

Lasars Construction P/L TRADING AS



Induction Handbook

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Welcome

Welcome to ConstructWell Induction Handbook.

This Contractor Handbook has been prepared with the intent to prevent accidents and personal injury. ConstructWell is committed to the pursuit and sustainability of a safe working environment.

ConstructWell operates a safety management system which includes operation policies and procedures which apply to all projects.

ConstructWell reserves the right in specific circumstances to request or provide additional safety instructions on particular projects.

ConstructWell will endeavour to provide specific safety and health systems to ensure all necessary equipment and systems to ensure and promote a safe and healthy workplace.

All contractors and sub-contractors engaged by ConstructWell will comply with all health and safety system requirements, rules, legislation or any other such protocols deemed necessary to ensure a safe workplace for all.

If you require further information please contact the Supervisor – Tony Siciliano.

Please read this Contractor Handbook thoroughly and, after doing so, complete and sign then forward the Acknowledgement Form to your supervisor.

Mission

We will constantly strive to implement the critical initiatives required to achieve our vision. In doing this, we will deliver operational excellence in every corner of the company and meet or exceed our commitments to the many. We believe in honesty, trust and integrity. We recognise that honesty; trust and integrity form the bond that holds organisations and relationships together. We will realise this mission by setting the highest standards in service, reliability, safety and cost containment in our industry.

Above all, we expect to be a credit to the communities we serve, a valuable resource to our customers, and a place where our customers can grow and prosper. Toward this end we will not only listen to our customers but embrace the idea that the company is at their service.

Vision

Our Team working together as one, building leadership and setting a standard for building being; Industrial, Commercial or Residential.

- People – A company, any company, is nothing more or less than the people who make it up.
- Working – This is about effort. Work, we all have a task to do. We are here to provide value to our company, to our business partners, and to our communities where we work.

- Together – Every organisation has forces that try to divide and reduce the impact of the total. The more we can pull together, share knowledge, the stronger we will be.
- One – We have a shared destiny. We will succeed or fail together. There is only one ConstructWell. This is a powerful concept. It will make us more efficient and competitive.
- Company – A company is a cohesive and inclusive, building from integrity and honesty in all facets of business relationships that are undertaken on our behalf.
- Building – We are a building company with over 25 years' experience.
- Leadership – We are here to lead, to be the best, nothing less.

Environment

ConstructWell is committed to reducing and minimising the impact of its activities on the environment by monitoring all aspects of our operations. The reinforcement of environmental awareness to all workers through continuous training and improvement in minimising waste through recycling, reuse and control of general waste. We are committed to operating the business in an environmentally responsible manner, and we ask our contractors and suppliers to do the same.

Work Health & Safety

ConstructWell recognises that the health and safety of workers, contractors and site visitors is the responsibility of management, pursuant to the relevant Work Health and Safety Act 2012.

Our aim is to provide all workers with a health and safety systems designed to identify, assess and control hazards and risk associated with company activities. We aim to eliminate identified hazards and risk where practicable. Where elimination is not reasonably practicable, other appropriate control methods will be implemented.

All workers, contractors and subcontractors engaged by this organisation must comply with all health and safety system requirements, rules or legislation to ultimately produce a zero accident rate and promote proactive safety objectives.

Policies and Procedures

There is a copy of ConstructWell WHS and E Management Manual available for you to refer to in site box or available on request.

Confidential Information

The information provided to ConstructWell is confidential and protected from general release or discussion.

ConstructWell will not disclose or distribute worker or contractor information to other parties without prior written consent by the relevant party.

Responsibility

Contractors employed by ConstructWell will be required to complete the Contractor Induction and Sub Contractor Agreement prior to commencing work on behalf of ConstructWell.

Code of Conduct

ConstructWell contractors are to ensure that their duties are carried out in a professional manner ensuring that all workers and visitors on site are treated with honesty respect and courtesy.

Code of Conduct requires that you must:

- Be honest.
- Perform your duties with care and due diligence.
- Treat others with respect and courtesy, and without harassment, discrimination or bullying.
- Comply with all Australian laws.
- Comply with any lawful and reasonable direction given to you by ConstructWell.

The following offences will not be tolerated and offenders will be asked to leave the site:

- Be under the influence of alcohol or drugs.
- Bring any alcoholic beverage or non-prescribed drug onto site.
- Engaging in horseplay, practical jokes and rowdiness will not be tolerated.
- Fighting.
- Urinating in any other place other than the toilet facilities provided.
- Use of mobile phone when driving vehicles, operating plant or machinery or any situation where the use of the phone is likely to place that person or any other person at risk of injury or cause possible damage to plant or property.
- Graffiti will not be tolerated.
- Refusal to act on safety signs and instructions.
- Compromise the safety and security and assets under the control of ConstructWell.

Grievances

ConstructWell aims to maintain harmonious work environments and is committed to addressing workers grievances in a prompt and effective manner.

Privacy

ConstructWell will take every reasonable precaution to:

- Only collect or keep personal or sensitive information that is necessary to performance duty as the primary contractor (as required by legislation).
- Ensure that the reason for collect sensitive information is disclosed to the relevant parties.
- Restricted access to sensitive information and only release to relevant authorities under the Act and Regulations.
- Protect personal data from unlawful use.
- Retain personal written and electronic records only as long as legally required and then dispose of them appropriately.

Drugs and Alcohol

ConstructWell provides a drug and alcohol free workplace in the interest of the personal safety of workers and their peers.

The law states that while at work all workers have a duty to ensure that they are not, through consumption of alcohol or drugs, in such a state that they may endanger themselves or other people.

It is your responsibility to notify your Manager if you are taking any medication that may affect your performance.

If you believe that any of your work mates are unfit for work you should immediately notify your Manager. This is in the best interests of the person concerned and everyone working around them.

ConstructWell reserves the right to conduct alcohol and/or drug tests. All workers and contractors may be subject to random testing at any time while they are on any site.

Hygiene

Facilities will be provided for you on all ConstructWell sites. It is your responsibility to ensure that you follow the basic rules for health and hygiene as failure to do this can cause sickness and ill health to you and your fellow workmates.

Keep these areas and other facilities clean. Place all rubbish, particularly food scraps, in the bins provided.

Housekeeping

Good housekeeping is mandatory; every worker must do their part daily to keep the job safe, efficient and clean.

- Keep materials stacked in designated areas.
- Keep tools and equipment in areas free from passageways and exits.
- Keep stairways, landings and access ways clear at all times.
- Keep work areas clear of trip and slip hazards.
- Wipe up oil or grease as soon as it is spilled.
- Cover or protect projections or protruding objects.
- Ensure all electrical leads are appropriately fixed and clear from walkways.

Everyone benefits from good housekeeping

Working at Heights

ConstructWell is committed to a planned approach in eliminating or minimising potential fall hazards. All persons must be protected against falling. Similarly, persons below must be protected from potential falling objects and material.

Where it is not practicable to provide scaffolding or guard rails due to the nature of the work, appropriate working at height systems must be used. Workers must be fully instructed and trained in the use of safety harnesses, approved attachments and insure relevant regulations or codes of practice and manufacturer's recommendations are enforced.

Falling objects are a serious hazard on construction sites. Where workers or other persons are likely to be exposed adequate overhead protection must be enforced.

Asbestos Management

Prior to commencing work on site ConstructWell will have identified any asbestos and put in place controls to reduce the risk of exposure of the hazardous substance. This includes removal by licensed asbestos removalists, signage, barriers etc.

If you suspect an area contains asbestos you must stop work immediately and report to the onsite supervisor.

Working in Isolation

If there is a requirement for a contractor to conduct any work related activity in a remote or isolated area. A Safe Work Method Statement will need to be completed and by ConstructWell prior to work commencing.

Accident / Incident Report

All workplace injury or illness, however small, must be reported immediately to the site supervisor and ConstructWell Accident /Incident Report Form must be completed within 24hrs.

Hazardous Substances/ SDS

Many substances which are used in everyday life or on construction sites have the potential to be hazardous if procedures for safe use are not carefully followed. Instructions regarding precautions to be taken for the safe use, handling, storage etc. of potentially hazardous substances will be supplied by your employer who will obtain current copies of relevant safety data sheets (SDS) from manufacturers, suppliers etc.

Flammable liquids e.g. Petrol must be stored in well ventilated areas, in approved metal containers and be suitably labelled.

Disciplinary Action

Disciplinary action will apply to safety breaches including breaches of the rules contained in this booklet, not complying with Safe Work Methods or Legislative requirements

Disciplinary action can range from re-induction, re-training, counselling and / or suspension from site. For serious and repeat breaches, the disciplinary action can include immediate permanent expulsion from the site.

Tool Box Talks

As a construction worker you are part of a team of skilled professional workers, and accident prevention is part of your job. This is a great opportunity to share valuable information regarding tasks for the day, week or as part of the whole project.

Plant and Equipment

In order to comply with Work Health & Safety Legislation, ConstructWell will carry out regular inspection and maintenance of plant and equipment. The inspection and maintenance of each item will be in accordance with the relevant standards and manufactures specification. The inspection and maintenance history of each item is documented and is available on request.

Personal Protective Equipment

The wearing of personal protective equipment (where it has been assessed as necessary) is mandatory for all workers, contractors, sub-contractors and visitors. Failure to wear the appropriate personal protective equipment will be seen as failure to obey reasonable instruction and disciplinary will be taken.

Eye Protection

Where is has been assessed as necessary eye protection must be worn for prescribed tasks including grinding, cutting and welding including but not limited to in certain situations may be deemed compulsory on some sites.

Safety Boots

As per Australian Standard footwear with protective toecaps must be worn by all personnel on site. In particular – be sure that your footwear has good tread and no exposed metal.

Hearing Protection

Approved hearing protection must be worn wherever high noise levels have been identified: e.g. work such as jack hammering, grinding, mitre saws, circular saws, belt sanders, hammer drills, use of explosive powered tools, or other impact tools or other equipment where there is a foreseeable risk of hearing damage.

Head Protection

Safety helmets must be worn by all personnel at all times whilst on site. Particular wherever a person could be struck by any falling material or other objects, and in all areas designated as hard hat areas.

Hand Protection

Suitable gloves are to be worn when handling any materials or substance which might cause harm to your hands, e.g. epoxies, paint, concrete, bricks, wire cables, steelwork. Some tasks increase the risk of hand injuries and the correct type of gloves should be provided. Avoid wearing when working with or near moving machinery.

High Visibility Vests

High Visibility Vests must be worn at all times on site.

Respiratory Protection

Appropriate respiratory protection must be worn in areas having excessive dust or other contaminants.

Correct selection, fit and use of personal protective equipment is critical to getting the best possible protection.

Should be remembered as per AS 1715 when using respirators the operator be insure that they are clean shaven.

UV Protection

Exposure to ultra-violet radiation poses a significant health hazard for outdoor workers.

If working outside all contractors must ensure appropriate PPE, SPF 30+ sunscreen is provided to ensure adequate sun protection.

Test and Tag

All portable and semi portable electrical equipment must be tested in accordance with Australian Standard 3760. Labels must be fixed to equipment showing date of inspection and equipment plant number.

Electrical power leads may only be used if they have been tested and tagged in accordance with Australian Standard and State regulatory requirement.

White Card

All contractors must have a valid Induction for Construction Work (White Card) prior to commencing work on ConstructWell sites.

Smoking

Smoking is not permitted at any ConstructWell sites. Designated areas will be allocated for smoking.

First Aid

Each occupational injury or illness, however small, must be reported immediately to the site supervisor and seek first aid treatment.

If you are present when a fellow worker is injured, provide assistance where possible or contact Emergency services as required.

First Aid Emergencies

In every emergency situation, you must first look for conditions that are an immediate threat to the casualty's life.

By following the Emergency Action Plan you can help save someone's life.

D R A B C

(Danger – Response – Airway – Breathing – Circulation)

D Danger: Before rendering any aid, ensure that you are not placing yourself at risk of injury.

R Response: Speak loud and clear to the patient, if possible try to get a verbal response.

A Airway: ensure the patient has a clear airway.

B Breathing: ensure the patient is breathing, if not, commence Expired Air resuscitation (EAR)

C Circulation: Check pulse. If patient has no pulse and is **not** breathing, commence cardio-Pulmonary Resuscitation (CPR)

D Attach Defibrillator (AED) as soon as available and follow the prompts.

Comfort, reassure and monitor the patient until medical aid arrive

Emergency Contacts

Emergency Contact Numbers	
Police, Fire, Ambulance	000
Poisons information	13 11 26
Emergency call with a mobile	112
Electricity	13 13 66
Gas	1800 808 526
SES (State Emergency Services)	(08) 8463 4171 (During Office Hours) Storm or flood emergency, please phone 132 500.
EPA (Environmental Protection Agency)	Local calls (08) 8204 2000 non-metropolitan callers only 1800 623 445
Hospital – <ul style="list-style-type: none"> • Royal Adelaide Hospital • Flinders Medical Centre • Queen Elizabeth Hospital 	North Terrace Adelaide 5000 (08) 8222 4000 Flinders Drive, Bedford Pk, 5042, (08) 8204 5511 28 Woodville Road, Woodville West 5011 (08) 8222 6000

<ul style="list-style-type: none"> • Lyell McEwin Health Service • Noarlunga Health Services 	<p>Haydown Road, Elizabeth Vale 5112 (08) 8161 9000</p> <p>Alexander Kelly Drive, Noarlunga Centre 5168 (08) 8384 9222</p>
<p>SA Water – Land Development and Connections. Email: cc@sawater.com.au Fax: (08) 7003 1118 Location: SA Water, 250 Victoria Square, Adelaide SA 5000</p>	<p>1300 650 951</p>
<p>Telstra Tech & Faults Service</p>	<p>13 2999 1800 017 715</p>

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Contractor Declaration

I agree to comply with the safety rules and company guidelines contained within this document.

My signature below verifies that I have received a copy of this handbook, I have read ConstructWell WHS and E Management System and ConstructWell Site Specific Safety Management Plan and fully understand the contents. I agree to comply with the rules and guidelines contained in it.

Name (print).....

Signature.....

Date

ConstructWell Supervisor – Tony Siciliano

Signature.....

Date