

SOUTH GIPPSLAND SHIRE COUNCIL

Workplace Health and Safety

Induction Handbook (Overview)



*South Gippsland
Shire Council*



Contents

This handbook is designed as a tool for use during employee and volunteer inductions. New employees and volunteers will also be provided with specific supervision, information, instruction and training required to safely perform their role. New employees and volunteers who do not feel this is being fulfilled should notify their supervisor, Health and Safety Representative or the OHS Advisor.

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Key Documentation

OHS Policy, Framework and Strategy

Council's OHS Strategy and Framework provides a foundation for the design, implementation, monitoring and review of Council's OHS management practice.

The OHS Policy defines how Council proposes to fulfill their duty of care obligations by setting clear OHS objectives, roles and responsibilities.

Fitness For Work

In accordance with Council's code of conduct, all employees and volunteers must:

- conduct their duties in a fit condition
- not be impaired by drugs or alcohol while performing their role.

OHS Position Holders

OHS Advisor

Ian Mewburn, the OHS Advisor, is responsible for the day to management of the OHS systems.

WorkCover and Return to Work

Vicki Poxon, Return to Work Coordinator, is responsible for managing WorkCover claims, employee injuries and getting people back to work.

Your Obligations

You must:

- Take reasonable care of your own safety
- Not put your fellow workers or the public at risk
- Comply with any reasonable instructions
- Follow correct procedures when you are undertaking your job
- Work safely and wear Personal Protective Equipment (PPE) where and when it is required
- Report all hazards, near misses and incidents.

SGSC's Obligations

South Gippsland Shire Council must:

- Provide a safe workplace
- Identify hazards and assess and control the risks
- Consult with employees and volunteers on issues which may affect them
- Provide employees and volunteers with the training, information and supervision required to perform their role safely.

OHS Committee

The OHS Committee is made up of the OHS advisor, Health and Safety Representatives and a management representative. The committee meets quarterly and minutes of the meeting are posted on notice boards and on the Intranet. The purpose of the OHS Committee is to:

- Facilitate cooperation between management and employees on OHS
- Resolve OHS issues
- Analyse organisational OHS trends and data
- Identify organisation OHS needs.



Health and Safety Representatives

Health and safety representatives are employees who have been elected by their colleagues to represent them on OHS issues. They should be the first point of all call for discussing and raising issues within your work area.



Shirley Bailey

Aged and Disability
Support Workers



John Ernst

Carinos

Ext. 367



Suzanne Conlon

Coal Creek and Visitor
Information Centres

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Kevin Thorne

Leongatha Depot -
Parks and Gardens



Jason Casey

Leongatha Depot -
Sealing



Penni Ellcott

Main Office -
Downstairs (Lower
Level)

Ext. 378



John Lambert

Main Office - Down
Stairs (Planning and
Regulatory Services)

Ext. 290



Denise Trani

Main Office - Upstairs

Ext. 387

Reporting Hazards, Near Misses and Incidents

What is a Hazard?

A hazard is an item, process or situation which poses an unreasonable risk to health and safety.

What is a Near Miss?

A near miss is an event where, under different circumstances, an injury and/or property damage could have occurred.

What is an Incident?

An incident is an event that results in injury, disease, or damage.

Immediate Response

Upon discovery or being involved in a hazard, near miss or incident you should:

- Take action to ensure your own and others immediate safety
- Immediately notify your supervisor or a more senior staff member if it involves an injury or the ongoing risk is high
- Report it as soon as possible, but in any case within 24 hours.

Reporting Hazards, Near Misses and Incidents

ALL hazards, near misses and incidents MUST BE REPORTED!

Reporting ensures that we can:

- Eliminate or reduce the risk, reducing the likelihood of someone else being injured
- Help those injured or affected, reducing the ongoing impact on them
- Improve our systems and processes.

Reporting should be done online using the Elumina online reporting form, however if you do not have access to a computer there are hard copy forms and reporting booklets as well.



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Injury Management

All injuries requiring first aid or a higher level of treatment must be notified to your direct supervisor as soon as possible.

The OHS Advisor or People and Culture must also be notified within 2 hours of the incident if:

- Immediate medical attention is provided; or
- There is an ongoing danger to other parties.

Whenever possible, first aid should be delivered by an appropriately trained person.

Common Injuries

Based on historical incident and injury performance, the following are considered the most likely causes of injury.

1. **Manual Handling of objects**
2. **Working in Isolation**
3. **Being hit / crushed by plant / objects**
4. **Occupational Violence**
5. **Slips, Trips and Falls**
6. **Driving Vehicles**
7. **Psychological stressors**

The next page shows the WorkSafe statistics for location of injury for workers in Local Government.

Local Government

These are the most common injuries and hazards for people working in local government, as shown by injury claims.

Psychological System

Work-related stress from threatening behaviour of clients and the public, heavy workloads, workplace change, bullying, and interpersonal issues.

Arm

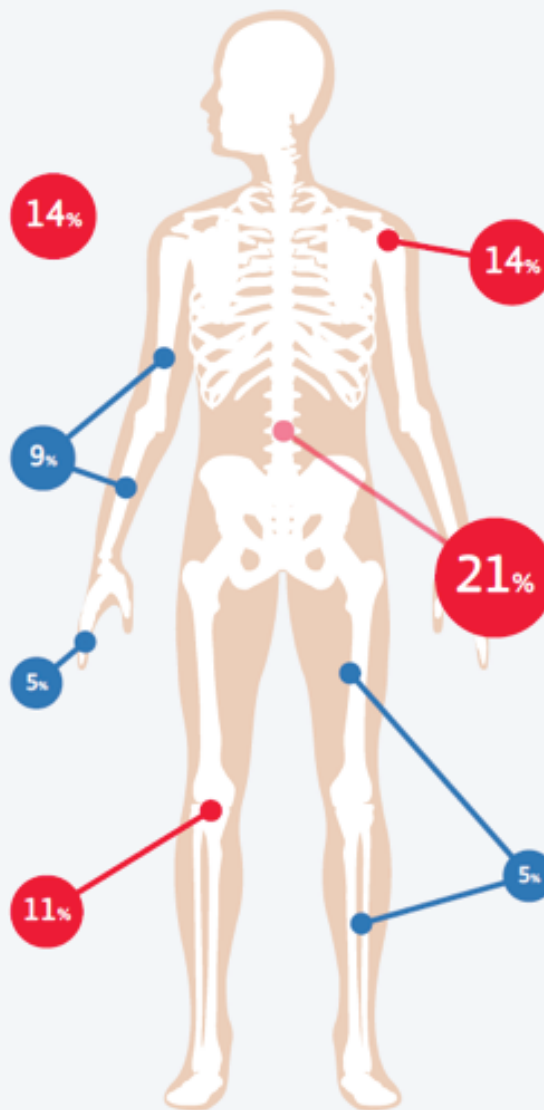
Fractures and bruises from slips, trips, and falls. Muscle strain from handling cleaning equipment, handling clients, and repetitive work.

Hand/Fingers

Fractures, lacerations, and amputation of hands and fingers from cleaning glasses, fingers caught in doors/windows, using power tools, or slips, trips, and falls. Muscle strain from repetitive work.

Knee

Muscle strain or tears from slips, trips, and falls on steps, stairways and uneven surfaces, or frequently entering or exiting vehicles.



Shoulder

Muscle strain from lifting and handling boxes/equipment, shifting furniture particularly at the limit of reach, or repetitive activities (e.g. vacuuming). Joint injuries from slips, trips, and falls.

Back

Muscle strain from lifting or assisting clients, moving furniture, repetitive bending, or slips, trips, and falls in crowded areas, or on oily or wet floors (including while offsite). Muscle strain from vehicle accidents and maintaining static postures for prolonged periods (e.g. being seated all day).

Leg

Muscle strain and fractures. Fractures from slips, trips, and falls on steps, stairs, and uneven surfaces.

Personal protective equipment must be worn at all times

Personal Protective Equipment

South Gippsland Shire Council provides all Personal Protective Equipment required to undertake your job safely. The Risk Assessment, Safe Work Method Statement (SWM) or other risk management documentation associated with the job will determine the nature and level of PPE required.

You have a legal obligation to use Personal Protective Equipment issued to you and maintain it in a good working order.

You must also comply with directions or signage mandating the use of PPE.

Training

South Gippsland Shire Council provides all necessary training you require to undertake your job safely.

If you are required to perform a task that has hazards associated with it that was not covered in any of your previous training, or you do not feel comfortable performing the work you must notify your supervisor or Health and Safety Representative **before** carrying out the task.

If necessary, additional training can be provided to ensure that you are competent and confident in safely performing your job.



Managing Specific Hazards

Manual Handling

Risk increases for manual handling activities which involve:

- Repetitive actions
- High amounts of force
- Awkward or unnatural position
- Prolonged application force
- Vibration.

Ask yourself:

- Do I really need to do this?
- Can I get a mechanical aid?
- Can I get someone to help?

When performing manual handling tasks remember:



Carry loads close to your body



Bend with your knees, lift and move more smoothly



Make sure you can see where you are going

Plant Safety

Do not operate plant if you are not licensed or have not received the appropriate training to be deemed competent in the use of that plant.

Report any plant damage to your supervisor and arrange for repair as soon as possible.

Working Alone

When working alone:

- Notify your supervisor or colleagues of where you are going and when you will be back
- Keep your mobile phone on you
- Update your supervisor or colleagues of changes in plans
- Avoid going into unknown locations/situations.



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Emergency Response

If you are the first responder to an emergency you are expected to, where safe:

- Rescue those in immediate danger
- Alert other people nearby or within the building
- Confine and control the emergency, if and where possible
- Evacuate people from the immediate area, if appropriate.

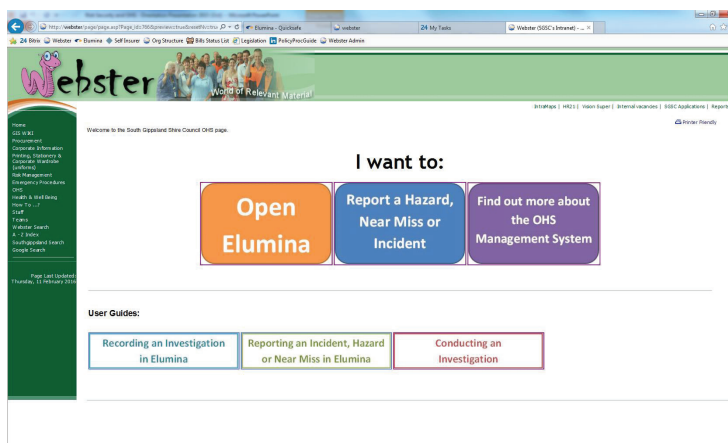
If you hear an emergency announcement or alarm you are expected to:

- Remain calm
- Comply with instructions from the Chief Warden or Area Warden
- Evacuate in an orderly manner
- Remain at the Emergency Assembly Point until the emergency has been stood down.

Use of fire extinguishers is not recommended unless you have been trained or used a fire extinguisher previously.

OHS on the Intranet

All documents, forms and resources relating to the health and safety at South Gippsland Shire Council are available on the Webster and through TRIM.



Induction Questionnaire

1. What are two of SGSC's obligations towards you as an employee?

a) _____

b) _____

2. What is the purpose of the OHS Policy?

3. What are two of your safety obligations?

a) _____

b) _____

4. Who is your OHS Representative?

5. List three of Council's top causes of injury?

a) _____ b) _____ .c) _____

6. How do you report a Hazard?

7. Who is your Evacuation Officer?

8. When and to whom should you report an Injury?

9. Where can you find SGSC OHS Management System documentation?

10. How are you notified in case of an emergency evacuation?



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SGSC OHS INDUCTION CHECKLIST

Name:	
Person conducting the induction:	
Department:	
Points to cover	Covered ✓

Key OHS Documentation

Employee Obligations

SGSC's Obligations

OHS Position Holders

OHS Committee, Operational Risk Committee, Strategic Risk Committee

Reporting Hazards, Near Misses and Incidents

Injury Management

Common Injuries

Personal Protective Equipment (PPE)

Training

Managing Specific Hazards: Manual Handling, Plant Safety, Working Alone

Emergency Response: site specific details such as assembly points, break glass alarm locations and Area Wardens

OHS on the Intranet

Work Place Induction Questionnaire

Sign Off

I, the inductee, have read and been instructed on the OHS systems and procedures outlined in this handbook.

Signature of Inductee:	Date:
Signature of person conducting the induction:	Date:

This form and the attached questionnaire must be kept be returned to People and Culture or the appropriate supervisor.