	ANC Foster Pty Ltd Safety Management System	Doc No:	PREMISES
		Initial Issue Date	27 Apr 2010
<b>WORK PREMISES</b>		Revision Date:	Initial Version
		Revision No.	0
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## Purpose

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The purpose of this program is to provide direction to managers, supervisors, and employees about their responsibilities in the operations and management of ANC Foster facilities.

## Key Responsibilities

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### ANC Foster Safety Manager

- The designated Safety Manager is responsible for developing and maintaining the Work Premises Program. These procedures are kept in the designated safety manager's office.

### Site Manager

- Responsible for the implementation and maintenance of the plan for their work site and ensuring all assets are made available for compliance with the plan and appropriate repairs are conducted promptly.

### Employees

- All shall be familiar with this procedure.
- Follow all requirements, report unsafe conditions, follow all posted requirements

## Entrances – Exits – Ladders

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All ANC Foster locations are to:


- Provide and maintain a safe means of entrance to and exit from a place of employment and all worksites and work related areas in or on a place of employment and shall be arranged to allow the safe movement of workers, equipment and materials. Workers must not use another way, if the other way is hazardous.
- Ensure that every door in a hazardous work area opens away from the hazard and is not blocked by an obstruction.
- Hazardous areas not intended to be accessible to workers must be secured by locked doors or equivalent means of security, and must not be entered unless safe work procedures are developed and followed.
- Ensure that no wooden ladder or stepladder is painted with any substance other than a transparent coating and no ladder is made by fastening cleats across a single rail or post.
- Ensure that a portable ladder is equipped with non-slip feet and is secured against accidental movement during use.
- Ensure that a metal or wire bound portable ladder is not used where than ladder or worker handling or using the ladder any come into contact with an exposed energized electrical conductor.
- Ensure a portable ladder must extend at least one metre above any platform, roof or other landing to which the ladder is used as a means of access.

## General Workplace Requirements and Duties

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### Inspection

Regular inspections of all buildings, excavations, structures, machinery, equipment and places of employment shall be made by the designated ANC Foster representative at intervals that will ensure that far as is reasonably

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practicable that they are capable of withstanding the stresses likely to be imposed upon them and of safely performing the functions for which they are used and that safe working conditions are maintained and unsafe conditions found in these inspections shall be remedied without delay.

When an unsafe condition is discovered by a person, it shall be reported as soon as practicable to a supervisor who shall ensure that appropriate action is taken, without delay, to prevent a worker being injured.

### Facility Conditions

ANC Foster must ensure that:

- Sufficient working space is provided to allow persons to work safely;
- Floors and surfaces are constructed and maintained to minimise the possibility of slips, trips and falls; and
- Persons are unhindered and able to move safely around a place of work.

### Lighting

Lighting must be provided that:

- Is adequate to allow employees to work safely;
- Does not create excessive glare or reflection;
- Is adequate to allow persons who are not employees to move safely within the place of work; and
- Facilitates safe access to and egress from the place of work, including emergency exits.

### Water

ANC Foster shall provide and maintain, at suitable points, conveniently accessible to all workers an adequate supply of wholesome drinking water from a public main or from some other source approved by the appropriate health authority.

### Amenities

The appropriateness of amenities is to be determined having regard to all of the circumstances of the case, including the following:


- The nature of the work undertaken at the place of work;
- The size and location of the place of work; and
- The number of men and of women at the place of work.

Amenities means facilities provided for the welfare or personal hygiene needs of persons and includes toilets, rest rooms, shelter sheds, seating, dining rooms, change rooms, provision of drinking water, lockers and washing facilities.

ANC Foster shall follow requirements contained in WorkCover Codes of Practice No 309 Workplace Amenities and No 317 Amenities for Construction Work.

ANC Foster must ensure that:

- Any amenities provided in accordance with clause 18 of the OHS Regulation; and
- Any accommodation provided by ANC Foster for the welfare of employees because of the circumstances of their work is maintained in a safe and healthy condition.

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If ANC Foster does not have control, or has only limited control, of the amenities or accommodation, the maintenance duty applies only to the matters over which ANC Foster has control.

### Grinders

- Guards are required on all types of grinding machines including portable, bench, pedestal and swing-type grinders.
- Abrasive wheels shall be guarded with protective hoods against the likelihood of a ruptured wheel.
- Grinding wheels shall not be operated at speeds in excess of the manufacturer's recommendations. Wheels which are excessively worn or show defects shall not be used. Grinding shall not be done on the sides of abrasive wheels unless they are designed for that use.


### Guards and Safeguards

- ANC Foster must provide safeguards if a worker may accidentally, or through the work process, come into contact with moving parts of machinery or equipment, points of machinery or equipment at which material is cut, shaped, or bored, surfaces with temperatures that may cause skin to freeze, burn, or blister, energized electrical cables, debris, material, or objects thrown from machinery or equipment, material being fed into or removed from process machinery or equipment, machinery or equipment that may be hazardous due to its operation, or any other hazard.
- Machines or equipment having exposed moving parts that constitute a hazard to workers shall be equipped with guards which shall provide protection against contact with moving parts, or prevent access to the danger zone during operations.
- Guards shall be of a fixed or hinged design, constructed, installed and maintained so that they are capable of effectively performing the functions for which they are intended.
- Under no circumstances may workers remove a safeguard from a machine that is operating if the safeguard is not designed to be removed when the machine is operating.
- A fixed guard must not be modified to be readily removable without the use of tools.
- A safeguard that is removed from a machine or made ineffective to permit maintenance, testing, repair or adjustment of a machine is replaced or made effective before a worker is required or permitted to use the machine.
- All safeguards required must remain in place at all times.
- ANC Foster shall place adequate, appropriate and clearly visible warning signs at each point of access to a machine that starts automatically.
- Rotating parts, such as friction drives, shafts, couplings and collars, set screws and bolts, keys and keyways, and projecting shaft ends, exposed to contact by workers must be guarded.

### Machine Safety

Compressed air shall not be used to clean clothes, machinery, work benches or floors and if the nature of the work demands that compressed air be used, extreme caution shall be exercised and where practical personal protective equipment shall be used.

Compressed air or steam must not be used for blowing dust, chips, or other substances from equipment, materials and structures if any person could be exposed to the jet, or to the material it expels or propels.

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Before starting machinery, an operator must ensure that starting the machinery will not endanger the operator or another worker. While operating machinery, an operator must ensure that its operation will not endanger the operator or another worker.

ANC Foster will ensure that any machine or tool in the workplace is capable of safely performing the functions for which it is selected, used, inspected, maintained and operated in accordance with the manufacturer's specifications, ANC Foster safe work procedures for the workplace and local regulatory requirements.

A machine or piece of equipment may only be operated by authorized and competent persons who are informed of any risk associated with and are trained in the safe use of the machine(s).

Operating controls on the equipment shall be immediately accessible to the operator.

A person must not be authorized to operate a machine or piece of equipment until the person has been adequately instructed and trained, and has demonstrated an ability to safely operate it.

Any tool, machine or piece of equipment determined to be unsafe for use must be identified in a manner which will ensure it is not inadvertently returned to service until it is made safe for use.

Before starting a machine, an operator shall ensure that neither the operator nor any other worker will be endangered by starting the machine.


If there is a potential for a worker or a worker's clothing to be contact or snagged or caught between electrically energized equipment, moving parts of a machine or part of the work process ANC Foster shall identify those areas and ensure that the worker wears close-fitting clothing, confines long hair with a hairnet, close fitting cap, close fitting headwear or some other effective means or cuts short any head and facial hair and is not allowed to wear dangling neckwear, wristwatches, rings, jewellery, bracelets or other similar items that may create a potential hazard of being snagged or caught. Equipment includes, but is not limited to, lathes, ventilation equipment, power take-offs, engines with belts and chippers.

Where reasonably practicable ANC Foster shall ensure that stopping devices on machines are located in the direct view and within easy reach of the operator and readily identifiable.

No ANC Foster employee shall leave unattended or in a suspended position any machine or any part of a machine unless the machine or part has been immobilized and secured against accidental movement or enclosed by a safeguard to prevent access by any other worker to the machine or part.

If machinery, equipment or a structure is dismantled in whole or in part and subsequently re-assembled, it must be checked by a qualified person and determined to be safe before operation or use. Dismantling is not allowed.

An effective written or other permanent recording system or log of an inspection and maintenance record must be implemented and immediately available to the equipment operator and to any other person involved with inspection and maintenance of the equipment.

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Before any equipment, machinery or work process is put into operation the persons responsible for doing so must ensure that safeguards and air contaminant controls required by ANC Foster and local regulatory requirements are in place and functioning. No person will be exposed to undue risk by putting the equipment, machinery or work process into operation.

Machines shall not be located in proximity to thoroughfares, structures or other machines so that they constitute a hazard to workers, unless effective measures are taken to guard against the hazard created.

Restraining devices shall be used on connections of hoses or pipes under pressure when the inadvertent disconnection could cause a reaction dangerous to workers, on equipment under stress where the failure, fall or collapse of the equipment could injure workers, and to secure objects from falling where the falling would endanger workers.

An unsafe tool, machine or piece of equipment must be removed from service and identified in a manner which will ensure it is not inadvertently returned to service until it has been made safe for use.

ANC Foster must ensure that a hand tool or a portable power tool is inspected before use to make certain it is in safe working condition and a defective hand or power tool is removed from service.

#### **Openings**

Holes or pits in floors, roofs, walkways or work areas accessible to workers shall be securely covered and identified.