



Plantation Timbers

# CONTRACTOR INDUCTION MANUAL

Issued to

Signature .....

Date

Issued by

Signature .....

Date



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Plantation Timbers

## CONTACT NUMBERS

### EMERGENCY SERVICES CONTACT NUMBERS

Police	000 or 131 444
Fire	000 or (08) 8725 9600
Ambulance	000 or (08) 8723 1851
CFS	(08) 8463 4200 State Headquarters
Region 4	(03) 5581 1114
Region 5	(03) 5551 1500

### OFFICE CONTACT NUMBERS

Peter Collins	Managing Director	(08) 8725 2473 / 0418 838 583
Beverley Collins	Health Nurse	(08) 8725 2473 / 0417 865 281
Roslyn Pasfield	Business Manager	(08) 8723 0111 / 0428 230 333
Murray Leishman	Plantation Manager	(08) 8724 8873 / 0428 230 222
	Fire Suppression Officer	
Sarah Moffatt	Administration Clerk	(08) 8723 0111

### OHS CONTACT NUMBERS

Safework SA	Mount Gambier	(08) 8735 1199
Worksafe VIC	Warrnambool	(03) 5564 3200



## INTRODUCTION

### Aims of the Manual

This manual has been prepared to assist in the implementation of safe work practices and procedures for Plantation Timbers Group (PTG) employees, contractors and their employees. The manual is drafted to cover all aspects of the work involved in the tree farming operations and is not restricted to the obvious scenarios, but is designed to cover the events that may occur in any workplace over time, there are standards and codes of conduct that must be covered to ensure that health and safety is ongoing.

The diverse nature of the work carried out, with differences in legislation from state to state, means that this document has been drafted in a generic manner and does not refer to specific work health and safety legislation, although reference to state legislation is required to ensure compliance.

The assessment of hazard and risk, and the control and implementation of measures have the hierarchy of control as the principle strategies for ensuring a workplace without threat to health or risk of injury.

PTG acknowledges the importance of Work Health and Safety in the workplace and requires that contractors and their employees perform their specific tasks in such a way that ensures the safety PTG employees, themselves and other contractors, and their employees, by providing safe plant and systems of work and managing work health and safety at the work place in a diligent and responsible manner. PTG recognises that health and safety issues and commitment to quality assured practices is paramount to building a successful business. Workplace health and safety is dependant on the commitment of all persons in the work place with the ultimate responsibility lying with PTG as the manager and employer.

PTG is predominantly a plantation management company and recognises the need to provide a safe management system for the control of contracted work undertaken on PTG managed property.

The purpose of this induction manual is for the avoidance of accidents and incidents through the identification of hazards and risk in the workplace and the implementation of control measures i.e. elimination, substitution, engineering and administration, with personal protection equipment as the least acceptable form of control.

In accordance with the relevant O.H.S. legislation this induction manual represents only the minimum standard acceptable.



## Work, Health & Safety Policy

### Purpose

This Procedure describes the processes and responsibilities relating to OH & S for PTG Employees, Contractors and their employees.

### References:

Work Health, Safety and Welfare Act 1986 - South Australia

Work Health and Safety Act 1985 and 2004 - Victoria

Work Health and Safety Regulations for 2004 Victoria

Code of Forest Practices for Timber Production 2007 (Victoria)

Code of Practice for Managing Safety and Health in Forestry Operations 2009 (Victoria)

### Policy Statement

Plantation Timbers Group Pty Ltd are committed to the health and safety of all of its employees, customers, visitors and contractors with the primary goal to have an injury free workplace through the elimination of hazards, work practices and behaviour which have the potential to affect the health of or cause injury or accidents to employees, contractors or members of the public.

### Objectives

- Compliance with relevant statutory obligations.
- To promote a positive health and safety culture to the highest standard.
- To provide appropriate resources for the establishment and maintenance of safe systems of work.
- To continually improve OHS performance in a consultative environment.

Plantation Timbers Group Pty Ltd (PTG) acknowledges the importance of Work Health and Safety in the workplace and therefore requires that employees, contractors and their employees perform their specific tasks in such a way that ensures the safety of PTG employees, themselves and other contractors, and their employees, by providing safe plant and systems of work and managing work health and safety at the work place in a diligent and responsible manner.

PTG recognises that health and safety issues and commitment to quality assured practices is paramount to building a successful business. Workplace health and safety is dependant on the commitment of all persons in the work place with the ultimate responsibility lying with PTG as the managers and employers. Both internal and external expertise will be used to develop a planned approach to OHS.

PTG are a predominantly a plantation management company and recognises the need to provide a safe management system for the control of contracted work undertaken on PTG managed property.



## Policy Guidelines

**This policy applies to all employees and contractors.**

The Responsible Officer and Senior management are responsible for planning and managing Plantation Timbers Group Pty Ltd business and operations so as to provide and promote a healthy and safe workplace.

This responsibility includes (but is not limited to):

providing and maintaining, so far as is reasonably practicable, a safe workplace, safe systems of work and plant and equipment and substances in safe condition, so that in their workplaces employees, visitors and contractors are safe from injury and risk to health;

Ensure contractors and sub-contractors proved safe systems of work, plant and substances in a safe condition.

establishing appropriate procedures for the safe and healthy performance of all functions of our business and operation;

providing education, training and supervision for employees and contractors to promote understanding of and compliance with proper practices and procedures;

remaining up-to-date and informed about workplace health, welfare and safety standards, practices, laws and regulations;

specifying, and ensuring appropriate personal protective equipment is in place and in proper use;

adopting measures and promoting procedures to pro-actively minimise any potential hazards or harmful effects of workplace plant, equipment, materials or substances;

monitoring any work-related injuries suffered by employees and contractors and investigating and recording all work-related accidents;

make provision for medical, health and first aid services as may be required under law or regulation.



**It is every employee, visitor and contractor's responsibility to:**

take all reasonable care to protect his or her own health and safety at work, and to exercise diligence to ensure nothing is done (or omitted) so as to endanger their own safety at work or the safety of any other person in the workplace;

ensure that correct use is made of all equipment provided for health, welfare and safety purposes;

follow all instructions issued to protect their own personal health and safety, and that of all others;

report or make recommendations to their supervisor or manager as may be necessary to avoid, eliminate or minimise dangers or hazards regarding working conditions, of which they are aware;

keep their work area tidy and free from accident, danger or hazard, including fire-causing materials or obstacles.

Not to be in such a state by the consumption of alcohol or drugs to endanger themselves or any other person.

**PTG's Staff Responsibilities**

PTG Operations and Field Managers shall be responsible for the regular monitoring and auditing of contractor health and safety standards ensuring compliance with PTG policies, and safety standards as specified in the contract and compliance with state legislation.

PTG's staff need to record and document all meetings with contractors.

To employ only those contractors who meet the health and safety standards set by PTG, and have the necessary licenses, registration, workcover & public liability insurance.

**PTG's OH&S Officer Responsibilities**

Develop emergency procedures for the minimisation of harm to people, assets and the environment.

Provide health and safety training for employees.

Assist in the preparation and review of the employee and contractor induction policy.

Assist management and contractors in the undertaking of hazard and risk assessments and job safety analysis and the development of safe work procedures.



Visit regularly and audit the workplace and field operations.

Assist management and contractors with health and safety training and induction.

Liaise and communicate between government authorities & management.

Review the O.H.S. performance statistics and where possible providing solutions.

Recommendation of a rehabilitation program when and where required.

Ensure the maintenance of health and safety competence and the integration of these health and safety requirements into PTG enterprises.





## SITE VISITATION POLICY

### Objective

To record employee and contractor visits and activities on Plantation Timbers tree farms.  
 To validate contractor activities and operations against contracts and invoices.  
 To provide contact and location details for employees working in the field.

### Purpose

To keep the Office informed of all activities and operation being undertaken by employees and/or contractors on Plantation Timbers tree farms.  
 To provide rapid contact and communication with employees and/or contractors on Plantation Timbers tree farms.  
 To provide confirmation of operations to assist in payment of accounts and invoicing.  
 To meet Plantation Timbers' obligations for Occupation Health and Safety and insurance.  
 To control entry to Plantation Timbers sites during the fire season.

### Procedure

Employees and contractors are required to complete the Field Activity Work Sheet (C44) on entering and leaving each Plantation Timbers tree farm.

The following fields must be completed:

1. Date	Record date of visit
2. Time on	Record time of entering the site
3. Time off	Record time of leaving the site
4. Location & Activity	Record name of tree farm/site and proposed activity
5. Comments	Record any relevant comments relevant to the site from this visit
6. Any follow up needed	Record any further actions required at the site and timetable for future actions
7. Phone in	Record time that you contacted PTG Office notifying your arrival at site
8. Phone out	Record time that you contacted PTG Office notifying your departure from the site



## ACCIDENT / INCIDENT REPORT INVESTIGATION

### Policy Statement

We believe Plantation Timbers Group high standards of workplace health, welfare and safety, minimises the risk of accident or injury occurring in our workplace.

In the unfortunate event that a workplace accident or injury does occur, the timely reporting and investigation of it enables Plantation Timbers Group to progress compensable workers' compensation insurance claims, and introduce corrective action to address any workplace health or safety concerns arising out of the incident.

In the event of a workplace injury or accident, or a 'near miss' incident, it is the policy of Plantation Timbers Group to ensure that an investigation into the incident is undertaken to ascertain the cause, and recommend appropriate measures to prevent re-occurrence. In these circumstances we also need to ensure employees comply with all accident or injury reporting, or other necessary requirements.

### Policy Guidelines

1. Every employee, contractor and their employees are responsible for immediately reporting, to their supervisor or manager, any workplace injury or accident, or illness, no matter how trivial or minor it is or may seem to the individual. Employees should ensure any rights they may have to a claim on insurance are not adversely affected by delays in reporting or any other failure to comply with necessary requirements. Prompt reporting also assists Plantation Timbers Group to observe its obligations under the Work Health, Safety and Welfare Act.
- 2.0 The responsibility of the supervisor or manager when an employee reports a workplace disability, injury, accident or illness, or a 'near miss' incident occurs, is to immediately:
  - 2.1 Provide immediate and appropriate medical attention and as appropriate secure the site.
  - 2.2 The employer is to immediately inform the appropriate safety authority of the event as required.
  - 2.3 investigate then complete a 'Workplace Accident/Incident' (Appendix D) or 'Near Miss' report (Appendix E) and
  - 2.4 inform Responsible Officer of the incident. A copy of the report is then to be provided to the Office Manager within 24 hours of the incident being reported by the employee.



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- 3 When preparing the 'Workplace Accident/Incident' or 'Near Miss' report, the supervisor or manager shall:
  - 3.1 speak to the employee about the accident/incident and obtain a full statement about it;
  - 3.2 investigate whether correct safety procedures have been observed;
  - 3.3 speak to witnesses of the accident/incident, if any, and obtain statements where appropriate;
  - 3.4 inspect the scene of the accident/incident and ascertain, where possible, the cause or contributing factors of it.
  - 3.5 implement appropriate corrective actions



## SMOKE FREE WORKPLACE POLICY

### Policy Statement

It is the policy of Plantation Timbers Group to maintain a smoke-free workplace. Our company firmly believes it has an obligation to maintain a safe, healthy and pleasant working environment. There is conclusive evidence that smoking is a major health risk for the individual, and passive smoking may pose health risks for others. We do recognise that employees who are smokers may face the necessity to make a major lifestyle adjustment in order to adhere to this policy.

### Policy Guidelines

1. The decision to smoke is a personal one Plantation Timbers Group recognises the right of the individual to smoke during their private and non-working time. However during the fire season smoking is **Prohibited** on all plantation sites. Smoking is not permitted in vehicles, buildings, when fuel or chemicals are being handled or on days of fire danger. At the office smoking is permitted during lunch hours and other regular break periods in areas outside the company premises designated as smoking areas. Smoke breaks in addition to existing break periods are not permitted.
2. Employees and contractors may use the area outside the office premises designated as the smoking area. Cigarette disposal facilities are provided there, and all employees are requested to ensure proper disposal of smoking materials. We do not expect employees to smoke in areas outside the premises which are not specifically designated for that purpose.
3. This policy applies to all people working in or visiting our workplace, namely, employees, contractors as well as customers, clients, vendors and visitors. The employee with whom the individual is consulting is responsible for ensuring the Smoke-Free Workplace Policy is understood and complied with.
4. Supervisors and managers are responsible for ensuring the compliance, by employees and contractors, of the Smoke-Free Workplace Policy in their respective areas.
5. Smoking in company vehicles is strictly prohibited.
6. Employees failing to comply with this policy shall be subject to disciplinary action.
7. Queries or questions on this policy may be referred to supervisors or managers.



## DRUG AND ALCOHOL FREE WORKPLACE POLICY

### Policy Statement

At Plantation Timbers Group we are committed to maintaining a workplace which is free from the presence or influence of drugs or alcohol. Our company does not subscribe to involving itself in the private and personal lives of our employees. There is, however, evidence that drug or alcohol use or abuse affects job performance, and in these circumstances, our company is also affected. We trust that all our employees, contractors and their employees behave responsibly regarding alcohol or drugs. Similarly, we have a responsibility to ensure a safe and productive workplace. Problems such as loss of productivity, increased absenteeism, and risk of workplace accidents or errors are documented as the consequence of substance use/abuse. It is therefore Plantation Timbers Group policy to prescribe a code of conduct relating to drug or alcohol use or abuse as it may affect our company and business.

This policy does not apply to the occasional use of medication such as paracetamol or similar substances prescribed by their doctor.

### Policy Guidelines

1. This policy applies to all employees, contractors and their employees.
2. No-one responsible for recruitment of staff is to employ an individual known to sell, assert or abuse drugs.
3. Employees, contractors and their employees have a responsibility to report to work in a fit and proper condition and to competently go about their duties. Reporting to work under the influence of alcohol or drugs, or in an otherwise unfit condition so as to safely and competently perform work duties, is prohibited.
4. Employees are strictly forbidden, in the workplace or during paid working hours, from:
  - 4.1. the unauthorised use or possession of alcohol;
  - 4.2. using, possessing, distributing or dispensing drugs;
  - 4.3. or associating, on company premises or during work hours, with any individual who does the things specified in 4.2.
5. Employees who violate guideline 4 of this policy will be immediately suspended from employment (without pay), pending determination of appropriate disciplinary action.



6. If an employee's work performance and/or behaviour indicates possible drug or alcohol use or abuse, the supervisor is to contact the Managing Director for guidance. As a result, the employee's supervisor may refer the employee to the Office Manager for information and referral to available counselling treatment programs. An employee's non-compliance with this guideline shall result in mandatory evaluation or treatment for substance use/abuse, or disciplinary action, which may include termination of employment.
7. We reserve the right to require an employee to attend a medical facility for alcohol or drug dependency evaluation as part of the investigation into possible violations of this policy. Evaluation is made through urine testing on a controlled and carefully monitored basis, including proper "chain of custody" procedures. We also reserve the right to test for drugs or alcohol after industrial accidents in which there is some reason to believe that the employee's human error or carelessness could have been a contributing cause.
8. Where it is determined under this policy that an employee is to undergo a medical evaluation, the employee is to be driven to the medical centre by an authorised person. Transportation of the employee at the conclusion of the examination, whether back to work, to the employee's home or some other location, is also the responsibility of the authorised person. The purpose of this guideline is to ensure the safe passage of any employee who maybe under the influence of drugs or alcohol.
9. An employee who refuses to undergo a medical examination will be subject to disciplinary action. Such refusal may constitute grounds for termination of employment.
10. There will be occasions when our company hosts functions at which it is appropriate to serve alcohol. The provision of alcoholic beverages at approved functions is an authorised use within the guidelines of this policy. To ensure the safety and welfare of our employees, limits will be placed on the consumption of alcohol by employees at any given company function. Our company is strict in the expectation that all employees observe the principles of moderation in these circumstances.
11. Violation of this policy will result in disciplinary action, which may include formal warning, suspension from employment (without pay), referral for testing or medical opinion, termination of employment, or such other action which management may, in its discretion, decide upon.



## SEXUAL HARRASSMENT POLICY

### Policy Statement

Plantation Timbers Group is committed to providing all employees the opportunity to pursue excellence in their professional endeavours. This can only exist when each employee is assured an atmosphere of mutual respect, one in which they are judged solely on criteria related to job performance. It is Plantation Timbers Group policy to maintain a work environment which is free from coercion, intimidation or harassment, including sexual harassment. Our company fully subscribes to the laws which forbid such conduct in the workplace and will not tolerate offensive, humiliating, coercive, intimidating or harassing behaviour from anyone in our company. This responsibility extends not only to all co-workers, but to all people with whom we deal in conducting our business.

We believe that anyone who works for us, who applies for a job with us, and everyone with whom we deal in our daily work has a right to be treated with respect and dignity. Plantation Timbers Group has a firm commitment to ensuring the workplace is free from sexual harassment and will take all necessary steps to make this happen.

Plantation Timbers Group will treat all complaints of sexual harassment seriously, and ensure they are dealt with promptly, impartially and confidentially. If sexual harassment is found to have taken place, appropriate disciplinary action will be taken.

### Policy Guidelines

1. This policy applies to all employees, contractors and their employees of this company regarding their relations with each other, with all applicants for employment with our company, and with all persons with whom we otherwise deal in the course of our business.
2. We expect all employees, contractors and their employees to conduct themselves in a professional manner, which requires integrity and respect for all people in all dealings. Actions or behaviour which are intimidating, coercive, harassing or sexual are strictly prohibited.
3. All individuals must use common sense in applying this policy. We recognise that as to whether or not behaviour or actions fall within the conduct prohibited by this policy is sometimes a difficult or subjective evaluation. It does not matter that an individual may not have intended to sexually harass another. This area is governed by how an individual 'receives' conduct or behaviour, and not how it was intended. Therefore there will be differences from one individual to the next.



4. Sexual harassment is a general term covering many forms of unwelcome behaviour of a sexual nature or having sexual connotation. Harassment may be constituted by unwelcome or uncalled for acts of physical intimacy, unnecessary familiarity, requesting sexual favours, creating a climate of sexual innuendo, or making repeated sexual remarks, so that the other person reasonably feels offended, humiliated or intimidated.
5. By way of example, such unwelcome behaviour may include staring, leering, patting, pinching or sexual body gestures. Workplace humour, the social environment, displaying sexual pictures, being followed to or home from work, persistent unwelcome social invitations or telephone calls (at work or home), magazines, posters or toys, can all amount to harassment. It is irrelevant where the harassing conduct occurs, whether at work or some other location.
6. Subjecting another to sexual harassment in the course of offering or supplying goods or offering or performing services is also illegal and prohibited.
7. Reprisal or retribution against an individual who makes a sexual harassment complaint is victimisation, is illegal and strictly prohibited. The guidelines of this policy will also be applied to any instances of reprisal or victimisation.
8. Humour, friendships and relationships based on mutual consent are not sexual harassment. Consent must be something positively given, as opposed to 'just going along with' conduct because the individual does not want to openly object.
9. Supervisors and managers are responsible for administering employment practices in compliance with this policy.
10. Plantation Timbers Group has established confidential procedures for handling complaints of sexual harassment. These procedures are based on the principle that the rights and privacy of both the individual complaining of harassment and the person whose conduct is complained of should be safeguarded.

### **Sexual Harassment Procedures**

- 1.0 Individuals who think they have been sexually harassed are to follow these procedures:
  - 1.1 An individual should immediately raise a complaint or question regarding harassment with his or her supervisor or manager. If the individual is not comfortable raising the matter with the supervisor or manager, it should be raised with the office manager.





- 1.2 The person whose conduct is complained of has a right to be informed. The conduct complained of may not have been intentional, or may have been in ignorance of prevailing standards. The individual should be given an opportunity to correct or retract the situation. The individual who is making the complaint of harassment must advise the individual concerned that the conduct or behaviour is unwelcome and harassing. The complaint may be communicated verbally or in writing. A copy should be retained of any complaint made in writing. If the individual is not comfortable raising the issue directly with the person whose conduct or behaviour is complained about, the matter may be communicated by the supervisor or manager, or human resources, on behalf of the individual.
- 1.3 In any event, the office manager is also to be informed of the complaint of harassment prior to or concurrently with the issue being raised anywhere else, either by the individual making the complaint or by the supervisor or manager with whom the issue is raised. The matter may be brought to the attention of more senior management and the company's lawyer.
- 1.4 An investigation into the complaint will be made immediately a complaint is lodged. The investigation will be constituted by discussions with the individual lodging the complaint, the person whose behaviour or conduct is complained of, and witnesses, if any, to the conduct or behaviour.
- 1.5 Investigations will be confidential. No information will be divulged to anyone who is not directly involved in the complaint or the investigation of it.
- 1.6 All due diligence will be brought to the investigation. It shall be an impartial, timely and complete investigation.
- 1.7 Upon consideration of all the facts of the complaint, a determination will be made about whether or not sexual harassment has occurred.
- 1.8 If sexual harassment has been found to have occurred, appropriate disciplinary action will then promptly follow. Depending on the facts of the situation, disciplinary action may include counselling or formal warning. Sexually harassing another is also grounds for termination of employment.
- 1.9 The matter will be recorded in the personnel file of an individual who has been found to have sexually harassed another.
- 1.10 Victimisation of an individual who makes a sexual harassment complaint constitute grounds for termination of employment.



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- 1.11 A right of appeal exists in relation to any decision arising out of the investigation of a sexual harassment complaint. An appeal may be made by either the person lodging the complaint or the individual whose conduct is complained of. The appeal should be in writing and delivered to human resources within 14 days of delivery of the decision which is appealed against.
- 1.12 The filing of an intentionally false report of sexual harassment is as serious as sexual harassment itself, and will be subject to disciplinary action up to and including termination of employment.
- 1.13 The company, through human resources, reserves the right to make periodic contact with any individual found to have experienced sexual harassment to satisfy itself all inappropriate and unwelcome contact or behaviour has stopped, and to satisfy itself there have been no adverse consequences arising from the making of a complaint.
- 1.14 All individuals in Plantation Timbers Group are cautioned to regard allegations of sexual harassment as a very serious matter. Individuals in positions of authority have an extra duty. Failure to respond appropriately to a sexual harassment complaint is prohibited by this policy and is illegal. Any supervisor or manager who receives a complaint of sexual harassment and fails to take the appropriate action in accordance with this policy will be subject to disciplinary action. Failure to take such action constitutes grounds for termination of employment.
- 1.15 It is our company's legal obligation to investigate all complaints of sexual harassment, whether they have been brought to our attention formally or informally. Employees, contractors and their employees are assured investigations will be guided by the principles of integrity and confidentiality. We reiterate that it is illegal for there to be recrimination or retribution against an individual for making a sexual harassment complaint.



## PREVENTION OF MUSCULAR SKELETAL DISORDERS POLICY

### Policy Statement

Our company is concerned to ensure the highest standards of work health and safety are maintained for the benefit of everyone, which includes all manual handling activities. Manual handling is a specific work function involving the use of one's own body, or body weight, to lift or otherwise move objects - an activity performed to a lesser or greater degree, depending on job functions.

Our Health, Welfare & Safety Policy establishes general principles for all in our company, and the broad responsibilities outlined there also apply to manual handling. In this policy we set out more specific guidelines for the management and performance of manual handling functions and prevention of Muscular Skeletal disorder.

### Policy Guidelines

1. 'Manual Handling' is a term used to describe how a person moves or handles objects. Manual handling is not just the lifting of objects. The term includes activities where an individual uses force to pull or push, carry or otherwise maneuver objects. It may include activities as diverse as moving a box, to reaching for an object on a shelf.
2. As stated in our Health Welfare & Safety Policy, employees have a general responsibility to protect their own health and safety at work. This includes ensuring safe and sensible manual handling practices are used.
3. Plantation Timbers Group will take all reasonable steps and precautions to eliminate or minimise manual handling risks. This is not a one-off exercise. Assessment is a continuing function, with everyone to be alert to ways in which practices may be improved and risks reduced. Steps will include studying tasks and functions, and designing job functions, work areas and other practices in accordance with the principles and procedures of approved codes of practice for the prevention of Muscular Skeletal Disorder.
4. All employees, contractors and their employees play a vital role in helping us to ensure the best standards are established and maintained. Everyone needs to be pro-active in monitoring and reporting on manual handling standards. Each and every employee, contractor and their employees are encouraged to provide feedback on manual handling practices, and especially on any problems which may be identified. Any assessment of manual handling standards is conducted in consultation with employees, contractors and their employees.



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5. Manual handling risks identified will, insofar as is possible, be reduced by job function or work area redesign, by training in correct manual handling procedures, by the use of mechanical or protective aids, or by implementing team lifting procedures. Employees, contractors and their employees have a responsibility to ensure they implement all practices designed to reduce risks.
6. All new employees and contractors are to be provided with training on correct manual handling procedures during orientation. We will offer on-going training to all employees on safe manual handling procedures. This includes refresher training and training when new practices are introduced, or changes made.
7. Our company subscribes to the practices and procedures in the Code of Practice for Manual Handling. A copy of the Code is located in the office for ready reference by employees. Employees with questions or queries may refer to their supervisor or manager.
8. Any incident, accident or near miss arising out of a manual handling activity, no matter how minor, is to be immediately reported to your supervisor or manager.



CONTRACTOR SAFETY INDUCTION CHECKLIST

APPENDIX A

Name of Contractor:

Safety Induction

Completed

A. Emergency Contacts

B. PTG OHS Policy and guidelines

C. Policies

- Accident Report & Investigation Policy and guidelines
Smoke - Free Workplace Policy and guidelines
Drug and Alcohol Free Workplace Policy and guidelines
Sexual Harassment Policy and guidelines
Muscular Skeletal disorders Policy and guidelines

D. Work Health & Safety - (contractor to be supplied with following forms)

- Job Safety, Hazard and Risk Analysis (C14)
Near Miss Report (C33)
Accident / Incident Report (C32)
Waste Disposal Form (C34)
Plant and Equipment Risk Assessment Form (C40)
Field Activity Worksheet (C44)

E. Other Relevant Items

- Contractor Registration Form (C15)
(Evidence of insurance and workcover supplied)
Contractor's Contract (C30)
Current Fire Action Plan (S18)
Personal Protective Equipment

The above has been explained and I have understood

YES  NO

O. H. & S. Induction Booklet Issued

YES  NO

Inducted By: \_\_\_\_\_

Signature .....

Date: ...../...../.....

Contractor: \_\_\_\_\_

Signature.. Date :...../...../.....

This copy must be signed and returned to PTG Plantation Manager PRIOR to commencement of work. Copies of all relevant Forms and Checklists will be given upon commencement of duties with Plantation Timbers Group (PTG) and additional copies can be obtained by contacting PTG office staff on (08) 8723 0111.