



Employee Work Health & Safety Guide

WELCOME

Congratulations on your new appointment with Waverley Council. Council's commitment to work health and safety is to ensure, as far as possible, that all employees, customers, contractors, volunteers and members of the public are safe from injury and personal risk whilst at work or when accessing Council services.

EMPLOYEE WORK HEALTH AND SAFETY GUIDE

Your Employee WHS Guide provides you with an understanding of work, health and safety in your area, your responsibilities and accountabilities, and specific task-related training and induction. This is covered in the following:

- ③ SMS 20.1 – Site Safety Induction Checklist
- ③ SMS 20.2 – Ergonomic Self-Assessment
- ③ SMS 20.3 – Pause and Break Exercises
- ③ SMS 20.4 – Employee Safety Working Outdoors
- ③ Safe Work Procedures/SHESWMS (where relevant).

IN YOUR FIRST WEEK OF EMPLOYMENT

- ③ With your Manager/Supervisor, you will complete a Site Safety Induction. When completed, this induction needs to be returned to the Risk & Safety Team.
- ③ With your Manager/Supervisor, determine the relevant WHS training, Safe Work Method Statements and Safe Work Procedures for your role and undertake training. These are identified through the Site Safety Induction, position description and training needs analysis.

IN YOUR FIRST MONTH OF EMPLOYMENT

- ③ Complete all training identified or your Manager/Supervisor will make other arrangements.

SAFETY MANAGEMENT SYSTEM

A Safety Management System helps to manage and fulfill Council's Work Health and Safety legislative requirements and is mandatory for organisations.

Council's aim is to promote and support a strong safety culture through a system of policies, procedures, tools and forms that are easy to understand and implemented throughout Council. The system defines how to manage work health and safety throughout all levels within Council and includes:

- ③ responsibilities and accountabilities
- ③ training and induction requirements
- ③ hazards and incident management, and ③ emergency preparedness and response.

The system is available to you through TRIM, Council's electronic document management system, and Council's Risk & Safety intranet page.

To access the system, go to TRIM and type 'Safety Management System' in the Title Word search and ensure Record Type 'administration file' is selected. You can then add the SMS to your TRIM favourites so it is easy to access.

Please speak with your Manager/Supervisor or the Risk & Safety Team for assistance if you're having difficulty accessing the system or do not have ready access to a computer.

WORK HEALTH AND SAFETY RESPONSIBILITIES

Waverley Council's goal of 'Zero Injuries' is a clear and central focus for Council's workplace safety initiatives.

By law, both employers and employees have a responsibility to ensure the safety of workers, visitors and contractors and themselves in the workplace. Below is a summary of these responsibilities under the WHS Act 2011.

Council is also responsible for the health and safety of people other than employees who may be present at the workplace which includes contractors, volunteers and work experience students.

EMPLOYER MUST PROVIDE:

- ③ safe plant and equipment
- ③ Personal Protective Equipment
- ③ safe systems of work
- ③ a safe working environment
- ③ information, instruction and training
- ③ opportunities to participate in consultation
- ③ supervision
- ③ an injury rehabilitation program

EMPLOYEES MUST:

- ③ take reasonable care for their own and other's health & safety
- ③ follow workplace policies & procedures
- ③ wear PPE & use required safety equipment
- ③ report incidents, hazards & near misses
- ③ participate in WHS training
- ③ cooperate with the employer to resolve WHS matters

RISK MANAGEMENT, HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL

A hazard is a source, situation or problem in the workplace that has the potential to harm or damage a person in terms of injury or ill health and/or damage the environment or work equipment. It can include poor work practices or procedures as well as specific risks (eg. an unguarded piece of equipment).

If you identify a hazard or near miss, you are required to:

- ③ Eliminate/control so far as reasonably practical



- ③ Report it by using our online Vault system within 24 hours with your Manager/Supervisor or Team Leader
- ③ Assist with the review of the hazard and identification of possible solutions or improvements that could be made to reduce the hazard, and
- ③ Assist with a risk assessment (where required) and commence implementation of the agreed corrective action.

How do you know when the identified hazard or near miss was controlled or resolved?

- ③ Chat to your Manager/Supervisor, your work group Workplace Safety Officer, or a member of the Risk & Safety team, and
- ③ Refer to the Safety Management System registers (hazard and near miss, corrective action) for a record of what control measures have been implemented.

WHO CAN I CONTACT ABOUT WORK HEALTH AND SAFETY?

Speak to your Manager/Supervisor, your work group Workplace Safety Officer, a member of Council's Risk & Safety Team or refer to the WHS Noticeboard for contact details.

WHO CAN I CONTACT FOR WHS CONSULTATION AND IF YOU HAVE A WHS ISSUE?

If you have a WHS matter that cannot be resolved by your **Manager/Supervisor or Team Leader**, you can raise this with your **Workplace Safety Officer**, or the Risk & Safety Team.

Our **WHS Committee** is being re-established and Workplace Safety Officers are based in each work site/location to assist Council with the implementation and management of workplace safety.

WHS Noticeboards are in place at all Council sites/locations and provide relevant, site-specific health and safety contacts including details of First Aid Officers, Fire Wardens, Workplace Safety Officers. Please ensure you regularly read and familiarise yourself with the information on WHS Noticeboards.

The Risk and Safety Team is committed to developing, implementing and monitoring Council's Safety Management System, the Risk & Safety Strategic Plan (WHS priorities, strategies, targets and KPIs), promoting wellbeing initiatives, and coordinating insurances associated with Council workplace hazards, including workers compensation and public liability.

Contact the Risk and Safety Team by email to safety@waverley.nsw.gov.au or visit the Risk & Safety page on Council's intranet.

WHO AND WHERE ARE THE FIRST AID OFFICERS?

Council sites and locations have trained **First Aid Officers**. Contact details are displayed on your WHS Noticeboard. Please familiarise yourself with whom to contact in the event of a workplace injury/illness.

WHAT TO DO IF YOU ARE INJURED AT WORK

If you are injured at work, you must:

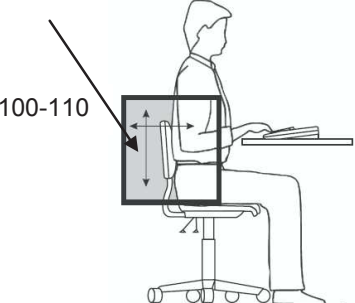
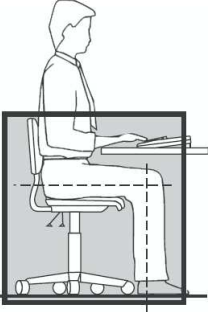
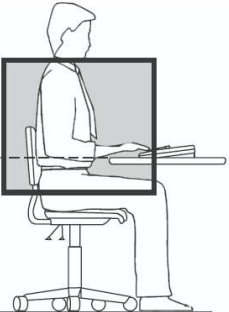
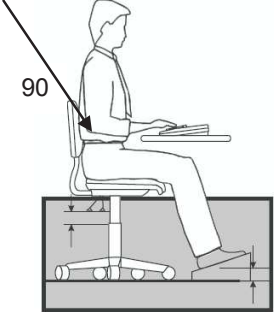
- ③ Seek medical treatment by your First Aid Officer, Council's preferred doctor or your own doctor, if required
- ③ Report to your Manager/Supervisor or Team Leader and complete the Vault Hazard and Incident Notification as soon as possible and definitely within 24 hours of the incident
- ③ If you are unable to return to work, you must notify your Manager/Supervisor or Team Leader and participate in Council's return to work program to ensure you are able to return to your pre-injury duties as soon as is medically allowed, and
- ③ Assist, where requested, in the completion of a Risk Assessment or Incident Investigation.

Thank you for your support in work health and safety.

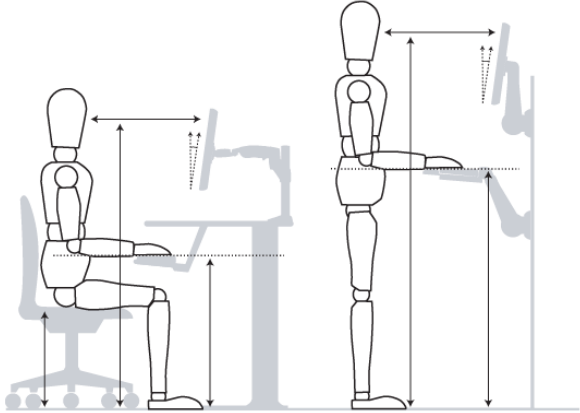
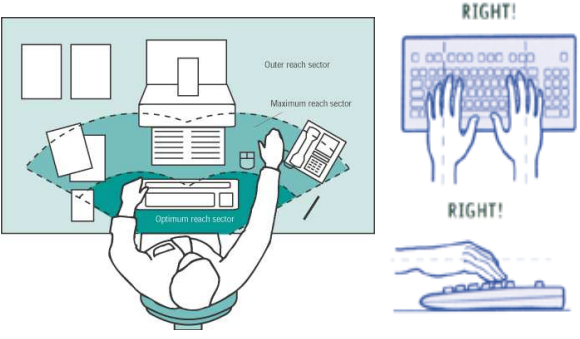
SMS 20.2 – Ergonomic Self Assessment

This self assessment assists you in how to adjust your new or modified workstation. As not all workstations or people are the same the below ergonomic guidelines provides you with the principles on how to adjust your workstation to meet your needs.

Your workstation should be set up to cause the least amount of stress on your body. Prolonged hours of poor posture or repetitive work habits, often in a stressful environment can result in significant overuse injury. Applying the following points can help to minimise such injuries. If you require items to meet your ergonomic needs discuss these with your manager/supervisor or team leader, e.g. headset, monitor raise.

1. Chair	2. Seat Height
 <p>100-110</p> <p>Push your hips as far back as they can go in the chair.</p> <p>Adjust the seat height so your feet are flat on the floor and your knees equal to or slightly lower than, your hips.</p> <p>Adjust the back of the chair to a 100°-110° reclined angle.</p> <p>Make sure your upper and lower back are supported with the lumbar support. If you have an active back mechanism on your chair, use it to make frequent position changes.</p> <p>Armrests are not ergonomically recommended. If armrests are in the way, remove them or adjust so that your shoulders are relaxed.</p>	 <p>Adjust the seat height so your feet are flat on the floor.</p> <p>Your chair should be lifted or lowered to a height where a 90 degrees bend in your knees to the floor can be achieved.</p> <p>If you have an adjustable desk adjust its height while you are seated in the correct position, seek assistance if required.</p>
3. Chair Height	4. Desk Height
 <p>Ensure that your shoulders are relaxed & elbows are bent at 90 degrees when adjusting your chair height.</p> <p>Wrists must be in a neutral position with no obvious bending, a gel wrist rest should be considered to compensate and only be used to rest the palms of the hands between keystrokes.</p>	 <p>90</p> <p>If your desk height is too high & cannot be lowered, you must lift your chair to the appropriate height to achieve the 90 degrees bend in your elbow & correct neutral wrist position.</p> <p>Your feet must be flat on the floor, if not then you are unable to maintain a 90 degree bend in your legs, a footrest must be used to compensate.</p>



5. Monitor	6. Work Desk
 <p>Centre the monitor directly in front of you, above your keyboard.</p> <p>Position the top of the screen approximately 2-3" above seated eye level, a monitor raise must be used to compensate. (If you wear bifocals,* lower the screen to a comfortable reading level.)</p> <p>If using a laptop, use a docking station with separate monitor positioned at eye level.</p> <p>Sit at least an arm's length away from the screen and then adjust the distance for your vision.</p> <p>Reduce glare by careful positioning of the screen:</p> <ul style="list-style-type: none"> - Place screen at right angles to windows - Adjust curtains or blinds as needed - Adjust the vertical screen angle and screen controls to minimize glare from overhead lights - Other techniques to reduce glare include use of optical glass glare filters, light filters, or secondary task lights <p>*bifocals - having two focal lengths, having one section that corrects for distant vision and another that corrects for near vision, as an eyeglass lens.</p>	 <p>Seated at your work desk pull up close to your keyboard and position the keyboard directly in front of your body.</p> <p>Determine what section of the keyboard you use most frequently and adjust the keyboard so that section of the keyboard is centred with your body.</p> <p>Adjust the keyboard height so that your shoulders are relaxed, your elbows are in a slightly open position (100° to 110°), and your wrists and hands are straight.</p> <p>The tilt of your keyboard is dependent upon your sitting position. Use the keyboard tray mechanism, or keyboard feet, to adjust the tilt.</p> <p>If you sit in a forward or upright position, try tilting your keyboard away from you at a negative angle. If you are reclined, a slight positive tilt will help maintain a straight wrist position.</p> <p>All frequently used items (phone, mouse, binders, etc.) should be within an arm's length & below shoulder height to prevent overextending, with no need to bend forward. Ensure there are sufficient clearances around and under your work desk.</p>

Further information related to ergonomics:

1. How to set up an ergonomically correct workstation – (click) [How to Set-up Your Workstation](http://www.wikihow.com/Set-Up-an-Ergonomically-Correct-Workstation)
2. Do you experience aches or pains at work? Check out the easy-to-follow guide on spotting the cause and how to fix it – (click) [Troubleshooting Aches & Pains](http://www.ergonomics.com.au/pages/400_useful_info/440_injury_prevention/444_aches_pains.htm)
3. Setting up your home office - (click) [How to Set-up Your Home Office](http://www.ergonomics.com.au/pages/400_useful_info/430_useful_applications/433_home_office_setup.htm)
4. To help you identify hazards and control risks in an office environment – (click) [Virtual Office Hazards](http://www.comcare.gov.au/virtual_workplaces/virtual_office)
5. Guide to Health and Safety in the office 2004: WorkCover NSW – (click) [Guide to Health & Safety in the Office](http://www.workcover.nsw.gov.au/formspublications/publications/Pages/WC01319_HealthandSafetyintheOfficeGuide.aspx)

SMS 20.3 – Pause and Break Exercises

Workers who have been sitting for prolonged periods may start to feel uncomfortable, tense, fatigued, and stiff and may even start to lose concentration. This may happen at work when you are writing or using a keyboard, doing a repetitive task or at home engaged in a hobby, watching television or during long-distance driving.



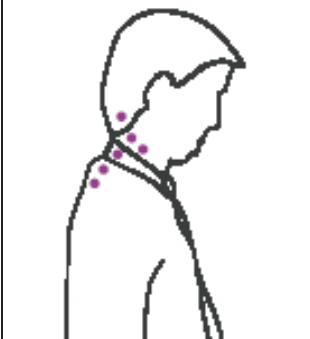
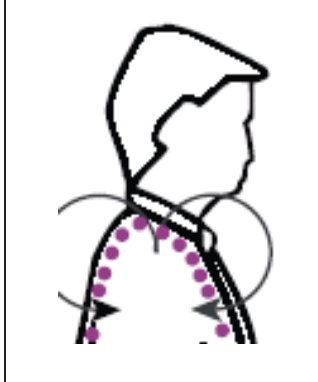
Our bodies don't like being in one position for too long so remember take a **P.A.U.S.E** during your work day and while at your workstation. Rest or work breaks can range from short pauses, answering the phone or your lunch break.

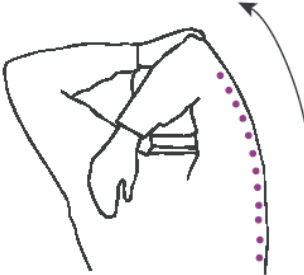

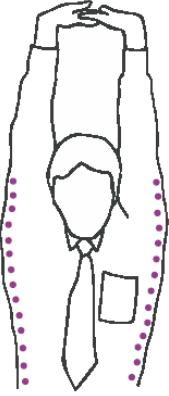

<p>POSTURE easily becomes slumped and unbalanced and this can become a bad habit unless you move your body in the opposite direction.</p>	<p>ATTITUDE to your task will be improved by taking a short break which enables you to return with a fresh approach to your task.</p>	<p>UNWIND the physical and mental stress that accumulates without you being aware of it.</p>	<p>STRETCH out muscles and joints that have been held for long periods in one position or overused in a repetitive task.</p>	<p>ENERGISE your whole body by improving circulation and breathing.</p>
--------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------

Pause and break exercises are a series of gentle stretches to help improve circulation, improve muscle and joint flexibility, promote good posture and reduce fatigue. **The best exercise is usually to get up from a seated position and move around.**

The following exercises should be undertaken at the start and/or throughout your working shift. One exercise should be carried out every hour and hold each stretch for about 15 seconds and repeat 2-3 times. The dots indicate the muscles that are being exercised.

Please Note: Following gentle exercises are for general information only and when performing these consciously create a space between your ears and shoulders while gently rolling and stretching. **You should consult your doctor before undertaking these exercises.**

<p>Exercise 1: Head rolls You should carry out this exercise regularly if you are experiencing pain in your shoulders, upper back or neck. Gently lower ear to shoulder and hold for 10 seconds. Slowly roll chin to chest and up to other shoulder and hold for 10 seconds. Repeat several times and do not rotate neck and head backwards.</p> 	<p>Exercise 2: Head turns You should carry out this exercise regularly if you are experiencing pain in your neck. Gently turn head slowly to look over left shoulder and hold for 10 seconds. Turn head the other way and hold for 10 seconds. Repeat several times.</p> 	<p>Exercise 3: Chin tucks You should carry out this exercise regularly if you are experiencing pain in your neck and upper back. Raise the head to straighten the neck. Tuck the chin in and upwards creating a double chin. This also results in a forward tilt of the head. Hold for 10 seconds and repeat several times.</p> 	<p>Exercise 4: Shoulder rolls You should carry out this exercise regularly if you are experiencing pain in your shoulders, or upper back. Circle shoulders forward several times, then backward. Repeat 3 to 5 times.</p> 
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>Exercise 5: Shoulder stretch You should carry out this exercise regularly if you are experiencing pain in your shoulders, arms or upper back. Stretch arm above head, cradle elbow with hand and gently pull elbow behind the head. Hold for 10 seconds and repeat.</p> 	<p>Exercise 6: Wrist stretch You should carry out this exercise regularly if you are experiencing pain in your arms, wrists or fingers. Interlace fingers, palms outward, and straighten arms in front. Hold for 10 seconds and repeat several times.</p> 	<p>Exercise 7: Upper and lower back stretch You should carry out this exercise regularly if you are experiencing pain in your upper back or lower back. Interlace fingers and turn palms upward above head; straighten arms then slowly lean slightly from side to side. Repeat several times.</p> 	<p>Exercise 8: Back arching You should carry out this exercise regularly if you are experience pain in your lower back. Stand up. Support lower back with hands and gently arch back and hold for 5 to 10 seconds. Repeat as often as is needed.</p> 
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Further information related to ergonomics:

1. How to set up an ergonomically correct workstation – (click) [How to Set-up Your Workstation](http://www.wikihow.com/Set-Up-an-Ergonomically-Correct-Workstation)
www.wikihow.com/Set-Up-an-Ergonomically-Correct-Workstation
2. Do you experience aches or pains at work? Check out the easy-to-follow guide on spotting the cause and how to fix it – (click) [Troubleshooting Aches & Pains](http://www.ergonomics.com.au/pages/400_useful_info/440_injury_prevention/444_aches_pains.htm) www.ergonomics.com.au/pages/400_useful_info/440_injury_prevention/444_aches_pains.htm
3. Setting up your home office - (click) [How to Set-up Your Home Office](http://www.ergonomics.com.au/pages/400_useful_info/430_useful_applications/433_home_office_setup.htm)
www.ergonomics.com.au/pages/400_useful_info/430_useful_applications/433_home_office_setup.htm
4. To help you identify hazards and control risks in an office environment – (click) [Virtual Office Hazards](http://www.comcare.gov.au/virtual_workplaces/virtual_office)
http://www.comcare.gov.au/virtual_workplaces/virtual_office
5. Guide to Health and Safety in the office 2004: WorkCover NSW – (click) [Guide to Health & Safety in the Office](http://www.workcover.nsw.gov.au/formspublications/publications/Pages/WC01319_HealthandSafetyintheOfficeGuide.aspx)
www.workcover.nsw.gov.au/formspublications/publications/Pages/WC01319_HealthandSafetyintheOfficeGuide.aspx

SMS 20.4 – Employee Safety Working Outdoors

This guide is to assist managers and new employees transition into Waverley Council as an outdoor worker. The purpose of this induction is to inform you about common hazards so you are aware of the associated risks and controls required to manage these risks.

WHO ARE OUTDOOR WORKERS?

Outdoor workers are employees who work outside an office, building or workshop for more than a total of 2 hours per day on a regular basis.

SUN EXPOSURE

Sun exposure can be from:

- Ultra Violet Radiation (UVR) which can cause a range of skin cancers, Solar Keratoses (sunspots), sunburn, eye damage, and inflammation, and
- Infrared Radiation (IR) which can cause heat illness.

Ultra Violet Radiation (UVR)

To manage UVR you should try and avoid exposure by working in the shade and using personal protective equipment (PPE) which will include: a hat, sun glasses, appropriate clothing and sunscreen. Your manager/supervisor or team leader will issue the PPE and you are responsible for using and looking after PPE that has been issued to you. You are also required to advise your manager, supervisor or team leader of any medical conditions or medication that may increase sensitivity to UVR exposure.

Infrared Radiation (IR)

Working in hot and sunny conditions during the summer months can lead to fatigue and heat stress. The early signs of heat illness may include nausea, dizziness, general weakness and collapse. If you are working in a hot environment and have any of these symptoms, you should seek immediate medical assistance then contact your manager, supervisor or team leader.

Hot Weather

As a guide, when the temperature is above 30 degrees Celsius weather conditions are considered hot. To protect yourself from the effects of working in hot weather conditions you should try to schedule work to cooler times of the day, ensure that you have access to plain drinking water, shaded rest areas, and have regular rest breaks.

Waverley Council has **Sun Protection Guidelines** that outline the controls for protection against sun exposure.

SLIPS, TRIPS AND FALLS

Slips, trips and falls can result in injuries such as a sprain or strain, cuts, bruises, fractures and dislocations.

Common causes:	How you can avoid injury:
<ul style="list-style-type: none"> • Poor housekeeping restricting access to a work area • Spills that have not been cleaned up • Poor light • Paving and pathways that are misaligned • Pot holes or other depressions in the walking surface which are not obvious • Wet grass and steep slopes • Areas where rain or stormwater accumulate creating a slippery surface • Electrical extension leads or other cords placed across walkways, and • Inattention to where you are walking. 	<ul style="list-style-type: none"> • Supporting extension leads overhead or taping them down • Ensuring spills are cleaned up • Highlighting a hazardous area with signage or barricades • Paying attention to your work environment and being aware of any changes • Not working on surfaces that are steep or slippery. If you must, consider using a fall restraint, and • Using portable lighting to illuminate the area or work when there is insufficient natural light.

ASBESTOS

Asbestos is a naturally occurring silicate mineral made up of tiny fibres. In Australia asbestos was used in building materials between the 1940s and the late 1980s. However, since 2004, it has not been imported or used in Australia.

When asbestos is disturbed it may produce a dust containing asbestos fibres. Breathing these fibres into the lungs can cause health problems such as: pleural plaques; asbestosis; lung cancer; and mesothelioma. Asbestos can be loosely or firmly bound. The loosely bound asbestos is known as **friable asbestos** and is more likely to produce asbestos dust than the firmly bound asbestos known as bonded or non-friable asbestos.



Friable asbestos was mainly used as insulation and might be found in old domestic heaters, stoves and around hot water pipes. Although it is not impossible it is unlikely you will find friable asbestos in the workplace.

Bonded or **non-friable asbestos** was used in many building products and if left intact does not present an immediate health risk, refer below for examples of products containing **non-friable asbestos**.

Asbestos corrugated roofing



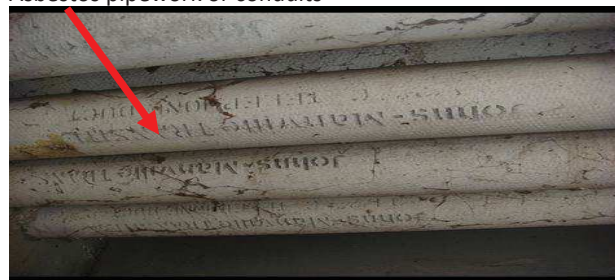
Asbestos cement sheet (fibro) used as lining for walls and eaves



Asbestos pit frames (not the pit cover) e.g. Telstra pits



Asbestos pipework or conduits




What should I do if I suspect asbestos is in the workplace?

If you suspect that there is asbestos in the workplace you should, as far as practicable, make the area safe then immediately report it to your manager, supervisor or team leader. Do not disturb or move the asbestos and make sure you complete SMS 40 – Hazard and Incident Notification Form.

Your manager, supervisor or team leader is responsible to arrange for the hazard to be assessed and removed if necessary. Your manager or supervisor should arrange for you to be trained in Asbestos Awareness if necessary.

Waverley Council has an **Asbestos Policy** on Council's website that outlines the approach to managing asbestos containing materials in council workplaces.

	<p>Waverley Council Safety Management System SMS 20.4 - Employee Safety Working Outdoors</p>	<p>Issue Number: 2</p>	<p>Page: 2 of 4</p>
<p>This document is UNCONTROLLED once printed</p>			

MANUAL HANDLING

Manual handling is when you move or hold objects, maintain fixed or awkward positions or make repetitive or forceful movements. Incorrect lifting and carrying can result in serious, long-term musculoskeletal injuries.

Common causes of injury are:

- Lifting heavy weights e.g. lifting a dumped television or lounge
- Sudden moves such as realising something has fallen then lurching out to catch it
- Assuming an awkward posture. This can occur when overreaching to gain access to an object
- Gradual damage from continual use of the same muscles, and
- Maintaining the same position for long periods, e.g. driving a vehicle or truck.

How can you avoid injury from manual handling?

Follow the points below to reduce manual handling injury. If you are ever in doubt DO NOT LIFT and ask for assistance.

- Make sure your body is ready and can endure the manual handling tasks
- Warm up! Have a good stretch to increase the heart rate and flow of blood to the muscles
- Work at a comfortable pace and avoid over-exertion
- Warm down! Ensure you spend a few minutes at the end of your shift to stretch and warm down
- Plan the manual handling task:
 - Assess the load, considering weight and how easily the object can be held
 - Look at where the object is to be moved from and to
 - Reduce the amount of lifting by using mechanical aids e.g. trolley
 - Consider yours and others skill and experience to perform the task
 - Seek help with items you are not confident you can easily handle, and
 - When team lifting make sure where, how and when the load is going to be moved is communicated and everyone is ready.
- Use correct manual handling techniques: (refer Figure 1 Correct Manual Handling)
 - Get in close
 - Create a balanced and broad base of support (make sure your feet are shoulder width apart)
 - Activate (hold) your stomach muscles
 - Secure your grip
 - Maintain your spinal curves by keeping your buttocks in and head up
 - Power the lift with your legs
 - Move your feet and don't twist, and
 - Use smooth, controlled movements.

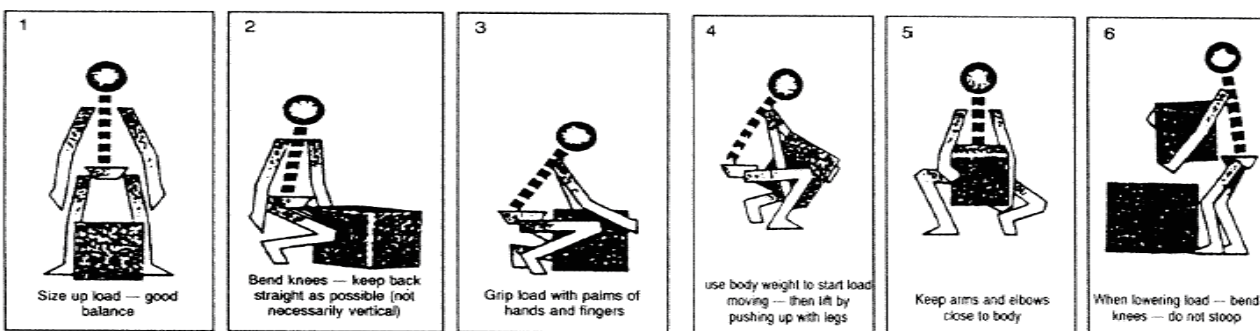


Figure 1: Correct Manual Handling

HAZARDOUS CHEMICALS

A hazardous chemical is a substance, mixture or article that is classified under the Work, Health and Safety legislation as being harmful to people. Examples of hazardous chemicals used by outdoor workers include petrol, pesticides, glue and paint stripper.

The manufacturer, supplier or importer of a hazardous chemical by law must provide information in a Safety Data Sheet (SDS) that tells us how the hazardous chemical can harm us and how we should protect ourselves. Generally when using a hazardous chemical the SDS will require the use of PPE such as a face shield, goggles or safety glasses, impervious gloves and in some instances a respirator.

You should have access to the Safety Data Sheets for the hazardous chemicals you use in the workplace. Your manager, supervisor or team leader can help you locate the SDS and will arrange for the issue of relevant PPE. You must follow the controls outlined in the SDS including the use of PPE when handling or storing a hazardous chemical.

OPERATING PLANT AND EQUIPMENT

The term plant and equipment is a broad term and covers items ranging from large excavators to lawn mowers. No matter how big or small the item the manufacturer, supplier or importer must provide safety information including how the item of plant and equipment can harm you and what you need to do to protect yourself. This information is normally found in the operators' manual.

Your manager or supervisor should arrange for you to be trained in the operations and if necessary the maintenance of the item of plant and equipment you are expected to operate. Your manager, supervisor or team leader will arrange for the issue of the relevant PPE.

You must follow operating instructions and wear the specified PPE that has been provided to you.

If the item of plant and equipment is not operational you must report the fault/s to your manager, supervisor or team leader. In the case of fault/s with large items such as trucks you must also inform the Council mechanical workshop. Do not use the item of plant and equipment until all fault/s are resolved.

Safety controls must be implemented where required and may include:

- Maintaining guarding to physically protect people from being entangled with moving parts
- Wearing safety glasses as a control for flying objects
- Wearing earmuffs or earplugs for hearing protection, and
- Wearing safety goggles and a dust mask to protect against dust.

Further information:

1. Sun Protection Guidelines, Corporate and Technical Services, April 2007
2. Asbestos Policy, Planning and Environmental Services
3. Safe Health & Environment Safe Work Method Statements (SHESWMS), where necessary