

# **GENERAL SAFETY INDUCTION MANUAL**

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## **INSTRUCTIONS**

Induction begins by viewing the General HSE Induction Film. At the end of the film you are directed to this manual, which you must read and then complete the attached questionnaire.

The HSE Co-ordinator is automatically notified when steps are completed and then signs off on your induction on AIMSCAPE, the AIMS Intranet. As you are asked to complete more tasks at AIMS your supervisor may require you to complete other inductions and safety training. This is all part of the ongoing responsibility AIMS has to achieve a safe workplace.

## **INTRODUCTION**

The sections are arranged so that they begin with a summary statement, this is then explained and a contact is given for further information. The induction has a goal of raising awareness of safety as an important part of your work at AIMS and we expect that you have this knowledge before you begin at any of our workplaces.

This Induction Manual will also be available on AIMSCAPE for your reference.

## EMERGENCY PROCEDURES

***The AIMS Townsville Emergency phone number is 99.***

***IF YOU HEAR THE 'BEEP, BEEP' ALARM TONE, PREPARE TO LEAVE THE BUILDING.***

***IF YOU HEAR THE 'WHOOOP, WHOOOP' ALARM TONE, WALK TO THE NEAREST EXIT AND ASSEMBLE IN THE VISITORS CAR PARK OR MARINE OPS (NEAR FLAGPOLE)***

It is the responsibility of everyone to be aware of the AIMS Emergency Management Plan and to be aware of what action to take in the event of an emergency. These procedures are also available on AIMSCAPE

The important points to remember are:

- ❑ the alert alarm tone is a Beep Beep;
- ❑ the evacuation alarm tone is a Whoop Whoop;
- ❑ listen to and obey instructions given by area (red and yellow hardhats) and house wardens (white hardhats);
- ❑ walk, do not run to the nearest exit;
- ❑ do not stop to collect personal belongings; and
- ❑ the evacuation assembly point is the visitors car park, where there is a large sign;
- ❑ a third alarm is located on top of the AIMS Townsville building and at Field Operations. It gives off a continuous tone. This alarm is designed to reach areas that have no other alarm coverage e.g. residential areas, chemical store shed, chemical waste disposal shed. On hearing this alarm, evacuate immediately to the evacuation assembly point.

Contact: Reception, ext. 99.

AIMS sites in Perth and Darwin have their own emergency procedures and these are included in the site specific induction process.

## AIMS OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

The Australian Institute of Marine Science is committed to meeting its obligations under the Occupational Health and Safety Act 1991, and will take all reasonable and practical steps to protect the health and safety of employees while they are at work. Furthermore, under the Act, AIMS has established a Health & Safety Management Arrangement (HSMA) which provides commitments and principles which outline the manner in which safety is addressed at AIMS.

The fundamental goal of our OHS System is the prevention of incidents and ill health at our workplaces. As an employer, AIMS is required to identify the hazards and assess the risks in the workplace, and to draw written procedures setting out arrangements to safeguard the safety and health of our employees and those that may be affected by our work.

The intention is to move away from a culture of “unthinking” compliance with externally-imposed safety rules and towards a culture of “thinking” self-regulation of safety at work. This “safety culture” involves every individual feeling responsible for actions taken to improve occupational safety. The level of safety we achieve at work reflects how much we value our staff and those who may be affected by what we do. In our view, science done safely is good science.

To reinforce this culture, AIMS promotes the ethos that all personnel have the authority and responsibility to halt any part of an activity that they deem to present an unacceptable risk or where they consider hazard management is inadequate. Once an activity is stopped it will NOT recommence until the situation has been assessed and effective measures are in place to manage the risk.

AIMS needs everyone to comply with these procedures, not only because of our legal implications, but also for the humane reason that we should do everything which is reasonable and practicable to promote a healthy and safe working environment for ourselves and others.

## **Introduction**

The sections are arranged so that they begin with a summary statement, this is then explained and all sections end with a contact for further information.

## **Reporting Incidents and Near Misses**

### **Report the incident to your supervisor and help prevent it happening again**

Incidents and Near Misses (or Dangerous Occurrences), no matter how small, must be reported on the **AIMS Incident Report Form**. This information is used to prevent the incident happening again, and prevent injuries that might be worse the second time. An incident is an unplanned event that had the potential to cause damage to the health and safety of an individual, plant and equipment or the environment.

Should you suffer an injury, illness or near-miss related to your work you must report it immediately to your supervisor. You and your supervisor will need to complete the Incident Report Form and involve the HSE Coordinator or Advisor as soon as possible.

**Incident Report Forms** are available on AIMSCAPE, from the HSE Coordinator or Advisor and from HR Services.

## **Workplace Injuries, Workers' Compensation and Public Liability Insurance**

### **Everyone has Health and Safety responsibilities whilst at work**

AIMS has Workers Compensation and Public Liability Insurance cover to provide cover to employees and visitors who become ill or injured as a result of the work they are performing for the Institute.

For insurance purposes it is very important that all incidents and injuries are reported and recorded in full as soon as possible after the incident and where applicable a Comcare Workers' Compensation Form may be submitted.

Upon liability being accepted by Comcare (our Workers Insurance provider), benefits may include up to 45 weeks on full pay during incapacity, payment of reasonable and necessary medical expenses and rehabilitation assistance.

Should you suffer an injury, AIMS will want to contact you to arrange a Return-to-Work Program. The program will assist in rehabilitation by providing suitable duties in consultation with your medical provider. You should expect both your supervisor and the HSE Coordinator to contact you at home or at work to start you on a programmed with the aim to returning to pre-injury duties.

Contact: HSE Coordinator, ext. 4304.

## **HSE Obligations**

The Institute has legal obligations under the OH&S Act to take all reasonably practicable steps to protect the health and safety of all employees and third parties (including Visitor) acting for, on behalf of, or at the direction of AIMS by providing a healthy and safe workplace and safe work practices for all employees, wherever they perform their work. These obligations are known as the "duty of care" and ensure that employees are not exposed to any hazard to their health or safety arising from the conduct of our research. This duty applies to:

- AIMS, as an employer and the Director in particular;
- Managers and Supervisors, by line management; and
- Staff who expose others to a hazard.

Contact: HSE Coordinator, ext 4304.

## **Director/C.E.O.**

### ***Safety Obligations requires that AIMS provides: Safe Person, Safe Place, Safe Plant, Safe Access and Egress***

The Director has overall responsibility for all health and safety practices and procedures at the Institute. The Director requires all employees, visitors and students to comply with all applicable Acts and Regulations, the requirements of guidelines and all other AIMS HSE policies and procedures.

## **Research Group Leaders, Research Team Leaders, Supervisors**

Supervisors must ensure that all staff, visitors and students for whom you are directly accountable work in compliance with all applicable Acts and Regulations, the requirements of guidelines and any other AIMS HSE policy and procedure.

You are responsible to ensure:

- ❑ access to appropriate training and induction before undertaking any work, a safe workplace, competent co-workers, safe equipment to work with and safe entry to and exit from work; and
- ❑ risk assessments are completed and implemented for all work practices (all hazards are identified, assessed and control measures working).

This may be summarized as the provision of a Safe Person, Safe Plant, Safe Place and Safe Access and Egress.

## **Staff**

Safety law requires all staff to:

- ❑ take reasonable care for the health and safety of people who may be affected by your actions or omissions;
- ❑ co-operate with and support the employer with regard to any requirement imposed in the interests of health, safety or welfare; and
- ❑ not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

Your supervisor will make you aware of relevant Risk Assessments to be completed and the Control Measures to be followed when carrying out work.

## **Visitors, Volunteers and Students**

Visitors and Volunteers have a responsibility to work safely, taking reasonable care to protect their own health and safety as well as that of their co-workers.

All Working Visitors and Volunteers are also required to co-operate with the Institute, through their Sponsor / Supervisor at all times. Visitors and Volunteers must follow all directions with regard to their health and safety and make sure that they do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

## Contractors

**All contracted works must have a safety plan and a copy should be sent to the AIMS Contract supervisor prior to works commencing**

All Contractors have a responsibility to work safely, taking reasonable care to protect their own health and safety as well as that of other people who are at or near the workplace where they are working.

All Contractors are required to:

- ❑ have their own workers compensation insurance;
- ❑ provide evidence that they have attended the generic HSE construction induction course (Blue Card) as per the Workplace Health and Safety Queensland requirements;
- ❑ provide details of the insurer and policy number to the contract supervisor;
- ❑ sign the AIMS Contractor Form;
- ❑ complete (at minimum) the AIMS General Induction

Contact: HSE Coordinator, ext. 4304.

## Workplace Health and Safety Representatives

**Health and Safety Representatives are your first point of contact for safety matters.**

Health and Safety Representatives (HSRs) are elected to represent the workers of their designated workgroups on matters related to health and safety. HSRs receive training to enable them to perform their duties as per the OHS Act 1991.

The Institute currently has six elected HSRs, representing each of the designated work groups;

Health & Safety	Designated Workgroup	Contact
Lesa Peplow	South Wing	4413
Michele Skuza	West Wing	4353
Chris Truscott	Workshops	4220
Joe Gioffre	Field Operations	4336
Darren Wilson	Admin Wing	4118
Rachel Waugh	AIMS WA	4003

## Children/Families on site

**Families of staff visiting AIMS must remain in public areas at all times.**

It is in the Institute's policy that children under the age of 18 years are not to be accepted as Institute Visitors and would not usually be on site, other than those placed under the Education (Student Work Experience) Act 1978 unless written permission has been granted by the Director or are members of a guided tour available to the public.

Families of staff visiting the Institute, during normal business hours or out-of-hours must register at Reception.

Contact: Human Resources Coordinator, ext. 4271.

## **First Aid**

***Emergency first aid can be obtained by phoning Reception on ext 99***

AIMS has appointed First Aid Officers located throughout AIMS and are your primary contact in the event of injury.

First Aid kits are located throughout the Institute located at the Safety Stations. Please familiarise yourself with the one nearest your workplace. During your area specific induction you will be shown where the nearest Safety Station and the First Aid Room are located.

Contact: HSE Coordinator, Emergency Medical Technician ext. 4304.

## **Safety Stations**

Safety stations are located throughout AIMS and contain emergency response equipment including first aid kits, chemical spill kits, emergency procedures, 'Caution – Out of Order' tags, fire fighting equipment and a list of qualified First Aiders.

## **Bomb Threats Procedure (incorporated into the Emergency Procedures)**

***All bomb threats should be taken seriously***

- ❑ Try to keep the caller talking for as long as possible;
- ❑ Use the Bomb Threat Check List to ask as many questions as you can; complete the checklist; available on AIMSCAPE;
- ❑ Should the caller hang up, DO NOT HANG UP YOUR PHONE;
- ❑ By keeping the line open the Police may be able to trace the call; and
- ❑ Report the call immediately.

## **Electrical Safety**

***Only certified electricians may perform electrical work of permanently wired AC powered equipment.***

***Only persons authorised in writing, or a certificated electrician, may perform electrical work on portable AC powered equipment (e.g. changing fuses and bulbs).***

***All AC powered equipment/setups of experimental systems involving wet or potentially wet spaces must be checked and approved before operation.***

***Any electrical defects must be reported to an electrician and your supervisor immediately.***

Why is it so important to work safely with or near electricity?

The electrical current at AIMS has enough power to cause death by electrocution. Even changing a light bulb without isolating the light socket can be hazardous; coming in contact with the "hot" or live part of the socket can cause serious injury or could even kill a person.

Electricity is an energy source that will take the path with least resistance to earth to complete its circuit.

The human body is a great conductor of electricity and if you are in contact with an energized wire or any energized electrical component, and also with any grounded (earthed) object, you will receive a shock!

Electric Shock disturbs the electrical heart rhythm, delayed cardiac arrest can happen sometime after the shock has occurred. All shocks, 'twinges', 'boots', 'static' etc... must be reported to your supervisor, no matter how minor.

Persons who have received an electrical shock will be transported to a medical facility for monitoring.

General Electrical Safety

Always be aware of your surroundings / underground electrical cables / overhead electrical cables.

Electricity and water does not mix.

Approval must be sought prior to performing any electrical work on portable AC powered electrical equipment, including the changing of light bulbs and fuses. This is to ensure that the individual has a safe work method and is competent to perform the work safely. An AIMS Electrical Work Exemption Form is available on the Electrical safety Page on AIMScope. For those seeking dispensation, the form must be completed with the inclusion a safe work method or risk assessment.

Similarly, approval must be sought when setting up or modifying experiment set-ups in high-risk work areas (e.g. wet, salty areas). Consideration must be given to the safe location of electrical equipment, test and tagging, equipment condition; the risk of electrical items falling into the water, cords plugs etc. An “*Experimental Electrical Set Up Checklist*” has been developed to assist users in setting up equipment prior to assessment. This form must be completed and signed off by an authorised person when an experiment begins or the set-up changes. The “*Experimental Electrical Set Up Checklist*” is located on AIMScope, Health & Safety tab / electrical safety page.

All electrical installations must be protected by an Electrical Safety Switch; portable electrical equipment must have a Residual Current Detector (RCD) in place.

Prevent overloading power outlets and power boards ensure power boards / cords are suitably rated for the current draw.

Do not tamper with the internal switches or terminals of electrical equipment.

Unplug / turn off all electrical equipment while

- Changing attachments
- Making adjustment
- Carrying out maintenance and servicing and
- When the equipment is not in use

All Electrical equipment must be inspected prior to use,

- ensure an in date “Test Tag” is attached to the equipment and or electrical lead.
- ensure the equipment is in good condition

Things to look for,

- cracked or split casings,
- frayed cords , exposed electrical components
- bent or missing plug pins
- cracks in the plug
- loose or missing casing screws
- splits or damage to the power cable insulation
- exposed wires
- loose connection between the power cable and the tool

If any of the above are found the equipment must not be used and an “Out Of Service “tag must be attached to the equipment.

Only conduct electrical work if you are qualified or authorised to do so

At AIMS Electrical work **does** include:

- connecting electricity supply wiring to electrical equipment or disconnecting electricity supply wiring from electrical equipment
- installing, removing, adding, testing, replacing, repairing, altering or maintaining electrical equipment or an electrical installation
- replacing electrical equipment or a component of electrical equipment (components that form part of a circuit)
- replacing light bulbs, fluoro tubes, fuses, etc

At AIMS Electrical work does **not** include:

- ❑ work that involves connecting electrical equipment to an electricity supply by means of a flexible cord plug and socket outlet (eg plugging a power drill into a power point)
- ❑ work on a non-electrical component of electrical equipment if the person carrying out the work is not exposed to an electrical risk e.g. filter replacement on water purifying units, changing photocopier toner cartridges.

If you believe that you have a valid reason why you may be exempt from the above defined electrical work and wish for an assessment of the task (including individual competence requirements), then please complete the AIMS Electrical Work Exemption Form

The AIMS Electrical Work Exemption form is available on AimScape under the HSE / Electrical Safety Tab

The form is also available from

Dominique Wiseman ext 4481  
Paul O'Regan ext 4319  
John Chappell ext 4211

Additionally, all electrical equipment, plant and electrical leads must be used in a safe manner so they do not impede or endanger the safety of workmates or yourself.

## **Fire Safety**

***If you discover a fire, warn others by shouting "fire, fire, fire"***

The first priority in the event of a fire is to ensure that all people who may be in danger are warned, and that action is taken to guarantee their safety, before any steps are taken to prevent the spread of the fire or secure assets.

In the event of evidence of a fire (fire, smoke etc):-

- ❑ Help people in immediate danger
- ❑ Warn others by shouting "Fire, Fire, Fire", raise the alarm (break glass) if not already sounding and telephone 99.
- ❑ Decide if you can put the fire out. If you are not sure, do not attempt to.
- ❑ If you can put out the fire then do so, if not proceed to evacuate the building.
- ❑ Close doors and windows behind you to reduce the spread of the fire.
- ❑ Move to Emergency Assembly Area.
- ❑ Advise the Chief Emergency Warden (or delegate) of situation.

The Chief Emergency Warden is available for further advice.

Contact: Chief Emergency Warden, ext. 4304.

## **Cyclone Procedures**

***Don't be complacent about cyclones.***

***Know the procedures.***

***Take heed of the warnings.***

Cyclones can occur in Australia's tropical regions from November to April. Steps that need to be taken in the event of a cyclone are covered in the Cyclone Procedures Manual. The AIMS Cyclone Advisor (Townsville) issues an email message to all staff in the event of a cyclone and frequent updates on a cyclone's progress are reported on local radio stations.

Staff and visitors must follow all the steps outlined in the manual

The **Cyclone Watch Message** is issued if a cyclone or potential cyclone exists and there are strong indications that winds above Beaufort gale force 8 (34-40 knots) will affect coastal or island communities within 24 to 48 hours of issue.

The **Cyclone Warning** is issued as soon as gales or stronger winds are expected to affect coastal or island communities with 24 hours. It identifies the communities being threatened and contains the cyclone's name, its location, intensity (including maximum wind gusts and severity category) and its movement.

Contact: Cyclone Safety Advisor, ext. 4212.

## **Laboratory Safety**

The Laboratory Safety Procedures details how AIMS maintains a general level of health and safety in our Labs. Even though your usual work location may not be in a laboratory, you should be aware of the hazards that a lab may present.

**Obey** all access signs. The wearing of appropriate personal protective clothing is compulsory, these items are:

- safety spectacles (shatterproof lenses only);
- laboratory coat; and
- enclosed footwear.

All persons working with chemicals should access the relevant Material Safety Data Sheet (MSDS). An MSDS contains details of the hazards associated with a chemical and gives information on its safe use, emergency response and PPE requirements.

The safe use, disposal and storage of hazardous substances must comply with the MSDS and NOHSC National Model Regulations for the Control of Workplace Hazardous Substances.

All containers holding hazardous substances must be labelled and be used according to the label.

Contact: Research Manager, ext. 4449.

## **Field Safety**

***The Cruise Leader is responsible to complete all safety documentation for a field trip***

A considerable amount of the Institute research activities are conducted in the field. It is still considered to be a workplace and all OH&S regulations must be observed. Your supervisor will have you complete a Fieldwork Induction prior to commencing work in the field.

As detailed in AIMS Fieldwork Procedures, the Cruise Leader should enter all field activities into the LogReq system so that approvals can be authorised prior to the field trip.

Contact: Marine Operations Manager, ext. 4342.

## ***Vessel Safety***

***The Master is responsible for the safety of all persons while they are onboard the vessels.***

The Master or First Mate will ensure that all passengers receive a briefing about what to do should an emergency arise onboard, including where passengers should muster. Any orders given by the Master with regard to safety onboard the vessels must be complied with at all times.

Contact: Marine Operations Manager, ext. 4342.

## ***Commuter Vehicles***

***All state traffic laws must be obeyed.***

***Remember to keep a safety distance from the vehicle in front (2 seconds).***

***Should an animal run in front of a car, firmly apply the brakes and do not swerve.***

Staff and visitors who are approved and have been registered with the Transport Coordinator may drive the Institute's vehicles.

Mobile Phones shall not be used while driving.

Any item that could become a missile in the event of an accident (e.g. laptops, briefcase, luggage) shall be carried in the boot.

Dangerous goods, chemicals, pressurised gasses etc. are not permitted to be transported in the commuter vehicle.

First aid kits are located in every vehicle for use in the event of an accident. The Transport Coordinator is to be advised immediately of any accident.

Insurance cover applies where vehicles are used for official purposes.

The most obvious hazard while driving is the chance of hitting wildlife on the AIMS Access Road. If an AIMS vehicle is involved in an accident with wildlife the driver and occupants of the car are responsible for stopping and ensuring that the animal is not in any pain. If the animal is injured but likely to live, they may be transported to the nearest vet or wildlife rescue should be called. If you are travelling at dawn or dusk along the AIMS road it is advised that you keep your speed to a max. 80km/h as these are times when you are more likely to encounter wildlife.

Contact: Transport Coordinator, ext. 4396.

## ***Workshop Safety***

***Do not enter workshops without permission from the Workshop Supervisor (designated public areas / thoroughfares excluded)***

***Report to the Workshop Supervisor for permission to work with any machinery.***

AIMS has three workshops at Cape Ferguson. These workshops are involved in developing equipment for use by researchers. The three workshops comprise mechanical, electronics and carpenters' workshops.

Before you enter the workshops you must ask the permission of the workshop supervisor. The supervisor will ensure you are supervised. Guided tours must not proceed beyond the marked yellow lines.

Some staff may be permitted to assist with the development of equipment for use in the field. Before undertaking any workshop task, no matter how small, staff must gain the clearance of the workshop supervisor.

Contact: Workshop Supervisor, ext. 4534.

## **Electrical Safety**

**Only persons authorised in writing, or a certificated electrician, may install and maintain electrical services.**

**Any electrical defects must be reported to an electrician and your supervisor immediately.**

Why is it so important to work safely with or near electricity?

The electrical current at AIMS has enough power to cause death by electrocution. Even changing a light bulb without isolating the light socket can be hazardous; coming in contact with the "hot" or live part of the socket can cause serious injury or could even kill a person.

Electricity is an energy source that will take the path with least resistance to earth to complete its circuit.

The human body is a great conductor of electricity and if you are in contact with an energized wire or any energized electrical component, and also with any grounded (earthed) object, YOU WILL RECEIVE A SHOCK!

Electric Shock disturbs the electrical heart rhythm, delayed cardiac arrest can happen sometime after the shock has occurred. All shocks, 'twinges', 'boots', 'static' etc... must be reported to your supervisor, no matter how minor.

Persons who have received an electrical shock will be transported to a medical facility for monitoring.

### General Electrical Safety

Always be aware of your surroundings / underground electrical cables / overhead electrical cables

Electricity and water does not mix Do not use portable electrical equipment or extension cords in wet or damp locations.

All electrical installations must be protected by an Electrical Safety Switch; portable electrical equipment must have a Residual Current Detector (RCD) in place.

Prevent overloading power outlets and power boards ensure power boards / cords are suitably rated for the current draw.

Do not tamper with the internal switches or terminals of electrical equipment.

Unplug / turn off all electrical equipment while

- Changing attachments
- Making adjustment
- Carrying out maintenance and servicing and
- When the equipment is not in use

All Electrical equipment must be inspected prior to use,

- ensure an in date "Test Tag" is attached to the equipment and or electrical lead.
- ensure the equipment is in good condition

Things to look for,

- cracked or split casings,
- frayed cords , exposed electrical components
- bent or missing plug pins
- cracks in the plug
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- ❑ replacing light bulbs, fluoro tubes, fuses, etc

At AIMS Electrical work does **not** include:

- ❑ work that involves connecting electrical equipment to an electricity supply by means of a flexible cord plug and socket outlet (eg plugging a power drill into a power point)
- ❑ work on a non-electrical component of electrical equipment if the person carrying out the work is not exposed to an electrical risk e.g. filter replacement on water purifying units, changing photocopier toner cartridges.

If you believe that you have a valid reason why you may be exempt from the above defined electrical work and wish for an assessment of the task (including individual competence requirements), then please complete the AIMS Electrical Work Exemption Form

The AIMS Electrical Work Exemption form is available on AimScape under the HSE / Electrical Safety Tab

The form is also available from

Dominique Wiseman ext 4481  
Paul O'Regan ext 4319  
John Chappell ext 4211

Additionally, all electrical equipment, plant and electrical leads must be used in a safe manner so they do not impede or endanger the safety of workmates or yourself.

## Housekeeping

***50% of all reported incidents are the result of a slip, trip or fall.***

Safety hazards can often be reduced by applying good housekeeping habits and common sense, including:

- ❑ keeping all equipment clean and well maintained (oiled, free of dust etc);
- ❑ keeping corridors clear of boxes, rubbish etc;
- ❑ laying water hoses in a way that avoids the possibility of incidents or, better still, rolling them up when not in use;
- ❑ wearing proper, enclosed footwear;
- ❑ following the safety instructions;
- ❑ avoiding wearing jewellery, such as long chains, that can become caught up in machinery e.g. photocopiers; and
- ❑ keeping personal protective clothing and equipment clean and stored to prevent damage and replacing any damaged items immediately

Contact: HSE Coordinator, ext. 4304.

## Manual Handling

***Avoid lifting where possible***

***Think before moving an object***

***Use manual handling aids where possible (eg trolleys)***

***Asking for assistance***

Remember, when lifting, lowering or carrying, pushing and pulling; attempt to move only what you can manage comfortably. Before lifting stop and think of the four step rule (T.I.L.E.):

- ❑ Task - is there a way to avoid handling the load in the first place;
- ❑ Individual - can I lift this load by myself or do I need help?;
- ❑ Load - what am I lifting? Is the load even? Are there sharp edges? Is the load a hazardous chemical?; and
- ❑ Equipment - Is there a trolley or forklift to lift the load? Am I wearing safety boots and gloves?

There are no minimum or maximum weights that may be applied to everyone as we are all physically able to carry different amounts. The best control measures to prevent handling injuries are: risk assessment of the tasks and abiding by the Eight Principles of Manual Handling:

- ❑ Assess the Area and the Load;
- ❑ Broad Stable base;
- ❑ Bend your Knees;
- ❑ Back Straight;
- ❑ Firm Grip;
- ❑ Load close to body;
- ❑ Elbows tucked in; and
- ❑ Feet pointing in direction of movement.

Contact: HSE Coordinator, ext. 4304.

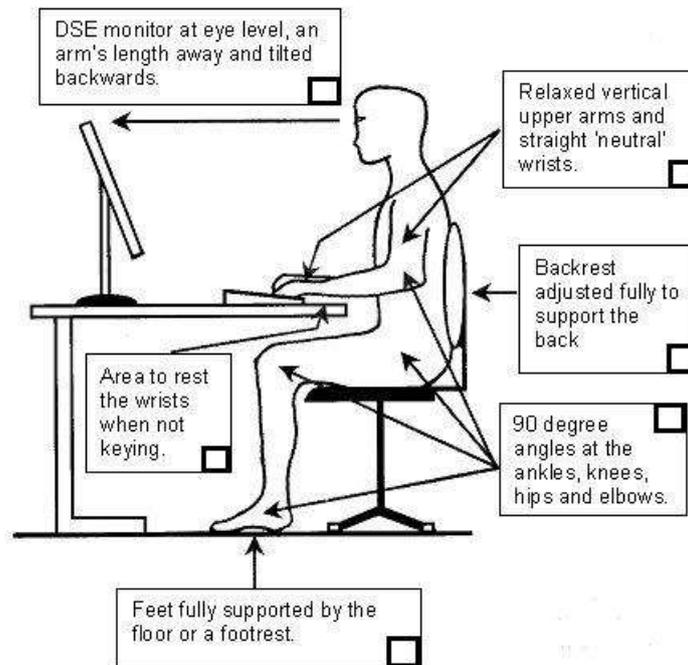
## Office Safety

### **Build the workstation around the person**

### **Take breaks from a monitor every 20 minutes**

On commencement of work at a new workstation, time should be allocated to properly set it up addressing ergonomic issues. Information may be obtained from the Comcare Officewise publication ([www.comcare.go.au](http://www.comcare.go.au)) and additional assistance may be requested from the HSE Coordinator.

A properly adjusted workstation allows the body to sit comfortably and with the correct posture, e.g. your elbows will be level with the keyboard. You will also become familiar with how to prevent tired eyes (take a break from the monitor every 20 minutes), muscle ache, back pain, and Occupational Overuse Syndrome (sometimes called RSI) which may occur in your wrists, shoulders and neck.



Contact: HSE Coordinator, ext. 4304.

## Personal Protective Equipment (PPE)

### **Seek advice when using PPE**

### **Be aware of the limitations of PPE**

PPE is the last control measure. It is used after all other control measures have been exhausted.

A number of Personal Protective Equipment items are available at the Institute and you should consult with your supervisor regarding the appropriate items for your use. These commonly include:

- sun-block cream, hats and sunglasses;
- safety eyewear;
- face masks;
- overalls;
- lab coats;
- gloves – rubber, mesh, latex;
- steel capped footwear; and
- hearing protection.

Remember some areas will require you wear PPE at all times. Look for the signs before you enter work areas, especially labs and workshops.

Contact: HSE Coordinator, ext. 4304.

## **Footwear at Work**

***You must protect your feet according to the hazards present in the workplace.***

Employees working in laboratories wear footwear that completely enclose and protect the feet from injury. This includes people who wish to work in laboratories, even if they are not working directly with chemical, gene technology or radioactive substances.

In areas such as the workshops employees must wear more protective footwear including safety boots.

Supervisors are responsible for ensuring that you comply with the footwear requirement.

Contact: HSE Coordinator, ext. 4304.

## **Smoke Free Work Environment**

***No smoking in AIMS' buildings.***

All enclosed buildings including the canteen and accommodation areas are designated non-smoking areas at all times. Smoking is not permitted in any AIMS workplaces, including open balconies.

The goal is to provide a work environment free from the health hazards and discomforts of environmental tobacco smoke. Smokers are responsible for collecting and disposing of all litter associated with smoking, including the disposal of cigarette butts in the steel bins provided to minimize adverse effects to wildlife or the environment.

Contact: HSE Coordinator, ext. 4304.

## **Employee Assistance Program**

***Help is available for you and your family***

***Telephone 1300 361 008***

The Institute has engaged the Services of Employee Assistance Services of PPC Worldwide to provide an Employee Assistance Program (EAP) for all AIMS staff.

The EAP is designed to assist the Institute and staff members, by providing free and confidential counselling for staff and their families on marital and family difficulties, work-related issues, drug and alcohol problems, financial difficulties and other issues. The EAP also provides courses on time management, stress management and effective communications.

If you are a member of AIMS staff and require assistance under this program, ring PPC Worldwide on 1300 361 008 and ask for an appointment with one of the counsellors. All matters discussed in these counselling sessions remain confidential between you and your counsellor, unless you allow PCC Worldwide to bring specific matters to the attention of someone at AIMS.

Contact: HSE Coordinator, ext. 4304.

## **Working After-Hours and Working Alone**

***Use the after hours book at Reception outside of office hours, 0800-1640 hrs  
Monday to Friday***

***Keep in touch with the Security Guard***

***Know the Emergency Procedures***

***Gain the permission of your supervisor if you are working alone in labs and  
workshops after hours.***

If you continue to work after 1640hrs then you must register in the after hours book located at reception, state your time of arrival, even if this is 1640hrs, where you're working and especially when you leave. Always enter and leave via the Reception area of the Main Building.

The guard on duty must know of your presence in case of an emergency. The guard is conscious of your safety and needs to know if you have gone home.

The Security Guard on duty will assist you as much as possible with safety matters. Phoning 4290 or 0417 609 514 can make contact from any phone.

The Security Guard will assist in monitoring your safety every two hours under normal circumstances if you request this. As wild pigs and snakes often frequent the grounds after dark you are required to remain on well-lit pathways for your own safety. Always leave by the Main Door (via Reception) of the main complex and the guard will escort you to your vehicle.

Contact: Facilities Manager: 4435

### ***After-Hours Access***

After-hours access is approved following successful completion of an OH&S Induction program. A Key-card will be authorised by the Supply and Property Section.

Contact: Facilities Manager: 4435

## Emergency and Safety Contact List

Position	Name	AIMS Extension	Mobile No
Director / CEO	Dr Ian Poiner	4490	0419 702 652
HSE Co-ordinator	David Williams	4304	0417 140 486
HSE Advisor	Dominique Wiseman	4418	0438 185 614
Facilities Manager	Andrew Blair	4435	0439 979 212
Spotless Contractor Manager	Joe Pownall	4327	0418 775 763
Security	Security	4290	0417 609 512

### Safety Representatives

Area	Name	AIMS Extension	Mobile
Administration	Darren Wilson	4118	-
Field Operations	Joe Gioffre	4336	-
Workshops	Chris Truscott	4220	-
South Wing	Lesa Peplow	4413	-
West Wing	Michele Skuza	4353	-
AIMS WA	Rachel Waugh	4003	-

### Designated First Aid Officers

Area	Name	AIMS Extension	Mobile
AIMS Townsville	Dave Williams – EMT (Medic)	4418	0417 140 486
First Aid Room	Sharon Lawlor	4535	0437 118 095
West Wing (1 <sup>st</sup> Floor)	Stephen Boyle	4233	-
West Wing (2 <sup>nd</sup> Floor)	Eric Matson	4145	0428 456 299
East Wing (1 <sup>st</sup> Floor)	Flotita Flores	4128	-
East Wing (2nd Floor)	Craig Steinberg	4345	0418 248 067
South Wing	Jason Doyle	4430	0405 033 771
Marine Ops/Vehicle Workshop	Tim Hyndes	4356	0418 359 044
Workshops	Chris Truscott	4220	0488 204 268
Tropical Aquaculture	Matt Salmon	4406	-
AIMS WA	Olwyn Hunt	4001	0411 441 573

### Safety Advisors

Area	Name	AIMS Extension	Mobile
Emergency/ Medical /Fire Response	Dave Williams	4304	0417 140 486
Cyclone Safety	David Mead	4212	0417 460 442
Environment	Dave Williams	4304	0417 140 486
Marine Operations	Tony McKenna	4342	0417 492 744
Dive Safety Adviser	Tim Hyndes	4356	0418 359 044
Laboratory Safety	Lyndon Llewellyn	4449	0408 441 125
Institute Bio-safety	Beth Ballment	4324	-
Radiation Safety/Officer	Jason Doyle	4304	0405 033 771
Institute Quarantine Officer	Irena Zagorskis	4129	-
Electrical Safety	Gary Brinkman	4534	0427 594 416
Mechanical Safety	Niall Jeeves	4433	-
Road Fleet Safety	Mick Vaughan	4396	0409 913 409
AIMS Emergency Warden	Dave Williams	4304	0417 140 486
AIMS Deputy Emergency Warden	Philip Kearns	4253	-
AIMS Deputy Emergency Warden	Ray Boyes	4439	-

**Workplace Harassment Contact Officers**

<b>Area</b>	<b>Name</b>	<b>AIMS Extension</b>	<b>Mobile</b>
AIMS Townsville	Dave Williams	4304	0417 140 486
AIMS Townsville	Wendy Ellery	4409	-
AIMS Townsville	Mike Hall	4308	-
AIMS Townsville	Peter Thomas-Hall	4274	-
AIMS Townsville	Darren Wilson	4118	-
AIMS WA	Rachel Waugh	4003	-
AIMS WA	Olwyn Hunt	4001	-