to KI Group in 2009 as other locations outside the Kimberley opened their doors.

KI Group strives to meet industry needs, offering a wide range of services to the Mining, Commercial and Industrial sectors in Western Australia and the Northern Territory. KI Group services include the following;

- **KI Recruitment**
- **KI Equipment Hire**
- **KI Industrial Services**

With branches located in Bunbury, Perth, Broome, Kununurra and Darwin, KI Group understands what it takes to attract skilled & unskilled workers in a highly competitive market. Our machinery and equipment hire division supports the Mining, Industrial and Commercial sectors throughout the region through our crane and earthmoving fleet.

KI Group prides itself on continuous improvement and development of our Business Systems to ensure our employees and our clients receive the highest quality service at all times

KI Group has a number of offices located throughout Western Australia and the Northern Territory, these branches are here for your assistance and are contactable 24 hours a day 7 days per week. Below are the locations of each branch as well as their contactable phone number.

## Contact Details & Office Locations and Details

### Director:

**Group Manager – Operations & Commercial:**

**Group Manager – Operations & Health Safety Environment:**

**Commercial Manager**

**Regional Manager – Recruitment**

**Manager – KI Recruitment Perth**

**Manager – KI Recruitment South West**

**Manager – KI Recruitment Northern Territory**

**Manager – KI Recruitment West Kimberley**

**Manager – KI Recruitment East Kimberley**

**Manager – KI Equipment Hire**

**Manager - KI Industrial Services – North**

**Manager - KI Industrial Services – West**

**Health Safety Environment & Training Coordinator-**

Murray Schnaars

Cam Brearley

Jay Farrell

Peter Roebuck

Brett Simcock

Trisha Clark

Dave Allen

Kylie Williams

Brett Simcock

Ken Holder

Derek Caverzasio

Jay Farrell

Cam Brearley

Shane Schnaars

### Rockingham (Head Office)

Suite 10, 14-16 Commodore Drive

Rockingham WA 6869

(08) 9592 6787

### Broome

Unit 2, 34 Frederick Street

Broome WA 6725

(08) 9192 5500

### Darwin

Unit 3, 4 Albatross Street

Winnellie NT 0820

(08) 8944 3300

### Kununurra

37 Bandicoot Drive

Kununurra WA 6743

(08) 9168 2176

### Bunbury

Suite 5, Survey House 14 Ommanney Street

Bunbury WA 6230

(08) 9791 3233

Upon accepting a position with KI Group you are representing the KI Company and as such we ask for your commitment when working for us. If you are unable to make work for any reason it is expected that you will call your local branch to advise them that you will not make it to work for that day. It is also important to call again in the afternoon to advise the branch if you will be returning to work the next day. Points to remember:

- Call KI Group if you are unable to attend work.
- Give KI Group at least 1 hours notice if unable to attend work.
- Call in the afternoon to advise KI Group that you are going back to work.
- If on a mine site, report to the medical station first thing in the morning if unwell.

## Employment Documents

Please ensure you have completed the following KI Group documentation;

- APPLICATION FOR EMPLOYMENT
- SUPERANNUATION FORM
- TAX FILE DECLARATION
- BANK ACCOUNT DETAILS


Please consult your KI Representative if you have not completed all of the forms above.

## Timesheets

KI Group operates via a timesheet system that requires you to fill in a timesheet and submit the timesheet to your branch within a time frame listed on your Notice of Offer. Below are a few key points to remember:

- Your Notice of Offer will state the frequency you are required to complete and submit timesheets. In most cases this will be fortnightly.
- A completed timesheet will need to be completed and faxed to your respective KI Office by 10am Monday morning of the pay fortnight
- Timesheets are your tool for getting paid and they are your responsibility (not your supervisor's)
- Timesheets must be authorised by your client supervisor before payment will be processed
- Incorrect or late timesheets may cause delays in the process of payments
- The timesheet template can be found on the KI Controlled document system or by request from you KI Supervisor

Below is an example of a KI Group timesheet.



**FORTNIGHTLY TIME SHEET**

FAX: 08 8944 3300

The pay fortnight runs from a **Monday to a Sunday**. In order for KI Recruitment to successfully process your pay your timesheet needs to be faxed or emailed through to KI Recruitment by **10am Monday**. Please ensure that the timesheet has been signed by your supervisor prior to sending it through by either yourself or your supervisor. If you fail to send on time or if the timesheet is unsigned we will be unable to process your pay.

Full Employee Name: \_\_\_\_\_ Company Name: \_\_\_\_\_ Week Ending Date: \_\_\_\_\_

Site Location: \_\_\_\_\_ KI Job Number: \_\_\_\_\_ Position: \_\_\_\_\_

	Date	Shift	N/S	Start	Finish	Breaks	Travel	Total Hours
Monday		D/S	N/S					
Tuesday		D/S	N/S					
Wednesday		D/S	N/S					
Thursday		D/S	N/S					
Friday		D/S	N/S					
Saturday		D/S	N/S					
Sunday		D/S	N/S					
<b>Total Hours</b>								

(Client Name) by signing this timesheet you are authorising that the work conducted by the KI Recruitment employee was completed. KI will pay and invoice you in accordance with the hours on this timesheet. Changes to the hours or invoice cannot be made once this timesheet is processed. Please double check before signing.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisors Name

\_\_\_\_\_  
Supervisors Signature

[www.kigroup.com.au](http://www.kigroup.com.au)

## Payment Issues

When an issue arises with your pay it is important to understand that if you believe you have been paid incorrectly then we have not invoiced the client correctly. As such we will be as keen as you to correct the issue.

Take the below steps:

- If you believe you have a payment issue please raise this with your KI supervisor in the first instance
- An attempt will be made to resolve the issue between employee, supervisor and payroll

Always remember we are to help with the issue and get the issue resolved, so work with us. Some of the things that can make your pay incorrect:

- Tax File number is not listed on the Tax Declaration.
- Question 8 on the Tax Declaration "Do you want to claim the tax-free threshold from this payer?"
- Timesheet is not signed by your supervisor.
- The Supervisor disagrees with the hours listed on the timesheet.
- Lunch has not been deducted on the timesheet.

## Change in Circumstances

- If your personal details change at any time during your employment please notify your KI supervisor at the earliest convenience, any change to bank, super or tax details must be re-submitted in writing.
- If you are working with KI Group and your role changes you must advise KI Group as soon as possible.
- If you become available for work or if you gain employment let KI Group know so we can look for work for you or update in our system that you are no longer looking for work.

## Your right to a healthy and safe workplace

Under the *Occupational Health and Safety Act 2004* (OHS Act), KI Group and host employer must provide you with a working environment that is safe and without risks to health, so far as is reasonably practicable<sup>1</sup>. Both KI Group and the host employer share this duty, and it cannot be shifted from one to another through a contract.

The OHS Act also sets out ways for you to be represented and raise issues in relation to your health and safety at work. In short, you have the same legal rights regarding your health and safety at work as any other employee, including:

- the right to a healthy and safe workplace;
- the right to be represented and consulted in relation to your health and safety;
- the right to refuse to perform unsafe work; and
- the right to be protected from discrimination if you raise a health and safety issue or concern.

## Your labour hire agency's responsibilities to you

KI Group is the direct employer of you, and therefore they have the duties of employers under the OHS Act. This means that KI Group has a legal obligation to place its workers in safe workplaces. KI Group needs to establish that the place where you are being sent to work and its operations are safe before you are sent there, so far as it is reasonably practicable.. KI Group must also continue monitoring your safety throughout your placement with the host employer. KI Group must consult with you on a wide range of OHS matters. It must: provide information to you about OHS matters relevant to your job; give you a reasonable opportunity to express your views about OHS matters; and take your views into account.

To ensure that it is complying with its legal duties, KI Group should take the following actions each time it places you with a host employer.

1. **Provide an induction.** KI Group must give you information about the host workplace and the tasks you will be performing there. The induction should include general information about OHS, as well as information on the hazards that are present in the workplace and how they are controlled. This induction should normally happen before you are sent to the workplace. KI Group should also let you know the managers you should contact at KI Group and the host employer if you have any health and safety issues or concerns.

2. **Assess the workplace.** KI Group must know about your host employer's operations and hazards, its OHS performance and its approach to managing safety in the workplace. KI Group must obtain details of the tasks you will be required to carry out. This will include information about: the plant or equipment you will be operating; the materials and substances you may be exposed to; and any other specific hazards. KI Group must make sure that the host employer is taking effective action to provide you with a healthy and safe working environment, so far as reasonably practicable. KI Group must also ensure that the arrangements in the host workplace for consultation with employees and supervision are effective.

3. **Assess your ability to do the job safely.** KI Group must be confident that you will be able to do the work safely, considering your skills and experience, and the training, information and supervision that will be provided by your host employer. In assessing your suitability for the work, KI Group should consider your skills, knowledge, competency, experience and training, and make sure that you have any licence/s required to do the job. It also needs to consider the effects of any proposed shift work, split shifts or extended working hours on your health and safety.

4. **Monitor the workplace.** KI Group must keep monitoring your host employer's workplace to make sure that health and safety requirements are being met, and that no uncontrolled risks to your health or safety have arisen or may arise. If KI Group is not convinced that the host workplace is safe, it should not send you to work there.

## Your host employer's responsibilities to you

Your host employer has legal responsibilities to you regarding health and safety as it does to its direct employees. This means that it must provide you with a safe and healthy working environment, so far as is reasonably practicable. The host employer should treat labour hire workers and contractors as if they are its own employees, by providing and maintaining a safe working environment and conditions.

The host employer must also consult with you on a wide range of OHS matters. It must: provide information about relevant OHS matters; give you a reasonable opportunity to express your views about health and safety matters; and take your views into account<sup>4</sup>. To protect your health and safety during your placement, your host employer needs to take the following actions.

- Provide and maintain a safe working environment and conditions for you.
- Define the job, task or role that is assigned to you.
- Control any risks that arise from the work that is assigned to you.
- Make sure that you have the necessary skills and knowledge to perform the work safely, and give you the necessary training, information and supervision so that you can.
- Ensure that you have the necessary equipment so that you can do the job safely (this may include personal protective equipment, such as safety boots or a helmet).
- Encourage you to participate in arrangements in the workplace for employees to be consulted on health and safety matters (including introducing you to the relevant health and safety representative (HSR) and the management person responsible for OHS).
- Make sure that you understand the OHS requirements of the workplace.
- Tell you how to report any hazard or incident relating to health and safety.
- Encourage you to maintain contact with KI Group.

## Your responsibilities

You have health and safety responsibilities under the OHS Act as an employee. While at work you must take reasonable care for your own health and safety, and that of other people. You must cooperate with anything KI Group or host employer does to meet its health and safety obligations. This includes obeying all safety signs and instructions, and wearing any personal protective equipment required. If you become aware of a hazard or an incident relating to health and safety, you should report it to KI Group and your host employer immediately.

Below is the Health & Safety Policy for the KI Group.



**Head Office**  
Suite 10, 14-16 Commodore Drive  
ROCKINGHAM WA 6168  
P 08 9592 6787

## Health & Safety Policy

### *"Our Commitment"*

KI Group strives to meet industry needs offering a wide range of services to the Mining, Commercial, Civil, Pastoral and Industrial sectors in Western Australia and the Northern Territory.

KI Group acknowledges its responsibility for health, safety and welfare and recognises that we all share the commitment to promoting the general well being of individuals in the workplace.

KI Group recognises we provide a framework for the setting of objectives and targets to eliminate or minimise work related incidents and the management practices for the well being of individuals in the workplace, as well as the safe operation and maintenance of all plant and equipment. Adequate resources will be provided to achieve this goal.

As part of KI Groups commitment, the company shall:

- Comply with all applicable laws, regulations, and standards, and where adequate laws do not exist, adopt and apply industry best practice standards that reflect the company's commitment to occupational health and safety;
- Communicate and consult with employees and relevant stakeholders in the development and implementation of occupational health and safety systems that strive for continuous improvement;
- Ensure all employees and contractors have all adequate information and training required to competently and safely perform their work;
- Through continuous education, defined position descriptions, hold employees accountable for their areas of responsibility;
- Ensure management actively demonstrate commitment and visible leadership to assist in the continual improvement of occupational health and safety performances.
- Accurately report, record and investigate all work related incidents and implement corrective actions to ensure prevention of recurrence and continual improvement of safe work practices;
- Manage compliance and operational risk by accurately reporting health and safety performance and continual improvement of management systems to identify, assess, control, monitor and review hazards.
- Demonstrate commitment to an effective Injury management System;

Through good principles to occupational health and safety management, KI Group will strive to achieve best practice for the health, safety and welfare for all persons who interact with the Company

Authorised by:

**Murray Schnaars**  
Managing Director  
KI Group

**Date: August 2010**

Key points to remember are:

- KI Group (KI) firmly believes that the health and safety of its employees and contractors are of primary importance
- KI has a commitment to conduct its operations in a manner that will not cause people to be hurt, nor place their health at risk.
- Management is committed to regular consultation with employees to ensure that the policy operates effectively, and that health and safety issues are regularly reviewed.
- Zero lost time injury frequency rate is a key management objective
- Have a duty to take care of their own health and safety and of others affected by their actions at work;
- Must observe and fulfill their responsibilities under the Acts and regulations which apply to the labour hire and other relevant industries;
- Must comply so far as they are reasonably able, with safety procedures and directions given by employer;
- Must not willfully interfere with or misuse items or facilities provided in the interest of health and safety of company employees;
- Must report potential and actual hazards in accordance with agreed company procedures for accident and incident reporting immediately to their KI supervisor or KI representative.

### **Personal Protective Equipment:**

At KI Group you are required (where deemed necessary by your KI representative) to wear Personal protective equipment (PPE). KI Group's MINIMUM PPE requirements are:

- Steel Capped Lace Up Boots
- Long Sleeve High Visibility Shirt
- Long Trousers
- Hard Hat
- Safety Glasses

In certain locations you may be advised that extra or alternate PPE is required. If in doubt please liaise directly with your KI Group Representative.



## KI Code of Conduct - Overview

- To follow and Observe KI Rules of Conduct
- Always present for work in a clean and tidy manner, dressed in the company uniform.
- Be punctual- if you can't get to work on time, contact your Supervisor
- Be courteous at all times to your workmates
- Do not smoke unless in designated area
- Perform all duties in a manner which ensures your safety and that of others
- Comply with all legal requirements.
- To comply with and observe KI Occupational Safety & Health Policy
- To understand and comply with their own duty of care
- To represent themselves and KI to the best of their ability at work, and not to behave in a manner which brings KI into disrepute.

## Fitness for Work

- KI Group (KI) requires all employees to be fit for work so that the performance of their work does not endanger the health and safety of themselves or other in the workplace.
- 'Fit for work' means that a person is in a state (physically, mentally and emotionally) which enables him or her to perform assigned tasks competently and in a manner which does not compromise or threaten his or her own safety or health or that of others.
- The supervisor or immediate manager will have the final say as to whether a person is fit for work, having regard, where appropriate, to formal assessment procedures.

## **Sexual Harassment and Bullying... is not tolerated.**

### **Sexual Harassment**

Sexual harassment is any unwanted or unwelcome sexual behaviour, which makes a person feel offended, humiliated or intimidated. Sexual harassment can take many different forms – it can be obvious or indirect, physical or verbal, repeated or one-off and perpetrated by males and females against people of the same or opposite sex.

Sexual harassment may include:

- staring or leering
- unnecessary familiarity, such as deliberately brushing up against you or unwelcome touching
- suggestive comments or jokes
- insults or taunts of a sexual nature
- intrusive questions or statements about your private life
- displaying posters, magazines or screen savers of a sexual nature
- sending sexually explicit emails or text messages
- inappropriate advances on social networking sites
- accessing sexually explicit internet sites
- requests for sex or repeated unwanted requests to go out on dates
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

### **Workplace Bullying**

Workplace bullying can be defined as repeated, unreasonable or inappropriate behaviour directed towards a worker, or a group of workers, that creates a risk to health and safety.

A workplace situation can be identified as bullying if a worker or workers are:

- harmed;
- intimidated;
- threatened;
- victimised;
- undermined;
- offended;
- degraded; or
- humiliated,
- whether alone or in front of co-workers, visitors or customers.

While some workplace bullying may involve verbal abuse and physical violence, bullying can also be subtle intimidation with inappropriate comments about personal appearance, constant criticisms, isolation of workers from others and unrealistic, embarrassing or degrading work demands. Workplace bullying can also be carried out via letters, email and telephone text messages.

KI employees have the right to work in an environment free from any unsolicited or unwanted comments, personal or sexual advances.

KI is committed to eliminating Sexual Harassment & Bullying and it aims to: Create a working environment which is free from sexual harassment & Bullying and where all staff are treated with dignity, courtesy & respect

- Provide an effective procedure for dealing with complaints Treat all complaints in a sensitive, fair, timely & confidential manner
- Guarantee protection from any victimization or reprisal
- Encourage the reporting of behavior which breaches the sexual harassment
- Promote appropriate standards of conduct at all times

- **IF YOU FEEL YOU ARE BEING BULLIED OR SEXUAL HARRASSED PLEASE CONTACT YOUR KI SUPERVISOR.**

## Drugs and Alcohol

Below is the Drug and Alcohol Policy:



**Head Office**  
Suite 10, 14-16 Commodore Drive  
ROCKINGHAM WA 6168  
P 08 9592 6787

### Drug and Alcohol Policy

*“Our Commitment”*

KI Group strives to meet industry needs offering a wide range of services to the Mining, Commercial, Civil, Pastoral and Industrial sectors in Western Australia and the Northern Territory.

KI Group acknowledges its responsibility for health, safety and welfare and recognises that we all share the commitment to promoting the general well being of individuals in the workplace.

KI Group has a zero tolerance to drugs and alcohol at the workplace and expects that all persons who attend our workplace have a responsibility to:

- Ensure they are not at risk to themselves or any other person at the workplace due to the consumption of drugs and/or alcohol.
- Notify their Supervisor if their work performance may be at risk due to the consumption of drugs and/or alcohol:
- Consult with their Supervisor in relation to any concerns they may have regarding other persons in the workplace who may be at risk due to the consumption of drugs and/or alcohol.

For the benefit of all our employees, contractors, stakeholders, clients and the general public, KI Group shall:

- Communicate and consult with all appropriate persons to increase awareness of their occupational health and safety obligations.
- Ensure no person is discriminated against, or disadvantaged, by their actions.
- Provide relevant training, education and awareness to all persons to assist in fulfilling their roles and responsibilities; and,
- Provide persons attending a KI Group workplace the details of this policy and explanation of its purpose.

Zero tolerance to drugs and/or alcohol in the workplace forms part of KI Group policy.

The possession, use or consumption of unauthorised drugs and / or alcohol at the workplace is strictly prohibited. Any non – compliance in relation to this policy shall lead to performance management action.

Authorised by:

**Murray Schnaars**  
Managing Director  
KI Group

**Date: August 2010**

Important parts to remember are:

- The possession, use or consumption of unauthorised drugs or alcohol at the workplace is strictly prohibited.
- Anyone who refuses a Drug and Alcohol screen or is found to be under the influence of drugs or alcohol will not be permitted to commence work on site.
- Random drug and alcohol testing maybe carried out on each site **the required BAC for work is 0.00%**
- If a breach occurs you will be immediately terminated from site.
- Any person found under the influence and testing positive to unauthorised drugs shall be immediately removed from site.

Workers found to be in breach of this regulation may incur disciplinary action.

## **Hazard Reporting and Workers Compensation**

Reporting of OSH matters is of high priority to KI Group management and is also a requirement, under the OHS act 1984, for everyone in the workplace.

As a labour hire employee you are required to report OSH issues to the Host employer as well as your KI Supervisor. It is of utmost importance, that if you notice, discover or hear of any risks, hazards or near misses on site you notify your client supervisor at your earliest convenience followed by your KI Supervisor.

Employees are entitled to workers compensation insurance if a work related injury occurs and medical treatment is required.

If you are injured, you must;

- Report the incident immediately
- Seek medical treatment and obtain First Medical Certificate
- Complete the required medical insurance forms (2B Form)

KI aims is to assist in the early return to work of employees to safe and suitable duties, at the highest possible level of functionality

A requirement for return to normal duties is a Final Medical Certificate

## Fatigue Management

KI Group has a fatigue management policy designed to help protect you against work situations that lead to fatigue and other detrimental effects

It is your responsibility:

- To report situations where fatigue is becoming an issue
- Follow procedures that are implemented to reduce the effects of working extended hours

Your hours of work and your roster are outlined in your "Notice of Offer". If you are asked to work outside of these conditions it is a requirement that you let your KI Representative know immediately.

### Symptoms

Fatigue can cause a vast range of other physical, mental and emotional symptoms including:

- Chronic tiredness or sleepiness
- Headache
- Dizziness
- Sore or aching muscles
- Muscle weakness
- Slowed reflexes and responses
- Impaired decision making and judgement
- Moodiness, such as irritability
- Impaired hand to eye coordination
- Appetite loss
- Reduced immune system function
- Blurry vision
- Short term memory problems
- Poor concentration
- Hallucinations
- Reduced ability to pay attention to the situation at hand
- Low motivation.

### Situations with Potential for Fatigue

Working extended hours is a major cause of fatigue in the workplace. The following situations can lead to employee fatigue if not managed effectively;

- Emergency call out personnel
- Maintenance crews working to rectify equipment breakdown and respond to customer complaints
- Staff shortages
- Meeting rigorous production schedules
- Meeting deadlines for completing a job
- Demanding shift rosters
- Travelling before and after a shift or roster

# Fire

**In case of fire** If you see fire or smoke, do not panic or shout. Remain calm - remember **RACE**

## RESCUE

Rescue any people in immediate danger (only if it safe to do so).

## ALARM

- Raise the alarm
- ring the Fire Brigades on 000
- notify your switchboard
- notify the staff member in charge














## CONTAIN

If practicable, close all doors and windows to contain the fire (only if it safe to do so).

## EXTINGUISH

- Try to extinguish the fire using appropriate firefighting equipment only if you are trained and it is safe to do so.
- After carrying out RACE:
- Follow the instructions of your Fire Wardens
- Prepare to evacuate if necessary
- Leave the lights on
- Save records if possible

### Types of extinguishers

		Type of Fire, Class and Suitability						Comments	D Metal Fires
Pre 1997	Current	A Wood Paper Plastic	B Flammable & Combustible Liquids	C Flammable Gases	E Electrically Energised Equipment	F Cooking Oils and Fats			
		Water	✓	✗	✗	✗	✗	Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires	
		Wet Chemical	✓	✗	✗	✗	✓	Dangerous if used on energised electrical equipment	
		Foam*	✓	✓	✗	✗	LIMITED	Dangerous if used on energised electrical equipment	
		Powder	(ABE) ✓	✓	✓	✓	✗	Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different	
			(BE) ✗	✓	✓	✓	✓		
		Carbon Dioxide	LIMITED	LIMITED	✗	✓	✗	Not suitable for outdoor use or smouldering deep seated A Class Fires	
		Vaporising Liquid	✓	LIMITED	LIMITED	✓	✗	Check the characteristics of the specific extinguishing agent. 5 Yearly servicing must be done by ODS & SGG licenced persons.	
		Fire Blanket	LIMITED*	LIMITED	✗	✗	✓	* Fire Blankets may be used as a thermal barrier against radiated heat and to control a fire in clothes being worn by a person.	

- P** Pull the pin or any other locking device
- A** Aim low, pointing the extinguisher at the base of the fire
- S** Squeeze the handle to release the exhausting agent
- S** Sweep from side to side at the base of the fire until it is exhausted

Remember, Fire extinguishers are for small fires only – Don't endanger yourself when using them

## Smoking in the workplace

It is a requirement of the employer to provide designated smoking areas that are not defined as enclosed areas and are free from exposure to hazards.

It is a requirement of any employees wishing to smoke that they do so only in the designated smoking area(s) or outside during allocated breaks.

Smoking is not permitted in any enclosed space, for example;

- Crib Rooms
- Any vehicle
- Offices
- Storage areas
- Toilets

Breaching these conditions is not only breaking the law it may result in disciplinary action

## Emergency Evacuation

Emergencies can happen at any time in any type of workplace, such as a fire in a delivery van, an armed hold-up in a delicatessen, a chemical spill in a workshop or a bomb threat at a shopping centre.

All workplaces must have evacuation procedures that have been specifically developed for the particular workplace and its specific hazards and cover a range of potential incidents.

The site emergency evacuation plan will be covered in your site specific induction or consult the site health and safety representative for a copy of the site emergency evacuation plan. It is a requirement that you make your self fully conversant with the sites evacuation plan.

## House Keeping

### Why should we pay attention to housekeeping at work?

Effective housekeeping can eliminate some workplace hazards and help get a job done safely and properly. Poor housekeeping can frequently contribute to accidents by hiding hazards that cause injuries. If the sight of paper, debris, clutter and spills is accepted as normal, then other more serious health and safety hazards may be taken for granted.

Housekeeping is not just cleanliness. It includes keeping work areas neat and orderly; maintaining halls and floors free of slip and trip hazards; and removing of waste materials (e.g., paper, cardboard) and other fire hazards from work areas. It also requires paying attention to important details such as the layout of the whole workplace, aisle marking, the adequacy of storage facilities, and maintenance. Good housekeeping is also a basic part of accident and fire prevention.

Effective housekeeping is an ongoing operation: it is not a hit-and-miss cleanup done occasionally. Periodic "panic" cleanups are costly and ineffective in reducing accidents.

### What is the purpose of workplace housekeeping?

- Poor housekeeping can be a cause of accidents, such as:
- tripping over loose objects on floors, stairs and platforms
- being hit by falling objects
- slipping on greasy, wet or dirty surfaces
- striking against projecting, poorly stacked items or misplaced material
- cutting, puncturing, or tearing the skin of hands or other parts of the body on projecting nails, wire or steel strapping

To avoid these hazards, a workplace must "maintain" order throughout a workday. Although this effort requires a great deal of management and planning, the benefits are many.

### What are some benefits of good housekeeping practices?

Effective housekeeping results in:

- reduced handling to ease the flow of materials
- fewer tripping and slipping accidents in clutter-free and spill-free work areas
- decreased fire hazards
- lower worker exposures to hazardous substances (e.g. dusts, vapours)
- better control of tools and materials, including inventory and supplies
- more efficient equipment cleanup and maintenance
- better hygienic conditions leading to improved health
- more effective use of space
- reduced property damage by improving preventive maintenance
- less janitorial work
- improved morale
- improved productivity (tools and materials will be easy to find)

Good housekeeping practices can aid in the prevention of a variety of OSH related issues throughout the work place. Slips, trips and falls often result from obstructions and uneven surfaces, and can usually be avoided by ensuring that floor surfaces are clear and even.

Some of the following housekeeping steps can be taken;

- Designated building exits are kept clear and free from obstructions
- Electrical cords aren't run through walkways or heavy traffic areas
- Spills and fallen debris are cleaned and picked up immediately
- Walkways and work areas are kept clean and tidy at all times
- Consumables items are stored away neat and tidy
- Lunch rooms are tidy free from food scraps

## Machine Guarding

Machine guards are used to place a physical barrier between machines and operators or other employees within the workplace. The guards reduce the risk of accidental injury from contact with either dangerous elements of a machine such as saw blades, protection from clothing getting caught in machines as well as reduce the risk of flying debris or sparks causing injury. Machine guards are an essential protection from injury that employers must provide for their workers.

Guards are typically made of plastic, metal, wood or other specialised materials and can be:

- fixed where they are a permanent fixture on a machine and unable to be removed such as mounted visor shields
- interlocked guards that are wired or built into a machine, with the machine automatically cutting off if the guard is opened or moved
- adjustable guards which can be adjusted if manufacturing requirements change such as telescopic shields or moveable shields which allow repairs or changing of equipment
- designed with in built sensors which don't allow a machine to be operated unless guards are in place
- bollard or barrier style guards placed around high risk workstations to minimise the risk of accidental contact with these machines
- enclosures placed around noisy machines as a means of minimising noise to surrounding areas.

Machine guards are commonly used in all forms of industry on power tools, industrial sewing, food production and related industries.

Regulations require that every dangerous part of fixed, mobile or hand-held plant must, as far as practicable, be fenced or guarded.

Recent analysis of Improvement and Prohibition Notices issued by WorkSafe inspectors shows that a lack of machine guarding is common in workplaces across a wide range of industries.

Guards should never be permanently removed from machinery, and should only be removed for maintenance or repairs when the machine is isolated from the power supply, which should be locked out and tagged to prevent unintentional or unauthorized activation

## Mobile Plant

On average there are around 880 lost time injuries involving mobile plant each year in Western Australia. There were 18 fatalities associated with mobile plant in the period 2000-01 to 2004-05.

Some of the hazards that have resulted in fatalities and serious injuries in the past include:

- mobile plant operated near pedestrians
- mobile plant contacting power lines
- reversing mobile plant
- operator not fully qualified or conversant with the machine
- operator driving too fast for the prevailing conditions
- inadequate ground support for plant.

Mobile plant can be described as any machine that is self propelled and controlled by an operator.

Hazards associated with Mobile plant,

- Falls from
- Being crushed or stuck by
- Run-overs by
- Machinery rollovers
- Entanglement/trapped between moving parts

The Regulations place obligations on every person involved in any phase of the life cycle of plant from design to destruction, including the end user.

**The most serious hazards associated with mobile plant are overturning** and the operator being ejected or struck. In most cases injuries, including fatal injuries, can be prevented with operator protective devices such as ROPS, FOPS, secure seating, footrests and seatbelts.

All operators must be provided with information and training on the working procedures of any machine they are expected to operate.

## Manual Handling

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

Injuries most commonly linked with manual handling include sprains and strains, damage to the back and hernias.

Experience has shown most manual handling injuries are associated with day to day tasks. Very often there is no 'accident' associated with the injury. Pain may not be felt until several hours after the injury occurs.

It's important before manual handling to;

- Spot the hazard
- Assess the Risk
- Make the Changes

Things to consider before undertaking manual handling

- Is the manual handling activity necessary?
- Do I need manual handling training for this task?

Can I,

- Modify the workplace layout and/or equipment

*Re-arrange the layout or design of an area. Introduce lifting devices and mechanical equipment where practicable*

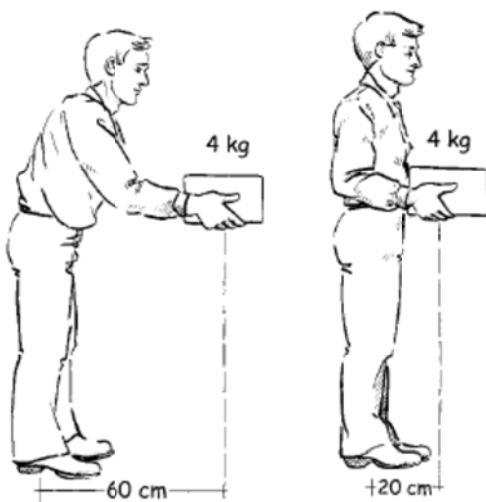
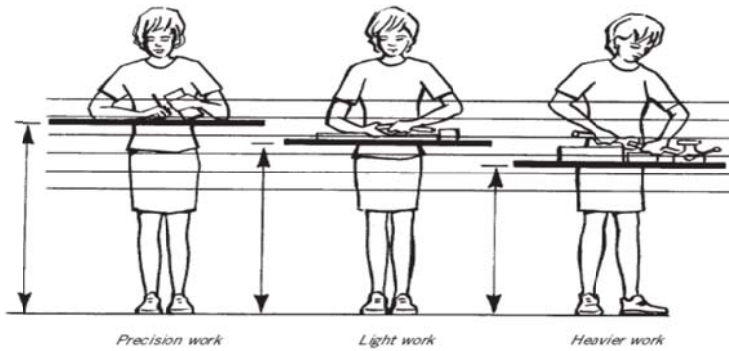
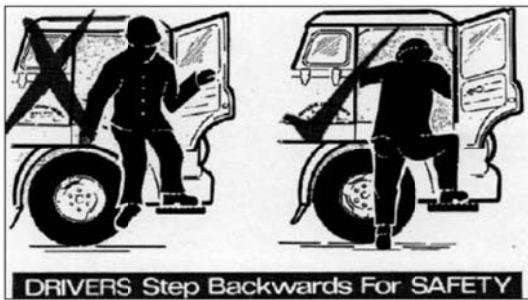
- Modify the load  
*Can the load being handled can be modified or re-packaged into bigger or smaller weights, or into different size or shape*
- Control the work environment  
*Create adequate space for handling objects*
- Warm up and stretch prior to manual handling
- The correct techniques in lifting, i.e.

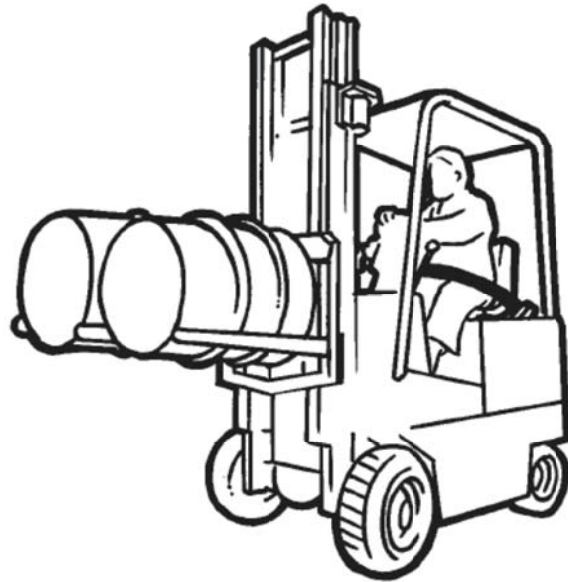


- Keep the spine in a neutral position (i.e. S-shaped curve);
- Keep a wide base of support;
- Ensure balance is maintained;

- Bend at the knees;
- Brace abdominal muscles;
- Keep object close to body;
- Push up with legs;
- Avoid twisting.

### Manual Handling Safety Tips





## Isolation

Due to the diversity of KI Group customers, principles and methods used for the isolation of equipment from sources of energy may vary from site to site.

The majority of KI customers provide their own initial training for their isolation, Lockout or Tagout systems, however it is important for you to understand the key principals to any isolation system so that work can be performed safely in all types of systems and on all types of equipment.

The goal of any isolation system is to achieve the following:

- Isolate equipment from the energy source;
- Prove that the isolation is effective;
- Lock the isolation point to protect from unauthorised activation;
- Attach an isolation tag to the isolation point; and
- Ensure all isolation and test points are indicated on an Isolation check sheet.

In all instances, no one is permitted to work on live equipment. This means, unless an isolation procedure has been followed and the equipment is considered isolated, all personnel must not commence work on any part of the equipment or system.

Most isolation procedures require input from the worker (you) and in most cases this is in the form of a personal locking device. Before you work on a piece of equipment you will be required to lock or tag on to the isolation and at the conclusion of your work or shift you will be required to lock or tag off the isolation.



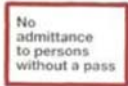


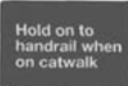












It is very important that, regardless of the isolation procedure, you remove your locking device from any isolation you have been working on. Below are some examples of isolation tags.



## Safety Signs

Safety signs and colour are useful tools to help protect the health and safety of employees and workplace visitors. Safety signs are used to:

- draw attention to health and safety hazards
- point out hazards that may not be obvious
- provide general information and directions
- remind employees where personal protective equipment must be worn
- show where emergency equipment is located
- indicate where certain actions are prohibited

<p><b>1. Regulatory</b> 1.1 Prohibition</p>			
<p>1.2 Mandatory</p>			
<p><b>2. Warning</b> 2.1 Caution</p>			
<p>2.2 Danger</p>			
<p><b>3. Information</b> 3.1 Emergency</p>			
<p>3.2 General Information</p>			

## How to raise OHS issues

If you have any concerns about your health or safety as a labour hire employee, you can raise your concerns with any of the following people:

- KI Group Contact person;
- Responsible manager at your host employer;
- Call 0404 085 213 ( KI HSE Manager)

Or at the details below:



The OHS Act prohibits any employer or prospective employer from discriminating against you on the ground that you raised an issue or concern about health or safety.

## Thank You

KI Group thanks you for your time; it is upmost importance that you advise KI Group of any issues when working for us. Please now complete the attached questionnaire.