



# Project Hire Pty Ltd Employee Induction

ABN: 194 185 922 77

# Company History

A Victorian family owned “DRY HIRE” crane business, Project Hire Pty Ltd was established by owner and director Adam Tweedie in 2007.

As operations manager, Adam has an extensive background in the crane industry having learnt the trade from his father at a very early age. He has gained the respect of his peers and is widely regarded and sought after for his attention to detail and ability to deliver on client expectations. Adam is a "hands on" director personally overseeing all aspects of the dry hire process ensuring clients needs are being continuously exceeded.

# Purpose of Induction

The Induction of Workers is a legal requirement under the OHS Act 2004.

Our aim is to provide information and guidance for work to be conducted with minimum risk to your personal safety, the safety of other workers, and any others that may be affected by Project Hire Pty Ltd business or undertakings.

Prior to commencing works on site, you maybe required to undertake an Head Contractor Induction during your employment with Project Hire Pty Ltd.

At the conclusion of this induction, it is intended that you will have an understanding of:

- Policies & Procedures
- Your legal and moral responsibility
- Understanding of Site Rules & Hazards
- Mandatory PPE Requirements
- First Aid, Accident and Incident Reporting, Emergency Procedures.

# Policy

Project Hire policies have been developed for Quality, Health and Safety, and Environment Management. Current policies are displayed in the office areas and are also available on the dropbox system.

Our Policies aims to achieve total customer satisfaction through innovation and continual improvement to all aspects of the business.

Please read the following pages as a summary of our company policy's.

## **AIMS AND OBJECTIVES**

We will adopt procedures to –

- provide and maintain healthy and safe workplaces, safe plant and systems of work;
- provide written procedures and instructions to ensure safe work practices;
- ensure compliance with legislative duties and current industry standards;
- provide such information, instruction, training and supervision to workers, contractors and customers as is necessary to ensure their continued health and safety; and
- provide support and assistance to workers and involve them in consultation on safety issues

# *Quality Policy*

## **AIMS AND OBJECTIVES**

To achieve this goal, we recognise that the quality of our products and services are determined by our customer's needs and expectations. Our objectives are to:

- identify the changing needs and expectations of our customers
- develop and maintain processes and procedures that ensure that these changes are accommodated
- achieve efficiency in our operations, attention to detail, and responsiveness to customer priorities
- provide quality products and services on time, and at the lowest cost, and
- provide an employment environment where continuous improvement is encourage.



# *Environmental Policy*

## **AIMS AND OBJECTIVES**

We are committed to environmental improvement and prevention of pollution. We will achieve this by working with our customers, suppliers and the community to adopt procedures that –

- reduce waste through innovative work practices and recycling practices

- minimise environmental impacts by reduction of polluting substances produced by our operations, activities, products or services

- minimise the impact of our operations on the neighbouring community

- increase the use of environmentally acceptable materials, equipment and technology in place of those which are considered harmful

- ensure that our suppliers follow acceptable environmental policies, and

- actively promote environmental awareness among workers, clients, customers and the general public.

# Your Responsibility

The roles and responsibilities of all staff are outlined in detail in the Induction Booklet.

In brief, all workers have an obligation to:

- Perform works to satisfy QHSE requirements.
- Perform duties in a proper manner.
- Check all documentation and products received.
- Observe all rules, regulations and work procedures.
- Assist in the identification, elimination and control of on-site hazards, non conformances and corrective actions.
- Report any injury, hazard or defective tool, equipment or machinery to the supervisor or responsible person.
- Comply with the company/site PPE procedures.
- Participate and cooperate in inspections, testing & auditing.



# Training Requirements

## On the Job Training:

- You will initially be working under supervision until you are deemed competent by your Supervisor.

Training requirements will include, but are not limited to:

- High Risk License (C Class)
- White Card

All license and certification will be reviewed prior to an employee commencing work.



# Drug and Alcohol

It is a requirement of Project Hire that no employee or contractor shall attempt to:

- Report for duty having just consumed alcohol or being under the influence of drugs.
- Report for duty in an unfit state due to the use of alcohol or drugs.
- Be in possession of drugs of abuse in the work place.
- Consume alcohol or drugs whilst on duty.

# Site Rules

1. No operative will be permitted to work on site without attending a site induction.
2. Obey site speed limits.
3. Plant machinery must only be operated by authorised personnel in possession of a valid license .
4. Mobile phones are not to be used when operating plant.
5. All accidents, incidents and near misses no matter how small must be reported.
6. Smoking is only allowed in designated smoking areas – Please dispose of all cigarette butts with the bins provided.
7. Be aware of vehicles operating on site, some vehicles will be slow moving and may have restricted visibility.
8. No person under the influence of drugs or alcohol will be permitted to remain on site. Drug / alcohol abuse will attract strong disciplinary action with the possibility of dismissal.
9. Do not use defective equipment, defects must be reported as per company procedure.
10. All company notices displayed are there to be read and observed. All company published safety and fire rules and procedures must be followed at all times.
11. Be aware that additional hazards are presented during dark hours and adverse weather conditions.

# On-Site Hazards

## Working near plant & equipment:

- Communicate between site operative and plant operative must be maintained at all time.
- If you require pedestrian movements near a working plant and equipment communication must be maintained or barriers put into place.
- All plant must be isolated prior to maintenance/removal of blockages is carried out.

## Underground/Overhead Services:

- Please be aware of your surrounding at all time.
- Do not proceed with any of the overhead works without the correct authority to work.
- All operators are required to complete a JSA prior to operating equipment.
- If there are any overhead powerline or obstruction. Please ensure you use a spotter.

# PPE

The following PPE is *mandatory* at all times whilst on site:

- Long Sleeved High Visibility Shirts (rolled down)
- Long Pants (with night visibility stripes)
- Safety Glasses
- Safety Boots (lace up) – No exposed steel
- Hard Hat

The following PPE required when carrying out specific activities:

- Gloves
- SPF15+
- Respirator
- Hearing Protection

Project Hire will supply all mandatory PPE

*It is your Duty to use and look after your PPE*





# First Aid

**Location of first aid kits on site:** Each Crane is issued with a First Aid Kit prior to been hired out.

Please make yourself aware of the location of the first aid kit. Please note that the location may change depending on the type of equipment.

Please ensure that all kits are checked and inspected for expiry dates. If equipment is expired please notify your Supervisor.

# Welfare Facilities

Throughout the duration of your employment with Project Hire welfare will be provided within your local office or on site.

If you are working on a third party site, please ensure you are made aware of where the welfare facilities are located.

Please ensure these are kept clean and tidy. A regular check will be carried out on office locations.



# Management System

Project Hire is working toward having a management system that is Third Party Certified to:

- Quality Management ISO9001
- Occupational Health & Safety ISO4801
- Environmental Management ISO14001

Having a certified management system means that Project Hire is committed to developing a strong, enduring company, focusing on customer satisfaction and compliance with relevant legislation.



# Fire Response

In the event of a fire:

- Raise the alarm
- Try to extinguish the flame – *Do not put yourself in danger.*
- Evacuate the area.
- Call emergency services.
- Report to assemble point on site.

NOTE: If you are working on a third part site. Please ensure you make yourself aware of the local assembly point for that site.



# Manual Handling

Around 60% of Workplace Injuries are due to Manual Handling.

A hazardous manual task, means a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving one or more of the following:

- Repetitive or sustained force
- High or sudden force
- Repetitive movement
- Sustained or awkward posture

When carrying out Manual Handling Activities the following needs to be assessed:

- *Task* – What is required.
- *Individual* – Is the individual capable to carry out the task.
- *Load* – The shape, weight and grab points to carry the load.
- *Environment* – Select your travel path, are there any hazards

# Near Miss

An unplanned event where injury to people, damage to property or process or harm to the environment has occurred.



# Near Miss

## What is a Near Miss?

There are many ways to describe a near miss, close call, or near hit.

## Definition:

A near miss can be describe as an unplanned event where given slightly different circumstances, injury to people, damage to property or process or harm to the environment could occurred.

**All Near Misses involve people and some type of action.**

# Accidents

An unplanned event where injury to people, damage to property or process or harm to the environment has occurred.

# Accident, Incident & Near Miss Reporting

An Incident Report encompasses the following:

- Lost Time Incident (LTI)
  - Medical Treatment Incident (MTI)
  - Fatality (FATI)
  - Near Miss
  - Hazard
  - Environmental Incident
  - Damage
1. Complete and Incident Report Forms – This can be found via Dropbox and must be handed in to your supervisor immediately.
  2. Workers may be required to assist in an investigation regarding the incident. Full cooperation is required in any investigation.
  3. Where an incident results in serious injury or hospitalization, it will be reported to the WorkCover Authority by the Managing Director.
  4. No worker is permitted to discuss or make comment to the media regarding any incident which has occurred on a Project Hire worksite.



# Fatigue Management

Fatigue is a major contributor to incidents and injuries.

High Risk Activities / Times:

- High temperature
- Near the end of the shift
- Driving long distances
- After high physical activities
- Poor sleep patterns
- Excessive alcohol consumption

*Personnel are to manage their fatigue factor and notify the supervisor immediately.*



# Environmental

At Project Hire we undertake to protect the environment and prevent:

- Damage to flora and fauna;
- Impact on surface and ground water;
- Damage to areas with Cultural Heritage;
- Emissions to the Atmosphere & Watercourses;
- Contamination by solids, liquids & other wastes;
- Noise, odour, dust, vibration & visual impact;
- Impact on the environment including ecosystems;
- The spreading of noxious weeds.

**Spill Kits:** All Cranes are issued with a Spill Kit. The kit also contains a Spill Instruction.

# Paperwork

- Pre-use Checks – Are to be completed on all plant and equipment prior to use. Any defect need to be recorded and equipment NOT to be used until rectified.
- JSA – Are to be completed each day for work is being carried out.
- Risk Assessments – Each crane undergoes a annual risk assessment. A copy of this is located in the crane.
- *Material Safety Data Sheets (MSDS)* – Are to be followed when working with Hazardous Materials.
- *Permits* – You will be required to complete a Permit to Work for the following. Confined Spaces, Working at Height, Hot Works, Excavations.

*PLEASE MAKE SURE ALL PAPERWORK IS COMPLETED IN FULL AND CORRECTLY.*