

AUSTRALIAN AIRCONDITIONING SERVICES SAFETY MANAGEMENT PLAN

ISSUE NOVEMBER 2010



A.B.N. 43 009 438 073
AU07899

AUSTRALIAN AIRCONDITIONING
SERVICES PTY. LTD.

42 INDUSTRY STREET
MALAGA WA 6090

TELEPHONE: (08) 9209 2520
FACSIMILE: (08) 9209 2530
Email: aas@aust-aircon.com.au
Web: www.aust-aircon.com.au

TABLE OF CONTENTS

1. DOCUMENT CONTROL	3
2. PLAN AND SAFETY OBJECTIVES AND TARGETS	4
3. OCCUPATIONAL SAFETY AND HEALTH POLICY	4
4. SCOPE OF WORK	4
5. RESPONSIBILITIES AND AUTHORITIES	4
6. EMPLOYEE SITE CONDUCT	4
7. SAFETY PERFORMANCE MONITORING	4
8. REFERENCES	4
9. INTERNAL PROCEDURES	5
9.1 Safety Manual and Legislation	5
9.2 Fitness for Work	5
9.3 Inductions	5
9.4 Training and Competency	6
9.5 Safety Notices, Displays and Information	6
9.6 Hazard Identification and Control Methods	6
9.6.1 Job Safety Analysis (JSA's)	6
9.7 Material Safety Data Sheets and Chemicals	7
9.8 Communication and Consultation	7
9.9 First Aid	7
9.10 Emergency Management	8
9.11 Incident and Accident Reporting	8
9.11.1 Incident and Accident Investigation	8
9.12 Injury Management and Rehabilitation	9
10. SAFE WORK PRACTICES	9
10.1 Tagging and Lockout Procedure	9
10.2 Personal Protective Equipment (PPE)	10
10.3 Company Vehicles.	10
10.4 Working at Heights	11
10.5 Housekeeping	12
10.6 Plant and Equipment	13
10.7 Electrical Safety	13
10.8 Fire Protection, Prevention and Hot Work	13
10.9 Confined Space	13
10.10 Manual Handling	14
10.11 Site Work Permits	15
11. RECORDS AND RECORD MANAGEMENT	15

1. Document Control

Any amendments to this document are not considered valid unless there is an authorised and approved amendment. The document control system shall retain obsolete versions in archive form, whether by electronic means or filing, for a minimum of 7 years.

Document Control Amendment Record				
Date	Version	Description of Amendment	Prepared by	Authorised by

Organisation Details

Business Name: Australian Airconditioning Services
ACN/ABN: 43 009 438 073
Company Address: 42 Industry Street, Malaga WA 6090
Company Phone Number: (08) 9209 2520
Company Facsimile Number: (08) 2909 2530
Company Email Address: aas@aust-aircon.com.au
Company Web Site: www.aust-aircon.com.au

2. PLAN AND SAFETY OBJECTIVES AND TARGETS

The objective of this Safety Management Plan is to ensure that a safe working environment is maintained in accordance with Australian Airconditioning Services internal processes and legislative requirements.

3. OCCUPATIONAL SAFETY AND HEALTH POLICY

3.1 AUSTRALIAN AIRCONDITIONING SERVICES HEALTH AND SAFETY POLICY:

Australian Airconditioning Services Pty Ltd is committed to the health and safety of all employees, and strives to be an acknowledged teacher in this field. Our goal is to have an injury free workplace and the company will work to eliminate hazards, practices and behaviours that could cause accidents, injuries or illness to employees, sub-contractors and visitors.

3.1.1 PRIMARY GOAL

The primary goal of this policy and associated procedures is to assist in providing a safe and healthy work environment for all employees, sub-contractors and visitors.

3.1.2 OBJECTIVES

The objects of this policy are to:

- Comply with all relevant statutory obligations.
- Provide adequate resources to establish and maintain safe systems of work.
- Maintain health and safety competency and integrate health and safety requirements in all aspects of business.
- Continuously improve performance through innovative technology, education and good management practices.
- Provide health and safety training for employees.
- Employ only those people who aspire to the same health and safety standards as Australian Airconditioning Services Pty Ltd.
- Promote a positive health and safety culture which is based on the principle that all incidents can be prevented.
- Provide an emergency response program for unforeseen events so as to minimise hazards to people, assets and the environment.

All managers and supervisors are accountable for health and safety performance in their areas.

All employees are required to follow rules for safe and healthy operations, report hazards to their supervisors and wear, when required, Personal Protective Equipment (PPE).

Our commitment to health and safety is as important as our commitment to other business objectives.

This policy and associated procedures will be reviewed in consultation with the relevant parties on an annual basis to ensure that they are relevant and effective.

NAT BRAZZALOTTO
MANAGING DIRECTOR

4. SCOPE OF WORK

The scope of this plan is to include all work undertaken by Australian Airconditioning Services and, as appropriate, shall extend to Sub Contractors and other persons over whom Australian Airconditioning Services Pty Ltd would be reasonable expected to have control.

For longer or more complex service contracts or projects a specific project plan is to be produced that references this plan plus any additional safety measures.

This Safety Management Plan has been written to provide instructions on how Australian Airconditioning Services intends to discharge its duty of care obligations under current WA legislation.

5. RESPONSIBILITIES AND AUTHORITIES

AAS Internal Procedure/s	Applicable Legislation and Standards
s4 Workplace Safety Handbook, 'Duty of Care' OSH Procedure 032 Workplace Safety Handbook.	s19 and s20 of the Occupational Safety and Health Regulations 1996

6. EMPLOYEE SITE CONDUCT

All employees are to conduct themselves in a safe, professional and competent manner at all times recognising they are representing Australian Airconditioning Services whilst on site, and in the public eye. Conflicts are to be avoided especially with clients and any issues are to be handled by a supervisor. Any unacceptable behaviour in this regard will be subject to disciplinary action.

7. SAFETY PERFORMANCE MONITORING

AAS Internal Procedure/s	Applicable Legislation and Standards
Form OSH001 Job Safety Analysis/Risk Assessment Form. Form OSH002 Hazard Identification and Control.	

8. REFERENCES

Western Australian Occupational Safety and Health Act 1984 (with all amendments)
Western Australian Occupational Safety and Health Regulations 1996 (with all amendments)
Mines Safety and Inspection Act 1994
Mines Safety and Inspection Regulations 1995
Workers Compensation and Injury Management Act 1981
Environmental Protection Act 1986
Dangerous Goods Safety Act 2004
Road Traffic Act 1974
Electricity (Licensing) Regulations 1991
Western Australian Electrical Regulations

9. INTERNAL PROCEDURES

9.1 SAFETY MANUAL AND LEGISLATION

For the purposes of this document, and to provide a guide to legislative compliance, each section of this plan shall be followed by a compliance table which shall detail the associated systematic and legislative documentation.

Copies of relevant Legislation, Standards, Codes of Practice, Guidance Notes and any other relevant health and safety related documentation will be made freely available to all employees by the company management.

AAS Internal Procedure/s	Applicable Legislation and Standards
Safety and Health Bulletin Board in the general workshop area. Identified internet access to Occupational Safety & Health Act 1984. Occupational Safety and Health Regulations 1996 and supporting Codes, Notes etc. Electrical, Electronic and Communication Award 2010. General hard copy library. Material Safety Data Sheets in all company vehicles.	<i>All legislative references as listed in Paragraph 8 "References".</i>

9.2 FITNESS FOR WORK

An individual who is in a state (physically, mentally and emotionally) which enables them to perform assigned tasks competently and in a manner which does not compromise or threaten the safety or health of themselves or others is considered "fit for work".

An individual may be considered "unfit for work" for a variety of reasons including the adverse affects of fatigue, stress, alcohol or other drugs and a range of physical and mental health issues.

All prospective employees must undertake a drug screening test and agree to ongoing random Drug Tests at the discretion of Management.

Employees are encouraged to discuss any health issues, (physical and/or psychological) with their Supervisor.

Management are required to be aware of any variation in employee habits or demeanour and to address such observations.

AAS Internal Procedure/s	Applicable Legislation and Standards
Drug and Alcohol Policy GENpol 1 Drugs.doc	<i>Occupational Safety and Health Act 1984</i> <i>Australian Standard 4308-95 and the Urine Drug Screening Collection Protocol.</i>

9.3 INDUCTIONS

All new employees will undergo a company induction in accordance with Australian Airconditioning Services internal procedure.

Existing Australian Airconditioning Services personnel may have to periodically undergo company re-induction. All induction records will be held on the employees personnel file. No person shall be employed without having undergone and passed a Pre-employment Medical and an Alcohol and Drugs Test.

All Australian Airconditioning Services personnel will be supplied with a copy of this Safety Management Plan at their initial induction or their re-induction.

Additional Induction, unique to specific client's sites, may be required from time to time as per individual client policies and practices.

AAS Internal Procedure/s	Applicable Legislation and Standards
Completion of AAS induction. Filename and Path, 'Occupational Safety & Health - Workplace Safety Handbook'. Site Safety Form OSH5	Occupational Safety and Health Act 1984

9.4 TRAINING AND COMPETENCY

It is the responsibility of Australian Airconditioning Services to ensure that all its employees, and others employed at the workplace, are adequately trained and competent to complete their assigned tasks. All training requirements will be reflective of the workplace and working environment, and training of all Australian Airconditioning Services employees may be via internal and external courses and on-the-job training.

All new employees shall provide evidence of qualifications and licences required to legally perform the duties and tasks for which they are employed. Random checks shall be undertaken by Management to confirm that licences are current.

Employees are required to permit Management to also randomly check Drivers Licence status as required.

AAS Internal Procedure/s	Applicable Legislation and Standards
Australian Refrigeration Council protocols. AAS Form RA7. Drivers Licence status \Gen Forms\Gform1 Licencecheck.doc	OSH Act 1984 Division 2-General Workplace Duties, Section 19-Duties of Employers (b) Refrigerant handling code of practice 2007. West Australian Department of Commerce 'Electrical Contractors and workers' Australian Refrigeration Council 'Refrigerant Handlers Licence'.

9.5 SAFETY NOTICES, DISPLAYS AND INFORMATION

Safety related notices (eg. Safety Management meeting minutes, safety memos etc.) will either be placed on the individual employees 'Peg' or posted on the local safety Bulletin board. In the event that AAS personnel are engaged on a project or site for a period exceeding 2 weeks there will be an appropriate and prominent notice board installed to display safety communications. It will be the responsibility of the site supervisors to ensure that these notice boards are updated to reflect the most current information.

All 'Field' employees shall be allocated a 'Peg' at AAS offices, with their name prominently displayed adjacent to the peg. Notices intended for the individual employees shall be placed on these pegs in such a manner as to make their presence obvious. Safety Alerts and Bulletins placed on an internal Safety Bulletin board will be dated on the day placed and the day removed thereby ensuring a reasonable exposure period. Once removed from the board, Alerts and Bulletins will be stored in a dedicated file for a period of not less than 12 months thereby providing a record of display.

AAS Internal Procedure/s	Applicable Legislation and Standards
Distribution via individual 'Peg' placement and/or Safety Bulletin board.	<i>OSH Act 1984 Division 2-General Workplace Duties, Section 19-Duties of Employers (c)</i>

9.6 HAZARD IDENTIFICATION AND CONTROL METHODS

Hazard identification and control must be completed prior to the commencement of all jobs.

Work activities must not commence until the hazards have been properly controlled in accordance with current legislation and industry standards. The Site Supervisor can be contacted for additional advice on acceptable control measures.

9.6.1 Job Safety Analysis (JSA's)

Where works are complex, unusual, unknown or hazardous, a JSA (Job Safety Analysis) is to be conducted prior to the commencement of works. JSA's are more suited to project work or long term maintenance work. It is often necessary to produce more than one JSA for some tasks or jobs depending on the complexity and risk associated with the work. A site or project specific Safety Management Plan may also be required in some instances and the Site Supervisor will be responsible for producing this document in consultation with company employees and other relevant stakeholders.

Completed JSA's are to be kept with the job records. When working under the supervision of a client, the JSA may be retained by the client for their records.

AAS Internal Procedure/s	Applicable Legislation and Standards
AAS Form OSH2 (Hazard Identification and Control) Form OSH1 (Job Safety Analysis/Risk Assessment Form) Form OSH4 (Job Safety Analysis Worksheet for Personnel and Environment). 'PreStart Check List' (Form OSH3)	<i>OSH Act 1984 Division 2-General Workplace Duties, Section 19-Duties of Employers (a)</i>
	<i>OSH Reg's 1996 Part 3-Workplace Safety Requirements, Division 1-General Duties Applying to Workplaces, 3.1-Identification of Hazards, and Assessing and Addressing Risks at Workplaces</i>
	<i>AS/NZS 4360:2004 Risk Management</i>

9.7 MATERIAL SAFETY DATA SHEETS AND CHEMICALS

MSDS's provide information on all aspects of health and safety relating to a chemical including the safe use, storage and disposal of each chemical.

Before new chemicals are introduced into work activities they are to be assessed and controlled in accordance with legislative requirements. All chemicals that are designated "hazardous" according to NOHSC criteria are to undergo further risk assessment. Chemicals with high potential to harm should be substituted with a less harmful alternative or appropriate hazard controls put in place.

Employees required to use a hazardous chemicals are to be suitably instructed by qualified persons, and briefed on the contents of the material safety data sheets before using the substance for the first time. Appropriate controls and PPE must always be provided.

Material Safety Data Sheets shall be an integral part of every vehicle stock consignment. When working with Hazardous substances MSDS's appropriate to the substance/s in use shall be referenced.

<i>AAS Internal Procedure/s</i>	<i>Applicable Legislation and Standards</i>
Safe Work Instruction SW 017	<i>OSH Reg's 1996 Part 3-Hazardous Substances (All divisions and sub-divisions)</i>

9.8 COMMUNICATION AND CONSULTATION

Toolbox meetings shall be conducted periodically at the main workshop or at project sites as the circumstances may require. Topics for discussion and information for dissemination shall be conveyed by the facilitator running the meeting. These meetings are informal and open discussions between the management, supervisors and employees about relevant health and safety matters. From time to time Australian Airconditioning Services may bring in health and safety specialists to facilitate toolbox meetings and provide specialist advice.

The contents of this Service Safety Management Plan and relevant internal procedures shall be communicated to all personnel via the toolbox meeting process. Toolbox meetings are to be recorded.

<i>AAS Internal Procedure/s</i>	<i>Applicable Legislation and Standards</i>
Toolbox /pre-start talks and Attendance Register. Form TB002	<i>OSH Act 1984 Division 2-General Workplace Duties, Section 19-Duties of Employers (c)</i>
Topic Register. Form TB001	
Post Meeting review/quiz. Form TB003 Summary to Management.	
	<i>OSH Reg's 1996 Part 3-Workplace Safety Requirements, Division 1-General Duties Applying to Workplaces, 3.3 Communication with Isolated Employees</i>

9.9 FIRST AID

In the event of a first aid injury being sustained by any employee, the registered First Aider/s for the applicable site are to administer first aid utilising either a vehicle first aid kit, or the first aid kit available on site. When first aid is administered the incident giving rise to the injury is to be reported.

<i>AAS Internal Procedure/s</i>	<i>Applicable Legislation and Standards</i>
OSHpro 006 Incident/Hazard Report	<i>OSH Reg's 1996 Part 3-Workplace Safety Requirements, Division 1-General Duties Applying to Workplaces, 3.12-First Aid</i>

9.10 EMERGENCY MANAGEMENT

An Emergency Plan for the management of emergency situations at the office/factory facility of AAS shall be prominently displayed in both the office and factory area and personnel nominated in the Plan as Fire Wardens shall be trained in emergency procedures applicable to the workplace. Persons nominated as Fire Wardens shall assume control in the execution of the Emergency Plan in the event of an emergency.

AAS personnel visiting clients' sites shall respond to the Emergency Plan applicable to whichever site they may be deployed or visiting.

AAS Internal Procedure/s	Applicable Legislation and Standards
OSHpro 005 Emergency Procedure. (Fire). OSHpro 004 Emergency Procedure. (Other than Fire).	<i>OSH Reg's 1996 Part 3-Workplace Safety Requirements, Division 1-General Duties Applying to Workplaces, 3.8-Emergency Egress from Workplaces, 3.9-Fire Precautions, 3.10-Evacuation Procedures</i>

9.11 INCIDENT AND ACCIDENT REPORTING

The objective of an Incident Report is to record details and investigation results of all incidents and injuries regardless whether the incident requires a detailed investigation. The report is to be submitted on the approved form and in the approved manner for each incident whether "Lost Time" injury results or not, and for any Incident that if allowed to pass unreported or uncorrected, could later cause another incident in similar circumstances.

AAS Internal Procedure/s	Applicable Legislation and Standards
OSHpro 006 Incident/Hazard Report	<i>OSH Reg's 1996 Part 3-Workplace Safety Requirements, Division 1-General Duties Applying to Workplaces, 3.5-Reports of Hazards etc. To be Investigated</i>
	<i>OSH Act 1984 Division 2-General Workplace Duties, Section 20-Duties of Employees (2)</i>

9.11.1 Incident and Accident Investigation

The occurrence of an incident, with or without injury and/or damage to property, and the reporting and investigation of the event, is an important process in reaching our safety objective of identification of the root cause/s and the identification of how to prevent a recurrence.

An incident can be either a defined event or a long term exposure in the work environment that may result in injury, illness or loss/damage to property.

Effective investigations provide valuable information when causes are identified, and remedial actions are implemented. The end result should be prevention of recurrence through the improvement of systems, safety awareness and education or the development and implementation of procedures and processes.

All incidents shall be investigated in accordance with the Australian Airconditioning Services internal procedure.

AAS Internal Procedure/s	Applicable Legislation and Standards
OSHpro 006 Incident/Hazard Report	<i>OSH Reg's 1996 Part 3-Workplace Safety Requirements, Division 1-General Duties Applying to Workplaces, 3.5-Reports of Hazards etc. To be Investigated</i>
	<i>OSH Act 1984 Division 2-General Workplace Duties, Section 20-Duties of Employees (2)</i>

9.12 INJURY MANAGEMENT AND REHABILITATION

The Injury Management System has been developed to minimise the direct and indirect consequences of all accidents. Every effort will be taken both prior to and after an accident occurs so as to minimise the possibility of any time being taken off work. The stated lost time accident goal is zero frequency.

Approved Medical Providers

After the occurrence of an accident at work that requires a visit to a medical practitioner, a supervisor may accompany the injured employee (depending upon the severity of the injury) and attendance at an Australian Airconditioning Services preferred Medical Centre is required unless in an emergency in which case the nearest medical facility available.

Completing the Workers Compensation Claim Forms

At the time of reporting the accident or as soon as practicable thereafter, an employee will inform his/her Supervisor and, if injured, complete a Worker's Compensation Claim, whether a claim is being made or not.

The following list outlines the forms that are used in the event of a Worker's Compensation claim:

- Worker's Compensation Claim Form as issued by AAS
- Incident Report
- Employer's Report

Records

The above forms will be filed and kept on the respective employee's file. These details are strictly confidential.

Rehabilitation

Rehabilitation and Return to Work Programs will be managed internally.

Records

All associated Workers' Compensation and rehabilitation records and documentation will be managed in accordance with Australian Airconditioning Services internal procedure. These records will be strictly confidential and will be maintained in a way that complies with the Privacy Act 1988, Part (3).

<i>AAS Internal Procedure/s</i>	<i>Applicable Legislation and Standards</i>
GENpol2 Workers Compensation Management.	<i>Workers Compensation and Injury Management Act 1981</i>

10. SAFE WORK PRACTICES

10.1 TAGGING AND LOCKOUT PROCEDURES

The two tags and their uses are:

Out of Service Tag: This is a yellow and black tag that is to be placed on equipment that is unserviceable, or in need of repair or maintenance. The tag may be placed by any person finding equipment at fault. The person placing the tag must fill out the information required. The tag must only be removed by a competent person who is satisfied that all faults have been rectified and the equipment is safe to be returned to service. This will traditionally be the competent Technician who has completed the repairs

Danger Tag: This is a red and white tag that is used for personal protection. The Danger Tag is to be placed on the isolation device of the equipment being worked on by each person who would be endangered by operation of the device or energising of the equipment. Lockout devices and personal padlocks are to be used with Danger tags whenever possible. Danger Tags, lockout devices and personal padlocks can only be removed by the persons who placed them. It is therefore very important that individuals **do not leave Danger Tags** in place when they leave the work site

<i>AAS Internal Procedure/s</i>	<i>Applicable Legislation and Standards</i>
Lock Out / Tag Out Safe Work Instruction SW 023	<i>Electrical (Licensing) Regulations 1991</i>
	<i>Western Australian Electrical Regulations</i>

10.2 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Australian Airconditioning Services supplies appropriate personal protective equipment for all work situations, and include the use of PPE in hazard control procedures during risk assessments. The PPE supplied complies with all appropriate Australian Standards and is to be used in accordance with manufacturer's instructions and/or as instructed by qualified persons. Australian Airconditioning Services personnel are not to perform any task that requires PPE without having and using the correct PPE in the correct manner. PPE is the least desirable method of controlling workplace hazards and the last line of defence. Other more effective hazard controls (Elimination, Isolation, Substitution or Engineering) should be considered and adopted where possible.

Employees must ensure their PPE is maintained and stored in an appropriate manner. Unserviceable PPE must be replaced. Specialised PPE will be provided as determined by the risk assessment for the job and in consultation with the Supervisor.

<i>AAS Internal Procedure/s</i>	<i>Applicable Legislation and Standards</i>
Personal Protective Equipment Safe Work Instruction SW 001. Hazard Identification and Control OSH2	<i>OSH Act 1984 Division 2-General Workplace Duties, Section 19-Duties of Employers (d)</i>
	<i>OSH Act 1984 Division 2-General Workplace Duties, Section 20-Duties of Employees (2)</i>
	<i>OSH Reg's 1996 Part 3-Workplace Safety Requirements, Division 2-General Duties in Relation to Personal Protective Clothing and Equipment (3.32-3.36)</i>
	<i>AS/NZS 4501.1:2008 Occupational Protective Clothing-Guidelines on the Selection, Use and Maintenance of Protective Clothing.</i>

10.3 COMPANY VEHICLES

All Australian Airconditioning Services employees operating vehicles shall observe the State road regulations at all times. No Australian Airconditioning Services employee shall drive or operate any vehicle unless they possess a current Western Australian driver's licence with the applicable classes. When transporting people it is the drivers **responsibility** to ensure that each person is seated and seat belts are worn before moving. All Australian Airconditioning Services employees working on a project shall obey the Client's road and vehicle requirements at all times. Smoking in a company vehicle is a distraction / health issue and is therefore **prohibited**.

<i>AAS Internal Procedure/s</i>	<i>Applicable Legislation and Standards</i>
Periodical Motor Vehicle Licence Check form 'Gform1'	<i>OSH Reg's 1996 Part 3-Workplace Safety Requirements, Division 1-General Duties Applying to Workplaces, 3.22-Management of Vehicles and Moving Plant at Workplaces</i>
	<i>OSH Reg's 1996 Part 3-Workplace Safety Requirements, Division 10-Driving Commercial Vehicles (3.129-3.134)</i>
	<i>OSH Reg's 1996 Part 4-Plant (Divisions 1-4)</i>

10.4 WORKING AT HEIGHTS

The primary control measure for working at heights shall address the transfer of the equipment being serviced and/or replaced to ground level to eliminate the necessity to be working at height. Should this control measure not be possible, the equipment is to be accessed via EWP, scaffolding or work platform.

Hazard assessments are to be completed prior to the commencement of any work at height, and these assessments are to be conducted by a trained and competent person. Control measures are to be implemented as per the Hierarchy of Controls with PPE to be used as a last resort for risk control. An Emergency Response and Rescue Plan will be implemented whenever fall arrest/restraint systems are being used.

All Australian Airconditioning Services employees operating an E.W.P. that requires a High Risk license must have a current accredited operating license in accordance ACCC national certification requirements (National Standard for Licensing Persons Performing High Risk Work).

Scaffolding, from which a worker can fall 4 metres or more, may only be erected or modified by an appropriately licensed person. Drums and similar items are not to be used as components of work platforms or scaffolds. Mobile scaffolds and platforms must have wheels locked while in use. These scaffolds shall not be moved while people are on the scaffold. Installed scaffolds must not be modified unless by an authorised scaffolding contractor. All scaffolding shall comply with the relevant Australian Standards.

The use of fall protection shall be in accordance with WorkSafe's Code of Practice – Prevention of falls in the Workplace. Training on the use and maintenance of fall prevention equipment must be provided to all employees by an external accredited training facility.

It is essential that there is a suitable emergency rescue plan in place when this equipment is being used. Suspension trauma can be fatal if an employee is left suspended for any length of time.

All ladders shall comply with Australian Standards. Ladders shall be inspected prior to each use. Damaged ladders should be tagged with an 'Out Of Service' tag and removed from use immediately. The supervisor should be informed so repairs or replacements can be arranged.

Any extension ladder in use should have its foot a distance away from vertical equal to one quarter of the height being accessed. The ladder should be adequately supported while being tied off and must reach at least one metre past the point to be accessed (landing). Where practicable, the ladder should be placed clear of walkways and traffic areas. If this is not possible, cones should be placed around the obstructing ladder.

AAS Internal Procedure/s	Applicable Legislation and Standards
Safe Work Method Statement WMS9 'Access to Equipment'.	<i>OSH Reg's 1996 Part 3-Workplace Safety Requirements, Division 5-Prevention of Falls at Workplaces (3.48-3.57)</i>
Safe Work Instructions SW008 'Use of Ladders'	<i>OSH Reg's 1996 Part 3-Workplace Safety Requirements, Division 7-Scaffolds, Gantries, Hoardings and Barricades and Formwork (3.66-3.81)</i>
Safe Work Instructions SW009 'Use of Mobile Scaffold'	<i>WorkSafe's Code of Practice-Prevention of Falls in the Workplace</i>
Safe Work Instructions SW018 'Working at Heights'	<i>National Standard for Licensing Persons Performing High Risk Work</i>
Safe Work Instructions SW021 'Use of Elevated Platforms'.	<i>AS/NZS 1576.1:1995 Scaffolding-General Requirements</i>
	<i>OSH Reg's 1996 Part 4-Plant (Divisions 1-4)</i>
	<i>AS/NZS 1418.10 (Int)-2004 Cranes, Hoists and Winches-EWP's</i>
	<i>AS/NZS 1891.4:2009 Industrial Fall Arrest Systems and Devices-Selection, Use and Maintenance.</i>
	<i>OSH Reg's 1996 Part 3-Workplace Safety Requirements, Division 1-General Duties Applying to Workplaces, 3.26 Portable Ladders</i>
	<i>WorkSafe's Code of Practice-Prevention of Falls in the Workplace</i>
	<i>AS 1657:1992 Fixed Platforms, Walkways, Stairways and Ladders-Design, Construction and Installation</i>
	<i>AS/NZS 1892.1:1996 Portable Ladders-Metal</i>
	<i>AS/NZS 1892.2:1992 Portable Ladders-Timber</i>
	<i>AS/NZS 1892.3:1996 Portable Ladders-Reinforced Plastic</i>
<i>AS/NZS 1892.5:2000 Portable Ladders-Selection, Use and Care</i>	

10.5 HOUSEKEEPING

Housekeeping is a fundamental and necessary activity on any job and is the responsibility of every person working on the job. Rubbish containers shall be placed close enough to work areas to be used for the disposal of scraps. Each employee shall ensure the workplace is in a clean and tidy state at the end of the shift.

Work areas, passage ways, stairways, walkways and other areas where personnel travel shall be maintained free of obstructions from equipment or materials to minimise the risk of accident or injury (eg. electrical leads raised off the floor, clean floor surfaces).

All crib rooms and eating areas shall be kept clean and free of all food scraps, wrappers, paper goods and other disposable items.

AAS Internal Procedure/s	Applicable Legislation and Standards
General Policy GENpol3, 'Housekeeping'	<i>OSH Reg's 1996 Part 3-Workplace Safety Requirements, Division 1-General Duties Applying to Workplaces, 3.6-Movement Around Workplaces, 3.17-Cleanliness and Removal of Debris and 3.18-Surfaces and Floors</i>

10.6 PLANT AND EQUIPMENT

All plant and equipment must be checked before use to ensure that it is in safe working condition. Any equipment that is **not** in safe working condition should not be used. It shall be tagged with an '**Out of Service**' tag and your immediate supervisor be notified of the problem. It is the Supervisors' responsibility to either have the equipment repaired or replaced.

AAS Internal Procedure/s	Applicable Legislation and Standards
SWI 003 Use of Crane. SWI 004 Use of Forklift. SWI 005 Use of Oxy/Acetylene. SWI 006 Use of Welder. SWI 007 Use of Equipment Lifter. SWI 008 Use of Ladders. SWI 009 Use of Mobile Scaffolds. SWI 010 Use of Electric Drills. SWI 011 Use of Angle Grinders. SWI 014 Use of Nibbler/Sheers. SWI 019 Use of Chain Block. SWI 021 Use of Elevated Platforms.	<i>OSH Reg's 1996 Part 4-Plant (Divisions 1-4)</i>

10.7 ELECTRICAL SAFETY

All electrical equipment and appliances used for work purposes shall be connected to an appropriate circuit-breaking device with RCD protection, and the length of any leads shall be minimised as much as practicable but in any case shall not exceed 30 metres. Leads should be positioned to prevent mechanical damage and shall be elevated wherever possible. All electrical equipment will comply with the relevant Australian Standards.

All electrical equipment will be tested and tagged quarterly, and will be inspected for serviceability prior to use. Employees will not be able to use electrical equipment until they have been assessed and deemed competent to use a particular item of electrical equipment.

AAS Internal Procedure/s	Applicable Legislation and Standards
SWI 016 Use of ELCB/RCD and Extension Leads. Form RA7 Periodical Vehicle Audit.	<i>OSH Reg's 1996 Part 3-Workplace Safety Requirements, Division 6-Electricity (3.58-3.65) Guide to testing and tagging portable electrical equipment and residual current devices at workplaces. Dept of Consumer and Employment Protection. November 2008.</i>

10.8 FIRE PROTECTION, PREVENTION AND HOT WORK

Work activities shall be carried out in such a manner as to minimise the risk of fire.

There shall be a serviceable fire extinguisher in any location where a significant fire risk has been assessed as being present, or has been deemed a requirement by formal risk assessment.

Fire fighting equipment shall be maintained in accordance with statutory requirements.

Hot work permit to be obtained for all hot works.

Work areas shall be kept clean and free of combustible waste and scrap materials at all times.

<i>AAS Internal Procedure/s</i>	<i>Applicable Legislation and Standards</i>
SWI 005 Use of Oxy/Acetylene General Policy GENpol3, 'Housekeeping' Form OSH6 Hot Work Permit. Form OSH23 Internal Fire Equipment.	<i>OSH Reg's 1996 Part 3-Workplace Safety Requirements, Division 1-General Duties Applying to Workplaces, 3.9 Fire Precautions</i>

10.9 CONFINED SPACE

All employees that are required to enter or work in a confined space shall be trained, competent and fully instructed by their supervisor on the hazards involved and the necessary precautions to be taken. All confined space work shall be assessed on a case-by-case basis and a risk assessment shall be conducted and documented on the job file.

The WorkSafe definition of a confined space is” an enclosed or partially enclosed place which –

- is not intended or designed primarily as a workplace;
- is at atmospheric pressure during occupancy; and
- has restricted means for entry and exit, and which either
- has an atmosphere containing or likely to contain unacceptable levels of contaminant;
- has or is likely to have an unsafe oxygen level; or
- is of a nature or is likely to be of a nature that could contribute to a person in the space being overwhelmed by an unsafe atmosphere or a contaminant”.

The WorkSafe definition of a contaminant is “any substance, the presence of which may be harmful to safety or health”.

<i>AAS Internal Procedure/s</i>	<i>Applicable Legislation and Standards</i>
Form OSH7 Confined Space RAF. Form OSH8 Confined Space Entry.	<i>OSH Reg's 1996 Part 3-Workplace Safety Requirements, Division 8-Working in Confined Spaces (3.82-3.87)</i>
	<i>AS 2865:2009 Confined Spaces</i>

10.10 MANUAL HANDLING

Manual Handling hazards result in many workplace injuries.

By definition, “**Manual Handling**” means *any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry and otherwise move, hold or restrain a person, animal or thing*. Such a broad definition means that manual handling hazards are likely to be encountered in every job.

Manual handling injuries can be caused by a number of ways, which include:

- Gradual wear and tear over prolonged periods of time
- Sudden damage caused by an intense, strenuous or awkward lift
- Direct trauma caused by an unexpected event (slip, trip or fall)

Controlling the manual handling risk often involves the use of lifting equipment as well as sizing the load to an appropriate weight for an individual employee. It is essential these hazards are systematically management in accordance with the list below.

- Identify the hazards
- Assess the risk
- Control the risk

<i>AAS Internal Procedure/s</i>	<i>Applicable Legislation and Standards</i>
SWI 002. Manual Handling	<i>OSH Reg's 1996 Part 3-Workplace Safety Requirements, Division 1-General Duties Applying to Workplaces, 3.4 Manual Handling</i>
	<i>Code of Practice Manual Handling</i>

10.11 SITE WORK PERMITS

For clients who's work sites have "Permit to Work" systems in place, these systems are to be strictly adhered to. Employees are required to read and understand all work permits applicable to their tasks.

11. RECORDS AND RECORD MANAGEMENT

All safety related records are to be filed and archived in accordance with the procedure listed in the table below. All records are to be stored in a recognised, secure and accessible location.

<i>AAS Internal Procedure/s</i>	<i>Applicable Legislation and Standards</i>
OSHpro 001. Control of Documents.	

THIS PAGE IS INTENTIONALLY BLANK

Disclaimer. All reasonable attempts were made to ensure that the processes and information contained within this Safety Management Plan were accurate at the time of print. However, Australian Airconditioning Services Pty Ltd reserve the right to change, update, delete or otherwise depart from practices identified herein as they choose. The most current practices of this Safety Management Plan are available on our website at www.aust-aircon.com.au



A.B.N. 43 009 438 073
AU07899

ORIGIN AND PATH.

**AUSTRALIAN
 AIRCONDITIONING
 SERVICES PTY. LTD.**
 42 INDUSTRY STREET
 MALAGA WA 6090

TELEPHONE: (08) 9209 2520
 FACSIMILE: (08) 9209 2530
 Email: aas@aust-aircon.com.au
 Web: www.aust-aircon.com.au

All practices referred to in this Safety Management Plan are supported by legislation and/or Australian Airconditioning Services Pty Ltd internal discipline within the following family groups:-

<u>OS & H FAMILY</u>		<u>General FAMILY</u>	
Category	GROUP	Category	GROUP
Safe Work Instructions	<u>SW</u>	General Policies	<u>Gen Policies</u>
Safe Work Method Statement	<u>WMS</u>	General Procedures	<u>Gen Procedures</u>
Forms and Permits	<u>Forms & Permits</u>	General Memos	<u>Gen Memo's</u>
Safety Policies	<u>Safety Policies</u>	General Forms	<u>Gen Forms</u>
Safety Procedures	<u>Safety Procedures</u>	General Bulletins	<u>Gen Bulletins</u>
Safety Memos	<u>Safety Memos</u>		
Material Safety Data Sheets	<u>Material Safety Data Sheets</u>		
Safety Bulletin	<u>Safety Bulletin</u>		

Electronic Users Please Note:- All forms referred to in this Safety Management Plan can be accessed through hyperlink via either the FAMILY or GROUP in the above table.

All hyperlink accesses are underscored.

The [OS & H FAMILY](#) hyperlink will take you to the OS & H FAMILY Register.

The [General FAMILY](#) Hyperlink will take you to the General FAMILY Register.

From either Register you can hyperlink to the GROUP document.

*Alternatively, if you know which document you seek you can go directly to it via the **GROUP** hyperlink.*

Non electronic users should contact Australian Airconditioning Services for the current version of the required document.