

Candidate Handbook

Occupational Health, Safety & Welfare System

Hamilton James & Bruce Group Limited ACN 091 302 975
Candidate Handbook Updated 15 November 2006
For review 30 June 2007

SECTION 1 INTRODUCTION



DEBORAH WILSON, EXECUTIVE CHAIRMAN & CEO

Welcome to Hamilton James & Bruce Group Limited! We are committed to ensuring the health, welfare and safety of our employees whilst on any of our sites or any of our clients' sites.

This document has been compiled to assist you in understanding your obligations to Occupational Health and Safety and has been developed in consultation with our clients, our employees and relevant Occupational Health and Safety experts.

Your Consultant will walk through this handbook with you. It is imperative that you understand this handbook and all of the information contained within it. We are committed to your welfare and safety, therefore, if there is any aspect of this document that you do not understand, please ask

for clarification.

What do you do with this handbook?

1. Read it!
2. Familiarise yourself with the procedures enclosed
3. Familiarise yourself with the forms and check the examples provided
4. Keep this handbook handy and refer to it as needed

Should you find that you have questions which are not answered within this handbook, please speak with your Consultant.

Yours truly,

A handwritten signature in blue ink, appearing to read 'D Wilson', with a flourish at the end.

Deborah Wilson
Executive Chairman & Chief Executive Officer

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Our vision:

improving working lives



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1.1 OCCUPATIONAL HEALTH & SAFETY POLICY

PURPOSE The purpose of the Occupational Health & Safety Policy is to ensure:

- Hamilton James & Bruce Group Limited is committed to providing and maintaining the highest possible standard of health and safety and a hazard free work environment for all its employees (including permanent and temporary/contract), clients and visitors.
- Hamilton James & Bruce Group Limited are compliant with the relevant Occupational Health & Safety Act and Regulations in each state which aim to protect the health, safety and welfare of relevant people at work.

PRINCIPLES The principles that guide the way we have developed the policy are listed below.

The policy should:

- Recognise the importance and inherent value of health and safety and that safety is good business practice.
- Demonstrate that Hamilton James & Bruce Group Limited endorse the principles outlined under the relevant occupational health & safety legislation and associated regulations in each state.
- Identify management at Hamilton James & Bruce Group Limited as being primarily responsible for providing and maintaining an Occupational Health, Safety & Welfare Policy and Program which meets the requirements of the legislation and regulations and ensures the health and safety of all persons in the workplace.
- Ensures all employees (including permanent or temporary/contract), clients and visitors accept the need to take due care of their own health, safety and welfare as well as that of others.

OCCUPATIONAL HEALTH SAFETY & WELFARE PROGRAM

In order to implement the general provisions of this policy, a program of activities and procedures will be developed, continually monitored, updated and effectively implemented. The program will relate to all aspects of occupational health and safety and will include:

- Compliance with relevant statutory requirements and current industry standards as the minimum standard.
- Documented health and safety processes and procedures which are integrated within existing positions, operations and technological functions, assigning adequate priority to health and safety issues with other business objectives.
- Regulated workplace inspections and evaluations to ensure a safe working environment for employees and visitors.
- Provision of adequate financial and/or material resources to meet at least the minimum health and safety standards in its own workplaces.
- Communication of necessary information, instruction, training and supervision to educate and ensure the health and safety of employees, clients and visitors in the workplace.
- Consultation with employees, in regards to all elements of occupational health and safety to enable them to contribute to the making of decision affecting their health, safety and welfare in the workplace.

- A documented system for reporting and recording hazards, incidents, injuries and illnesses.
- Progressive monitoring of improvements in health and safety performance at its own workplace and at client workplaces.

AUTHORITY

Chief Executive Officer

The Chief Executive Officer has the ultimate responsibility of ensuring:

- The health and safety of all employees within Hamilton James & Bruce Group Limited and is accountable to the Board of Directors.
- Adequate human and financial resources, including internal and/or external expertise are provided to meet legislative requirements and the objectives of the Occupational Health, Safety & Welfare Policy and Program.
- The development and implementation of the Occupational Health Safety & Welfare Program.
- All levels of managers, supervisors and employees are held accountable for the implementation and monitoring of the Occupational Health, Safety & Welfare Policy and Program.

General Managers, Senior Managers & Managers

General Managers, Senior Managers and Managers are responsible and accountable for the following:

- The occupational health, safety and welfare of the employees and visitors they supervise or who are in their area of control.
- The implementation, compliance and monitoring of the Occupational Health, Safety & Welfare Policy and Program within their control.
- Identifying, evaluation and eliminating/minimising hazards within their area of control to provide a working environment that is safe and without risk to health.
- Identifying training needs of their employees and clients and ensuring these needs are addressed.
- Participating in injury management and rehabilitation programs.

Employees (Permanent & Temporary/Contract)

All employees are responsible for the following:

- Cooperating with all processes and procedures within the Occupational Health, Safety & Welfare Policy and Program.
- Reporting all known or observed hazards or unsafe work practices to their manager.
- Taking reasonable care of their own health and safety and the health, safety and welfare of anyone else who may be affected by their acts or omissions at work.
- Actively participating in the rehabilitation process if and when required.



Deborah Wilson
Executive Chairman & Chief Executive Officer

1.2 WORKERS' COMPENSATION POLICY

RESPONSIBILITY

Hamilton James & Bruce Group Limited will maintain appropriate workers compensation insurance for employees at all times. Managers have a duty to provide and maintain, so far as practicable, a working environment that is safe and without risk to health. Information on health and safety specific to Hamilton James & Bruce Group Limited is to be made available to all employees. All employees are required to observe this workers compensation policy, the occupational health and safety policy and associated procedures.

REQUIREMENTS If a work-related injury/illness occurs, it must be reported to the First Aid Officer at the place of work and to the Hamilton James & Bruce Group Limited Workplace Rehabilitation Coordinator. The Rehabilitation Coordinator will assist the injured worker to fill out the necessary workers compensation documentation and forward these to Hamilton James & Bruce Group Limited's insurer (QBE Workers Compensation Insurance). The rights and obligations, benefits and rehabilitation procedures will also be explained to the injured worker.

The injured worker's claim file remains confidential. As with all personnel files the injured worker's claim information is accessible to the Rehabilitation Coordinator, Direct supervisor and Hamilton James & Bruce Group Limited's Directors only.

COMMITMENTS FOR RETURN TO WORK In order to ensure that all injured/ill workers have the opportunity to recover and return to work, Hamilton James & Bruce Group Limited has the following commitments:

- Encourage staff to return to work as soon as is medically safe and appropriate.
- Facilitate the provision of appropriate treatment services where applicable.
- Involve an occupational rehabilitation provider services at an early stage.
- The company's nominated occupational rehabilitation providers are state specific and may include:
 - Accent Rehabilitation Service
 - United Injury management Services
- Assistance may include return to work with Hamilton James & Bruce Group Limited or in some situations and when return to their pre-injury position is not possible - return to work with a new employer.
- Consult with the injured worker and other involved parties, thus ensuring the return to work and occupational rehabilitation process is as smooth and efficient as is possible.
- Involve interpreters if required.
- Advise workers of their rights in relation to the workers compensation system.
- Advise the workers that participation in rehabilitation post work related injury/illness is voluntary however, non-participation may result in their entitlement to weekly benefits being affected.



Deborah Wilson
Executive Chairmain & Cheif Executive Officer

1.3 WORKERS' COMPENSATION INSURANCE PROVIDERS

Our Workers Compensation Insurance Provider for NSW and VIC is QBE Workers Compensation Insurance. Workers Compensation Insurance in QLD is provided by WorkCover Queensland. Contact details are as follows:

NSW/ACT/VIC	QBE	02 9375 4573
QLD	WorkCover Queensland	1300 362 128 / 07 3235 9548

SECTION 2 OBLIGATIONS

All parties at work have obligations with regard to Occupational Health & Safety. Meeting these obligations goes a long way towards preventing accidents at work.

OUR OBLIGATIONS AS YOUR EMPLOYER

- To ensure the health, safety and welfare at work of all workers.
- To educate temp/contractor employees on the relevant Workers' Compensation legislation and on giving notice of an injury and the making of a claim.
- To have a Workers' Compensation Policy covering all employees.
- To keep a record of wages paid for at least the previous seven years.
- To develop, implement and review the Return-to-Work plan in consultation with workers.
- To select and nominate rehabilitation providers in consultation with workers.
- To develop a Return-to-Work Program.
- To provide workers with adequate information on Return-to-Work and compensation procedures.
- To appoint and train Return-to-Work Coordinators.
- To notify the insurer within 48 hours when a worker has a significant injury (one where the worker will be away from their normal duties continuously for more than seven calendar days), or within seven days for all other injuries.
- To have a Register of Injuries System in which the details of incidents are logged.
- To provide a worker with workers' compensation claim forms if requested.
- To send an injured worker's claim form to the insurer within seven days of receipt of the claim.
- To notify the insurer if unable to provide suitable employment when requested by a partially incapacitated worker.
- To participate and cooperate in the establishment of an injury management plan for an injured worker.
- To provide workers with adequate information about workers' compensation and Return-to-Work procedures, including the selection of a rehabilitation provider and how to change providers, if required.
- To refer a worker to a rehabilitation provider if the worker faces barriers in returning to work.

OBLIGATIONS OF HOST EMPLOYERS

- To provide a workplace that is without risk to the health, safety and welfare of all workers.
- To provide or organise for any medical treatment that may be needed for an injured worker.
- To notify Hamilton James & Bruce Group Limited immediately when an injury or near miss has occurred.
- To document all injuries/near misses in an incident book with a copy to Hamilton James & Bruce Group Limited.
- To participate and cooperate in the establishment of an injury management plan for an injured worker.
- Keep accurate records of who is on site at what time.
- To notify Hamilton James & Bruce Group Limited immediately if the role of the Employee should change.
- To reduce/eliminate any potential risk associated with any identified hazards.
- Ensure all Hamilton James & Bruce Group Limited staff are formally inducted onto host employer sites.

Host employers are obligated to ensure your safety by providing:

- Safe and adequate machinery, equipment and substances.
- Appropriate plans, procedures, work methods.
- Suitable instruction, information, training and supervision.
- Adequate resources, including qualified personnel.

They should also:

- Implement their own Occupational Health and Safety (OHS) Policy and procedures.
- Identify workplace hazards.
- Monitor and enforce corrective action.
- Investigate incidents.
- Provide relevant site induction and ongoing training.
- Respond to OHS issues raised by workers or OHS committee/representative, and take corrective action where possible.
- Develop appropriate occupational health and safety solutions.
- Ensure systems of work are reviewed and continuously improved.

YOUR OBLIGATIONS TO OCCUPATIONAL HEALTH & SAFETY AS EMPLOYEES

Section 20 of the Occupational Health and Safety Act 2000 states that you must:

- Take reasonable care for the health and safety of your co-workers who may be affected by your actions.
- Cooperate with your employer in anything that they do or require, in order to ensure safety.

You must:

- Ensure that your actions do not put others at risk.
- Work safely.
- Use and maintain machinery and equipment properly.
- Ensure that your work area is free of hazards.

Cooperating with your employer may include:

- Notifying your supervisor of actual and potential hazards.
- Wearing or using prescribed safety equipment.
- Carrying out work in a safe manner.
- Following health and safety instructions.
- Taking notice of signs.
- Adhering to speed limits.
- Participating in safety training.

Section 21 of the Act states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

You must not:

- Move or deface signs.
- Tamper with warning alarms.
- Remove machine guards.
- Behave in a way that results in risk to others.

Section 23 protects you from dismissal or demotion should you raise any health and safety issues.

Section 24 states that you must not intentionally hinder or obstruct:

- The giving or receiving of any form of aid when a co-worker is injured at work.
- Any act to avoid or prevent a serious risk to the health and safety of a co-worker.

Section 25 states that you must not deliberately create a risk to the health and safety of your co-workers, such as with a bomb threat or intentional false alarm.

SECTION 3 CONSULTATION WITH EMPLOYEES

CONSULTATION Hamilton James & Bruce Group Limited is committed to consulting with their employees to enable them to contribute to the making of decisions affecting their health, safety and welfare at work.

This involves providing information about:

- Work processes and procedures.
- Changes to OHS and Workers' Compensation legislation (where appropriate).
- OHS consultative arrangements.
- OHS policies and procedures.
- Incidents, illnesses or injuries (in a way that protects the confidentiality of personal information).

Giving our employees the opportunity to express their views, and to contribute to the resolution of OHS and welfare issues at their place of work leads to a healthier working environment.

We have an elected OHS Representative in each state to whom you may address any concerns about your health and safety at work via email at ohs@hjb.com.au or contact your consultant.

Consultation with external employees shall be undertaken in the following manner:

OHS Bulletins: Any pertinent information and / or new legislation relating to Occupational Health and Safety and Risk Management shall be conveyed to our employees in OHS Bulletins.

These bulletins shall be first passed on to consultants to be disseminated to our working candidates in WRITTEN FORM. There shall be a form attached to each bulletin inviting feedback and comments from employees.

Should you have any concerns regarding your health and welfare at work, you should contact your consultant IMMEDIATELY, alternatively you may email your comments to:

ohs@hjb.com.au

REVIEW OF CONSULTATION ARRANGEMENTS Hamilton James & Bruce Group Limited will monitor and review these OHS consultation agreements on an annual basis to ensure that consultation with all employees is effective and that all safety issues are being addressed.

EMPLOYEE VICTIMIZATION Hamilton James & Bruce Group Limited strongly supports the OHS representative and any person who wishes to address concerns about their health and safety at work. No person shall be penalized for raising any health or safety issue.

SECTION 4 HAZARD IDENTIFICATION & INVESTIGATION

HAZARDS A major feature of the Hamilton James & Bruce Group Limited OHS&W system is the identification and assessment of workplace hazards.

4.1 HAZARD IDENTIFICATION A hazard is anything with the potential to harm life, health or property. As hazards are the prime identifiable cause of occupational health and safety problems, controlling the risk arising from them offers employers the greatest area of opportunity for reducing injury and illness in the workplace. Hazards arise from the workplace environment, the use of plant and substances in the workplace, poor work design, inappropriate management systems and procedures, and human behaviour. Sets of procedures have been developed to enable workplace hazards to be identified and therefore, controlled. They consist of the following:

A. SITE INSPECTIONS This is a systematic inspection of the workplace to evaluate the effectiveness of the organisation's health and safety system. Our safety consultant or the appropriate recruitment consultant may conduct the audit.

B. ACCIDENT INVESTIGATIONS Hamilton James & Bruce Group Limited has a set of procedures for investigating and reporting on accidents and incidents to identify the hazards that contributed to the incident.

C. CONSULTATION Employees are often more aware of hazards, and the possible ways of controlling them, than management. Consulting employees can improve the assessment process as well as improving cooperation with control measures eventually put in place. Hamilton James & Bruce Group Limited has a consultation process that will be utilised to ensure you are able to comment on workplaces and report any potential threats. Please see further details under the heading of 'Consultation with Employees' in this document.

D. INJURY AND ILLNESS RECORDS Workplaces are required to keep records of injuries and illness. Hamilton James & Bruce Group Limited also generates reports and statistics based on workers' compensation claims. These statistics are analysed to show the presence of hazards in the workplace.

E. COMPLAINTS All workplace hazards should be brought to the attention of your manager. Complaints will be taken seriously and passed to the appropriate person for prompt action, not left to create a potential problem. Hamilton James & Bruce Group Limited will follow through to ensure that all potential threats have been addressed.

4.2 HAZARD ASSESSMENT Once hazards have been identified, we can then assess their significance. The level of significance will determine the priority assigned to its elimination or control. There are many types of hazards; physical, chemical and biological for example,

and methods for assessing them will differ. A few general points need to be considered, when assessing hazards.

A. MORE THAN ONE CAUSE There may well be a number of factors that contribute to the probability and degree of injury or illness for a particular hazard. For example, a chemical may be toxic if spilt and absorbed through the skin; and a worker may not have been trained in safe clean-up procedures.

B. EXPOSURE The level of a worker's exposure to a hazard may affect the significance of the risk of injury or illness. For example, the hazard posed by exposure to solvent increases with the frequency and duration of exposure.

C. SEVERITY This concerns the extent of the injury or degree of harm that might be caused by a hazard. A severe effect may even include death, permanent disability or an illness such as cancer or hepatitis while a minor effect may necessitate minimal first aid.

D. HUMAN DIFFERENCES Hazards need to be assessed in terms of the individual or groups of employees who are exposed to them. Their skills, experience, training and physical capabilities must be taken into account. The risk from manual handling hazards can be increased by physical limitations and lack of experience in dealing with the hazard.

Some examples are:

Allergies: some workers experience allergic reactions when exposed to certain chemicals or airborne particles.

Plant controls: fixed plant controls might not be manipulated in a totally safe manner by all employees because of the difference of size and strength between individuals, or by left handed operators using machines designed for right handers.

Performance standards: a changing workforce can significantly affect such factors as experience, age and size of workers and these need to be taken into account in setting or modifying performance standards. The assessment of hazards can be a complex task and can involve expert technical analysis such as air analysis, and exposure level readings. In many cases it may require the involvement of consultants to undertake such assessments.

4.3 CONTROLLING HAZARDS There are three major steps to take in the management and correction of risks to health and safety in the workplace.

1. Recognize & identify hazards. Regularly review and assess your potential hazards.

2. Evaluate risk. Evaluate the level of risk associated with the hazard, consult with staff and management to assess the situation, consult with outside advice if necessary.

3. Control the risk. There is a hierarchy of controlling hazards as follows:

1. Substitution - replace the hazard with a safe alternative.
2. Engineering - modify equipment/tools to eliminate hazard.
3. Administration - develop & implement safe work practices.
4. PPE - personal protective equipment to reduce risk.

Should you note any potential hazard, it is your responsibility to notify your supervisor/consultant immediately so that they may put this process into place.

		How severely can it hurt someone?		
		Kill or disable	Days off work	First aid
How likely is it to hurt someone?	Very likely could happen regularly	1	2	3
	Likely could happen, occasionally	2	3	4
	Unlikely could happen, but only rarely	3	4	5
	Very unlikely could happen, but probably never will	4	5	6

This diagram is a very effective tool in assessing hazards. It measures the severity of a possible injury against the likelihood of this occurring.

Anything identified as a 1, 2 or 3 on the scale would require instant attention and intervention, while a 4-6, though still requiring attention, would not require such an immediate “drop everything” response.

SECTION 5 COMMONLY IDENTIFIED HAZARDS

5.1 OFFICE BASED HAZARDS Contrary to popular belief, there are a whole range of health and safety risks present in an office environment. Some of these might include physical hazards, fire safety and behavioural hazards.

PHYSICAL HAZARDS Physical hazards present in the office might include inadequate or faulty furniture, inadequate lighting, temperature or humidity, electricity and noise.

LIGHTING Poor lighting can cause eye strain. Ensure that you have sufficient lighting in all areas of your work space. Glare can cause headaches and eye strain. The screen should be placed directly in front of you to avoid glare or reflections from windows.

TEMPERATURE AND HUMIDITY The optimal temperature range for most people at work is between 20 and 26 degrees Celsius. Extremes of temperature make people uncomfortable and may result in more accidents at work.

You should ensure that you are working at a comfortable temperature at all times. Where it is not possible to adjust the temperature of your environment, you should take steps such as adjusting your clothing, installing desk fans, wearing Personal Protective Equipment (if suitable).

ELECTRICITY Any electrical hazard should be taken extremely seriously. If you can see smoke coming from electrical equipment, it must be assumed that the equipment is faulty and you should keep well clear.

Hazardous situations involving electrical equipment in the office are not unusual. Use a common sense approach to prevent injury to yourself or colleagues. Be aware that electrical faults can cause fire, so follow the following rules to prevent such an occurrence:

- Always report faulty electrical switches or exposed wiring.
- Do not block electric motors in equipment.
- Do not use faulty electrical appliances.

What to do if you identify an electrical fault:

- If able, isolate appliance from power source by unplugging or turning off circuit breaker.
- Remove appliance.
- Have appliance assessed by qualified personnel.

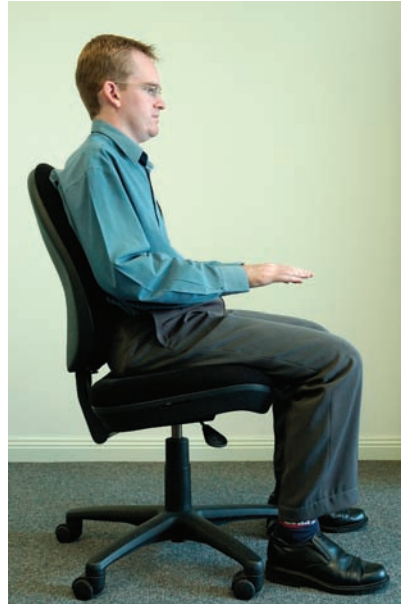
NOISE The background noise in an office environment should be between 55-65 decibels (dBA) to prevent any noise related hazards.

- Excessive noise can cause a temporary reduction in hearing.
- Exposure to loud noise over a period of time can cause permanent hearing loss.

Hearing protection should be used if required to work in a noisy environment.

FURNITURE AND EQUIPMENT Guidelines for keyboard operators;

- If you feel that occupational overuse injury is likely to occur in your work area discuss it with your supervisor and representative. Do not undertake any work where you feel you are at risk of injury.
- Arrange your work area to ensure all materials, equipment and controls can be easily reached without stretching or twisting.
- Check your posture before commencing keying, and adjust your furniture to enable you to maintain a good posture while keying.
- Start keyboard work slowly each day to warm up to the task, and cool down by reducing your keystroke rate at the end of each day.
- Notify your supervisor and safety and health representative then see your doctor should any work related pain or discomfort occur.
- Maintain a good posture at all times – a good posture is one in which you are comfortable and well supported by properly adjusted furniture. It reduces muscle strain and fatigue. The diagram to the right shows the ideal posture.



CHAIR The office chair should be adjusted so that the angle between the trunk and the thighs is approximately 110 degrees. Thus, the person would be slightly reclined rather than sitting bolt upright. This posture reduces both muscle tension as well as pressure in the lower back.

USING A MOUSE Many software packages now involve the use of a mouse. These have the advantage of reducing the number of key strokes required to perform various functions. However, prolonged use of a mouse can cause discomfort in the arms and shoulders.

Follow the following steps to reduce any discomfort caused by the use of a mouse:

- Use the mouse as close to the side of the keyboard as possible.
- Hold the mouse between your thumb and your fourth and fifth fingers. Your second and third fingers should rest lightly on the mouse buttons.
- Use a mouse pad as this makes controlling the mouse easier.

COMPUTER SCREENS AND EYESIGHT PROBLEMS A complaint sometimes heard from keyboard operators is that looking at the screens hurts their eyes or that the screens have caused them to need glasses. Screens can cause visual discomfort from glare or unwanted reflections on the screen, or from sitting at an incorrect distance from the screen, but they do not affect eyesight. When glasses are required it is because sitting at a fixed distance from the screen makes existing problems more noticeable.



- Users of VDU screens should have their eyes tested prior to starting work with VDUs and every two years afterwards if over the age of 40, or whenever problems are experienced.
- If you use glasses, single strength lenses are suggested. Using bi-focal or multi-focal lenses is not recommended.
- Ensure steps are taken to minimise glare.
- The top of the computer screen should be slightly below eye level. Having the computer screen as low as possible reduces eye strain as well as neck strain.

LAPTOP OR NOTEBOOK PERSONAL COMPUTERS Laptop and notebook personal computers are useful for performing computing tasks when away from the office. Prolonged use of these devices is not advisable. The small size of the keyboard, and the position and small size of the screen do not enable users to adopt a good posture.

- When using laptop or notebook PCs in the office, use a full size screen and keyboard.
- If a PC must be regularly used both in the office and in the field, use a desk docking system.

Source: WorkSafe Western Australia

5.2 WORKSTATION CHECKLIST This checklist has been designed to help employees set up their workstation, so that they are able to work with comfort.

Procedure

- 1 Complete the checklist by answering YES/NO to each question.
- 2 Identify any items that scored a 'NO' response and see if you can correct these.
- 3 Where you are unable to correct an item, use the checklist and bring it to the attention of your manager/supervisor.
- 4 Together, agree on action required to correct the set up of the workstation (including responsibility for action and completion date).

GENERAL	Y	N
1. Top of screen at eye level		
2. Shoulders relaxed		
3. Document holder and screen at comfortable viewing distance (arms length)		
4. Adjust seat height so that arms are parallel to the floor. Feet may need to rest on a footstool		
5. Back support adjusted so it supports the lumbar curve		
CHAIR		
6. Have you adjusted the seat height so that when you hold your forearms and wrists parallel to the floor with shoulders relaxed, your fingers rest on the mid row of keys on the keyboard?		
7. Have you adjusted the backrest height so it fits into the small of your back and adequately supports the spine?		
8. Have you adjusted the backrest angle so that it adequately supports your spine in an upright position?		
9. Can you get close enough to the desk without the arm rests holding you back?		
10. With the seat adjusted as indicated, are your thighs parallel to the floor with your feet resting on the floor or on a footrest?		
11. If a footrest is required, is one provided?		
12. Is the chair in good working order?		
SCREEN		
13. When sitting tall and looking straight ahead, are you looking at the top line of writing on the screen?		

14.	Is the screen at a comfortable reading distance?		
15.	Are all characters in the display easy to read?		
16.	Is the brightness and contrast adjusted to comfortable levels?		
17.	Is the screen positioned so that it minimises glare and reflection?		
18.	If provided, is the anti-glare filter on the screen clean and dust-free?		
MOUSE			
19.	Is the mouse and mouse pad placed such that when in use, it is directly to the left or the right of the keyboard?		
KEYBOARD			
20.	Are the legs of the keyboard placed such that the height of the keyboard is at its lowest level?		
21.	Is the keyboard placed directly in front of you, when in use?		
DOCUMENT HOLDER			
22.	Where keying from source documents is likely to be performed on a regular basis, is a document holder provided?		
23.	Does the document holder support the source documents adequately?		
24.	Is the document holder positioned so that you do not have to turn your head excessively?		
WORK ORGANISATION			
25.	Do you have a variety of tasks with some control over the order in which they are done?		
26.	Can you undertake your work so that you avoid continuous keying over long periods?		
LAYOUT			
27.	Are often-used items within easy reach eg. telephone?		
28.	Is the workstation designed to prevent undue twisting of the neck or back?		
29.	Is there sufficient space for equipment, books and materials?		
LAPTOP			
30.	Is the monitor on the screen raiser so that you can look at the top line of writing on the screen?		

SECTION 6 MANUAL HANDLING

Manual handling is the most common cause of injury in the workplace which is not surprising when you consider there are very few jobs that do not involve some form of pushing, pulling, lifting, carrying, moving and restraining heavy and awkward objects. Correct lifting is not the only answer to the problem although it's important. The best way to avoid injury is to identify the tasks that involve the risk of manual handling injury and then make an assessment of the situation before you start to lift, carry, push or pull, etc. For example, how heavy is the object? How far do I have to carry it? Is twisting or bending involved? Are there lifting aids or trolleys available?

It is a good idea if you are going to be doing a lot of manual handling to warm up prior to commencing the job.

In summary, the main issues to be aware of when lifting and handling are:

- Suitable balance.
- Avoid bending twisting and reaching.
- Lift efficiently and rhythmically..
- Bend your legs and not your back and use you legs to lift.
- Grip the object securely.
- Pull the load close to the body.
- Wherever possible, vary heavy tasks with lighter loads.
- Use team lifting if possible.
- Use lifting aids if possible.

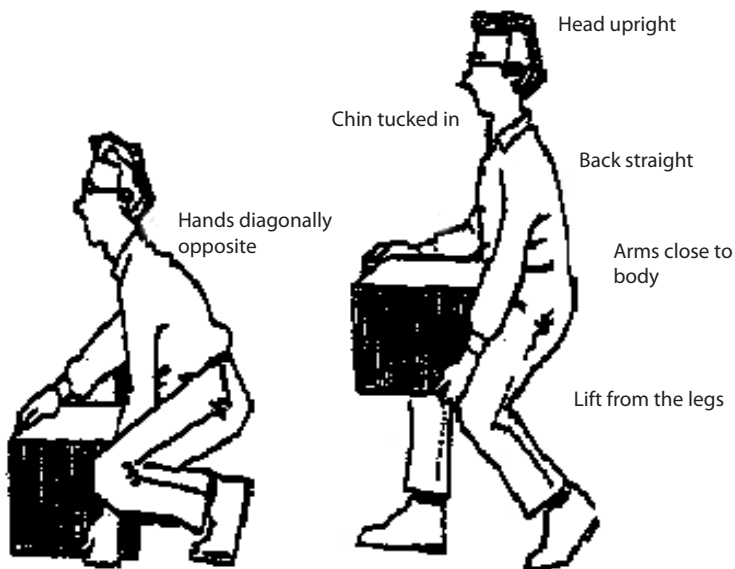
IF POSSIBLE, TRY TO AVOID:

- Any movements that are sudden or jerky, they are likely to cause muscle strain.
- Bending, reaching or twisting movements will all increase the chances of injury and precautions should be taken.
- Handling objects on rough or uneven surfaces, in areas with poor lighting or in a confined space.
- Moving any object above shoulder level or between ground level and mid-thigh.
- Performing tasks rapidly, frequently or over long periods of time.
- Any time that a load must be carried or moved over a long distance.
- Working in any conditions that limit movement.
- The wearing of tight fitting clothing, this increases the risk of injury as it limits the amount of movement possible and typically prevents adequate bending of the knees.
- Moving bulky, heavy or awkward loads.
- Lifting more than 4.5kg while in a seated position.
- Lifting any object that weighs more than 16kg.

Weight is not used to prescribe absolute limits, but must be considered when assessing and controlling risks associated with any manual handling task.

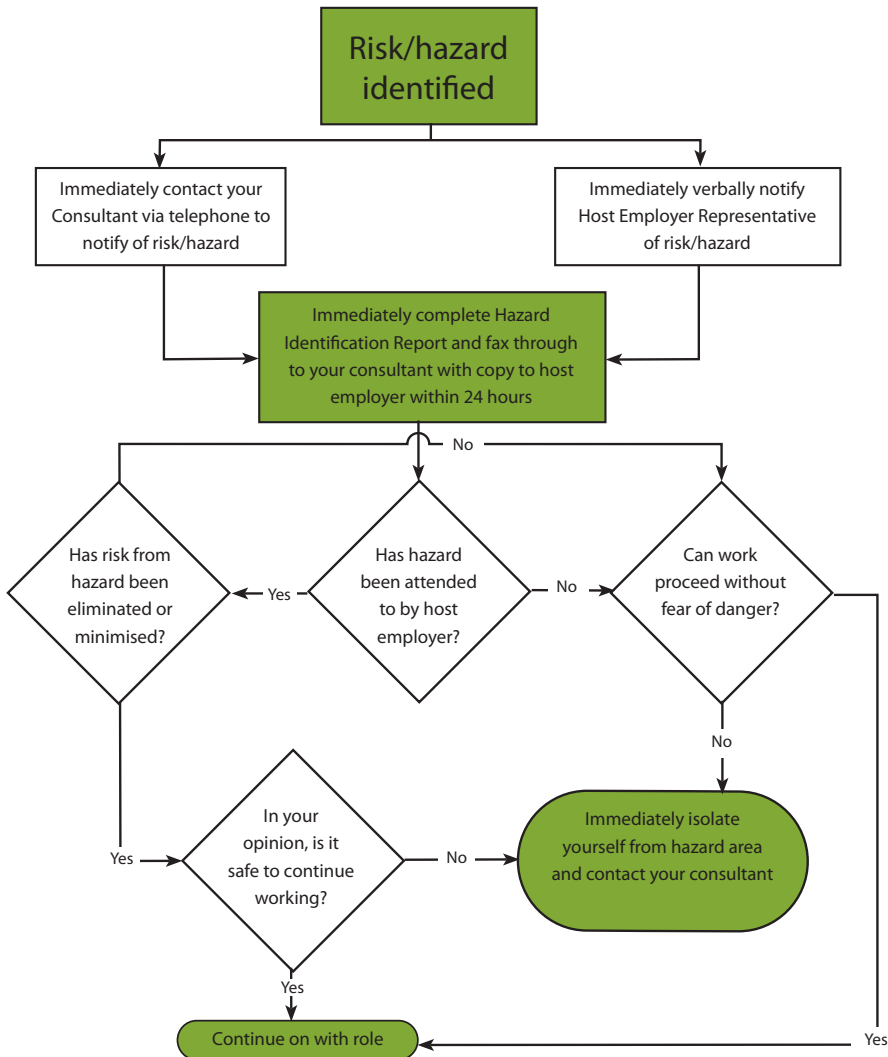
LIFTING While workplace design and the use of mechanical lifting aids are preferable, there are occasions when manual lifting is unavoidable. In these cases, correct lifting procedures are essential. Follow the following procedures to avoid back injury:

1. **LOOK** over your path of travel making sure it is clear.
2. **APPROACH** the load and size it up (weight, size and shape). Consider your physical ability to handle the load. If in doubt, get assistance. Use hand and foot protection.
3. **PLACE** your feet close to the object to be lifted. Adopt a balanced position, one foot beside the load pointing in the direction of travel, the other behind the load.
4. **BEND** your knees to the degree that is comfortable and get a good handhold. Commence to lift the load keeping it close to the body.
5. **GET A SECURE GRIP** Consider the shape of the load and use both hands, with one at each side of the load and diagonally opposite.
6. **POSITION YOUR HEAD AND ARMS** Keep your head straight with your chin tucked in and your arms slightly bent and close to your body.
7. **KEEP YOUR BACK STRAIGHT** during the lift.
8. **LIFT** the load using leg muscles and allow the load to rest in fully extended arms.
9. **WITH** the load comfortably supported by the hands and arms, move off in the direction of travel.
10. **SETTING** the load down is just as important as picking it up. Using leg muscles, lower the load by bending your knees. When the load is securely positioned, release your grip.



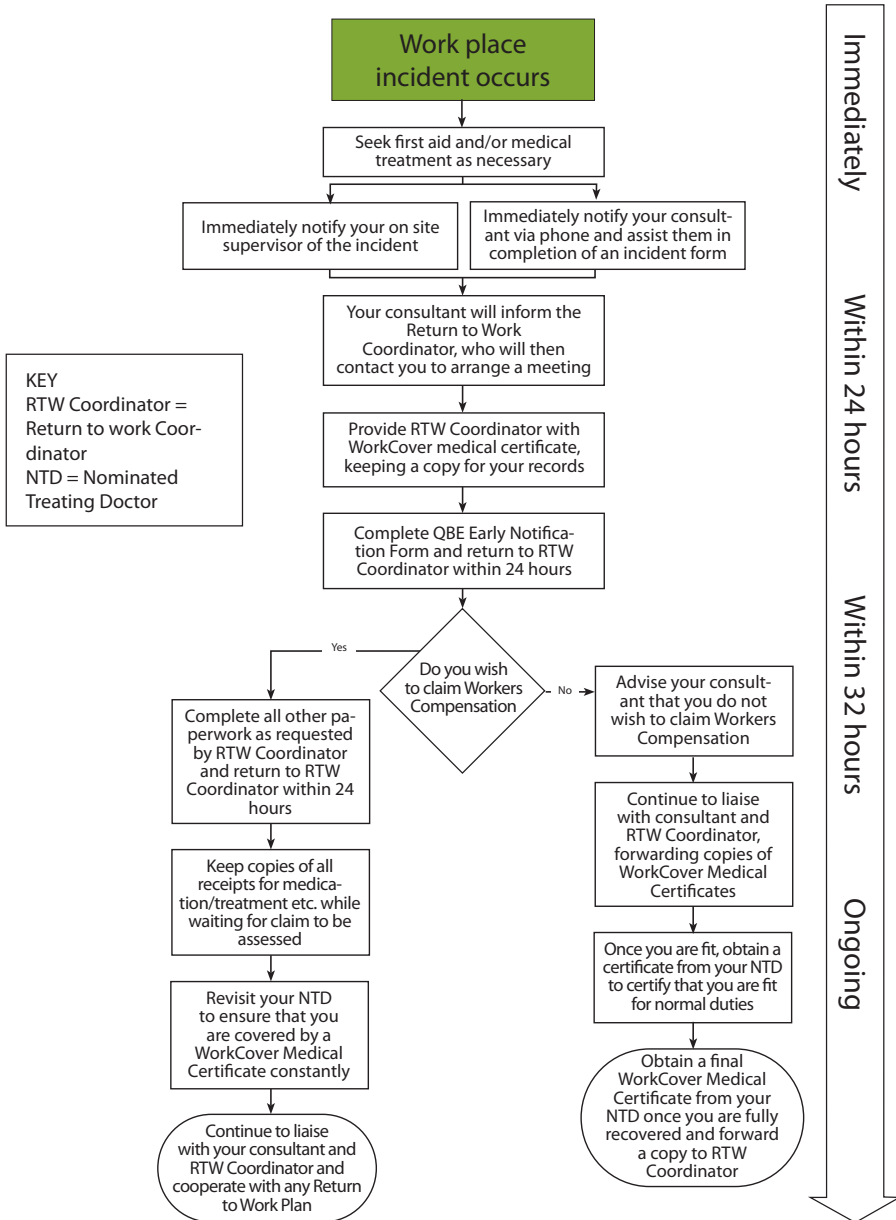
SECTION 7 HAZARD IDENTIFICATION PROCESS

7.1 WHAT DO YOU DO IF YOU IDENTIFY A HAZARD?



SECTION 8 WHAT HAPPENS IN THE EVENT OF AN INJURY / INCIDENT?

8.1 WHAT DO YOU DO IN THE EVENT OF AN INJURY / INCIDENT?



SECTION 9 FORMS

There are several forms we would request that you use to assist us in monitoring your health and safety at your place of work. We have included examples which show you how these forms should be completed.

9.1 SITE INDUCTION REGISTRATION The first of these forms is a site induction registration. This form is to ensure that you have been inducted on to the client site correctly. We would ask that you complete this form for each new assignment and fax through to our offices. A copy of this form can be found at the rear of this booklet.

fax

Site Induction Registration

Please fax through to the relevant consultant on the fax numbers below.

Fax to:	NSW	Parramatta	02 9633 3779
	NSW	Sydney	02 8248 7204
	VIC	Melbourne	03 9670 1699
	QLD	Brisbane	07 3003 0211

Name of HJB Consultant who placed external employee: Leanne Webster

Name of External Employee: Jenny Walsh

Site Name: Butterworth Supervisor Name: Jo Brown, HR Manager

Site Address: 123 Site St
Clontarf

SITE INDUCTION COMPONENTS			
	Completion Date		Completion Date
Given a tour of the premises?	17/11/03	Shown the location of fire extinguishers/hoses/blankets?	17/11/03
Shown staff facilities - bathrooms etc?	17/11/03	Told about security regulations and procedures on site?	17/11/03
Introduced to the first aid officer/s?	17/11/03	Made aware of known safety hazards and control measures - if applicable?	17/11/03
Shown the location of first aid kits?	17/11/03	Introduced to the safety committee representative - if applicable?	17/11/03
Meaning of workplace signs explained?	17/11/03	Shown Material Safety Data sheets - if applicable?	N/A
Introduced to the fire warden/s?	17/11/03	Shown machine guarding and emergency stop buttons - if applicable?	N/A
Made aware of the emergency evacuation procedure, shown where it is displayed onsite?	17/11/03	Are all staff prohibited from operating equipment / entering restricted areas without the appropriate Personal Protective equipment - if applicable?	<input checked="" type="checkbox"/> N/A
Shown the nominated assembly point/s in case of emergency?	17/11/03	Has a copy of the on-site induction been supplied to HJB Representative?	<input checked="" type="checkbox"/> Y

Your feedback and/or comments:

I hereby confirm that I have been inducted onto this site and understand and agree to comply with all applicable safety regulations and directions.

Signed by external employee: Jenny Walsh Date 17/11/03

Signed and witnessed by host employer representative: Jo Brown Date 17/11/03

Name of host employer representative: Jo Brown Position: HR Manager

SECTION 10 CHECKLIST FOR UNDERSTANDING

	TRUE	FALSE	Office Use
Hamilton James & Bruce Group Limited is committed to ensuring the health and safety of all its employees.	T	F	
Employees have no obligations to their health and safety at work.	T	F	
ALL accidents/incidents or near misses must be reported to your supervisor.	T	F	
Employees must perform all duties in a manner that ensures the health and safety of themselves and others in the workplace.	T	F	
Breaches of the Occupational Health & Safety policies (such as perpetrating physical or verbal assaults) will not be tolerated from any Hamilton James & Bruce Group Limited employee, and may result in dismissal.	T	F	
Hamilton James & Bruce Group Limited has a process of consultation with employees whereby you are able to make comments or suggestions regarding Occupational Health & Safety via email/phone/fax.	T	F	
If you identify a hazard in your workplace, you don't have a responsibility to do anything.	T	F	
The use of prohibited substances by any Hamilton James & Bruce Group Limited employee whilst at work may result in instant dismissal.	T	F	
You don't have to follow safety instructions if you think they are unnecessary.	T	F	
You must wear Personal Protective Equipment (PPE) wherever safety signs instruct you to do so.	T	F	
The best way to lift a heavy object from the floor is to bend your knees, keep the object close to your body and lift using your leg muscles.	T	F	

DECLARATION I acknowledge that I have read and understood the Hamilton James & Bruce Group Limited OHS&W Safety Handbook and that I have received a copy of the same.

I hereby agree to comply with the safety rules and guidelines contained within this document to the best of my ability whilst employed by Hamilton James & Bruce Group Limited. I further agree to comply with all safety rules and regulations set down by any host employer.

I agree to report any injuries or near misses to both my workplace supervisor and Hamilton James & Bruce Group Limited without delay.

Signature of Candidate _____

Name (please print) _____ Date _____

Signature of Hamilton James & Bruce Group Limited Representative _____

Name _____ Date _____

FORMS INDEX

Following are the forms mentioned within this document. Please make copies of these to use. If you have any queries about any of the processes involved in the Hamilton James & Bruce Group Limited Occupational Health, Safety and Welfare System, please contact your Consultant or the OHS Rep within your state.

1. SITE INDUCTION REGISTRATION

2. HAZARD IDENTIFICATION REPORT

FORM 1

SITE INDUCTION REGISTRATION FORM PAGE 1 OF 1

fax

Site Induction Registration

Please fax through to the relevant consultant on the fax numbers below.

Fax to:	NSW	Parramatta	02 9633 3779
	NSW	Sydney	02 8248 7204
	VIC	Melbourne	03 9670 1699
	QLD	Brisbane	07 3003 0211

Name of HJB Consultant who placed external employee: _____

Name of External Employee: _____

Site Name: _____	Supervisor Name: _____
------------------	------------------------

Site Address: _____

SITE INDUCTION COMPONENTS

	Completion Date		Completion Date
Given a tour of the premises?		Shown the location of fire extinguishers/ hoses/blankets?	
Shown staff facilities - bathrooms etc?		Told about security regulations and procedures on site?	
Introduced to the first aid officer/s?		Made aware of known safety hazards and control measures - if applicable?	
Shown the location of first aid kits?		Introduced to the safety committee representative - if applicable?	
Meaning of workplace signs explained?		Shown Material Safety Data sheets - if applicable?	
Introduced to the fire warden/s?		Shown machine guarding and emergency stop buttons - if applicable?	
Made aware of the emergency evacuation procedure, shown where it is displayed onsite?		Are all staff prohibited from operating equipment / entering restricted areas without the appropriate Personal Protective equipment - if applicable?	<input type="checkbox"/>
Shown the nominated assembly point/s in case of emergency?		Fully trained in the safe operation of machinery?	
Made aware of all safe work procedures in use on site?		Has a copy of the on-site induction been supplied to HJB Representative?	<input type="checkbox"/>

Your feedback and/or comments: _____

I hereby confirm that I have been inducted onto this site and understand and agree to comply with all applicable safety regulations and directions.

Signed by external employee: _____ Date

Signed and witnessed by host employer representative: _____ Date

Name of host employer representative: _____ **Position:** _____

