



HEALTH & SAFETY



HANDBOOK

Our Safety Slogan is:

“No Body Gets Hurt”

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INTRODUCTION

WELCOME TO AIR CONDITIONING SERVICES

In an industry full of risks our safety slogan “*No Body Gets Hurt*” can only be achieved if every person remembers the importance of safety, accepts their personal responsibility and knows what to do.

The simple rules in this handbook are designed to provide basic guidance. I ask every individual to read them and act upon them. The safety of everyone depends on our common commitment to the highest standards of care at all times and in all circumstances.

It is crucial that everybody and that applies equally to employees, contractors and visitors are involved in the continual improvement of a safety culture within AIR CONDITIONING SERVICES that builds on our experiences and positively improves our safety behaviour.

Jim Smith
Managing Director



HEALTH & SAFETY POLICY

AIR CONDITIONING SERVICES is committed to provide and maintain a work environment that is safe and without risk to health and wellness for all employees, contractors and visitors.

It is the AIR CONDITIONING SERVICES policy that the Managing Director and Senior Management Team are the officers responsible for the implementation and monitoring of this policy. Management at all levels is directly responsible and will be held accountable for ensuring that all practicable steps are taken so that all people under their supervision:

- Observe, implement and fulfil the organisation’s statutory obligations under the Health and Safety in Employment Act 1992 and all other associated legislative requirements.
- Involve individuals including their representatives in health, safety and wellness matters, consult with them on ways to recognize, evaluate and control workplace hazards.
- Plan and monitor the implementation of accurate reporting and recording programme for accident prevention and control, hazard management by identification and control as well as rehabilitation for injury or illness.
- Conduct and perform safety audits and evaluations.

People who hold the title of Supervisor at AIR CONDITIONING SERVICES have a responsibility for the health, safety, and wellness of all employees under their control and are required to:

- Provide information on health, safety and wellness matters to employees by way of instruction, education and training.
- Provide initiative and follow up action on all matters concerning health and safety.
- Report and control workplace hazards as they are observed.
- Encourage employee safe work behaviours through leading by example.

Employees are expected to co-operate in the objectives of making this a healthy and safe place in which to work by:

- Carrying out safe work practices to ensure that no action or inaction causes harm to any other person or themselves while at work.
- Support and assist in the development of health and safety initiatives.
- Where safety equipment is provided, ensure it is used correctly and at all time.
- Report any accident, incident or hazardous condition (that includes near misses) and comply with all safety instructions, and job safety procedures.

AIR CONDITIONING SERVICES safety management systems provide framework for setting targets, measuring performance and reporting results. We will employ these systems to achieve continual improvement in our overall health and safety performance.

This policy will be reviewed every year in conjunction with your Health and Safety Committee Representatives and Management.

.....
(Managing Director)

...../...../.....
(Date)

"No Body Gets Hurt"

SAFETY THINGS TO KEEP IN MIND AT AIR CONDITIONING SERVICES

On the following pages of the handbook you'll find a series of AIR CONDITIONING SERVICES's most important safety issues. We've included some explanations and tips for each - so please keep them in mind.

The bottom line is, if it's not safe - **DON'T DO IT**



WHAT HAPPENS IF YOU GET INJURED AT WORK

- If you get hurt at work we will make sure you are looked after
- There are things we must do..and there are things you must do..to help you recover fully and return to work
- You must report the injury to your supervisor immediately
- If you need first aid your **First Aider** is:
- Ensure the treatment is recorded in the Accident Register
- If the injury is of a serious nature an Accident Report Form is to be filled out
- Where further treatment is required you will be taken to the Company **Doctor**: at AIR CONDITIONING SERVICES's expense
- The company may have alternative duties for you (a job that is not your normal duties) if the Doctor says it's okay
- The company will notify Department of Labour if the injury is classified as "serious harm" within 24 hours of the injury occurrence

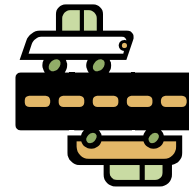
CHEMICALS

- Use protective clothing and equipment when handling or using chemicals
- Know where the Material Safety Data Sheets (MSDS) are located
- In the event of a spill use a chemical clean up kit
- Do not flush spills down stormwater drains



COMPANY VEHICLES

- Drive carefully and safely
- Report any defects or faults
- Don't smoke in your vehicle
- ENGINE ON = PHONE OFF



COMPRESSED AIR

- Can kill if misused
- Never cool yourself or blow dust from your body or clothes
- So called practical jokes can kill



CONFINED SPACES

- Tanks, sumps and pits are confined spaces
- Use safety equipment and test atmosphere before entry
- No entry permit means **NO ENTRY**



CONTRACTORS

- Contractors are to be treated no differently to AIR CONDITIONING SERVICES staff
- They need to be safety inducted
- They have to report hazards, accidents and near misses

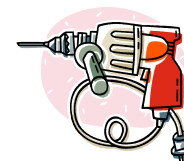


DRUGS & ALCOHOL

- Reporting to work under the influence of drugs or alcohol is uncool
- If so you are a menace to yourself, workmates and everyone else
- Covering up for an intoxicated mate is closing your eyes to a potential serious injury
- You will be requested to be tested if you are under the influence of drugs or alcohol at work



ELECTRICAL EQUIPMENT



- Report and remove damaged equipment from service
- Leaving leads across walkways or traffic thoroughfares trip up your mates
- Use a residual current device (RCD)

EMERGENCY RESPONSE



- Emergency response plans have been developed from a review of potential emergency scenarios
- These are fire, chemical spill, earthquake, bomb threat
- In an emergency situation break the glass and trigger alarm
- Leave building at your nearest exit and proceed to the assembly point
- Use a fire extinguisher for small fires only, the fire service are the experts to contain fires
- Don't re-enter building until you receive the all clear
- Fire wardens have been appointed to co-ordinate evacuations, your fire warden is:

ENERGY ISOLATION



- Before working on any mechanical, electrical, process, hydraulic or pneumatic energy system, isolation is necessary using padlocks and tags
- Test to ensure the isolation is effective
- Only the person who attached the lockout device may remove it

FORK HOIST



- If you are not certified to drive **DO NOT** use
- Do your daily checks
- Watch for pedestrians and don't take passengers for a joy ride
- If the load exceeds the load capacity limit don't lift
- Fork hoists are not designed for racing keep your speed down

HAZARDS

- It is everybody's responsibility to report hazards
- Tell your supervisor and fill out a hazard Identification form
- This action will start fixing the problem by either eliminating, isolating or minimising the hazard
- Before you start work at AIR CONDITIONING SERVICES you will be given a list of work area hazards in the form of a "Hazard Register"



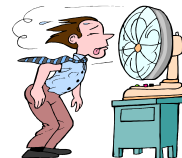
HEALTH & SAFETY COMMITTEE

- You have a joint management and employee committee who take an active role in Safety, Health and Environmental matters
- H&S Committee meet monthly, minutes are displayed on the noticeboard
- A person has been elected to represent your safety interests that person is:



HEAT

- Drink plenty of wholesome water to avoid dehydration and heat stress
- Apply sun block, wear sunglasses and a hat if you work in the sun



HOUSEKEEPING

- Clean work area encourages tidy work habits
- Housekeeping is your responsibility not your work mates



MACHINERY

- The machinery and equipment that you work with has potential to cause serious injury
- For example saws will amputate fingers if used with disregard or care to safety
- If you are not trained to operate machinery **DO NOT** use



- The machinery Job Safety Analysis (JSA) or Safe Operating Procedure (SOP) will describe the safe way to use the equipment
- A hazard register has identified dangers and ways to avoid them
- Know where the emergency stops are

MANUAL HANDLING



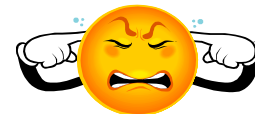
- We've got machines for heavy lifting, and you've got mates to help
- Don't be an injured hero!!
- When in doubt get help

NEAR MISS REPORTING



- Near Miss is defined as an incident that *almost happens* and *damage to equipment or people is narrowly avoided*
- If this happens to you or you observe it happen to someone else it is critical to our health and safety programme that it is reported
- You can do this on the "Initial Near Miss Notification" form
- We need to nip it in the bud before it happens again, next time may be **FATAL**

NOISE



- Don't stuff them muff them - wear your earmuffs around anything noisy like saws, hoists, equipment or machinery
- Make sure the earmuffs are the right class - the higher the noise, the higher the class should be
- Remember once you've damaged your hearing, it's permanent

OCCUPATIONAL OVERUSE SYNDROME (OOS)



- Don't just sit there - have a stretch or take a short walk
- Keep your muscles moving
- Take micro-breaks, don't let work get to be a pain

PRACTICAL JOKES

- Just clowning around can result in serious injury



- Your jokes may get laughs but can cause someone a lifetime of sorrow
- That someone could be you

SAFETY GEAR

- Always wear safety gear to protect your feet, hands, ears, respiratory tract and eyes
- Its there for your safety
- Safety gear varies according to the job, but you must wear it



SITE TRAFFIC

- Keep to pedestrian walkways and crossings
- For vehicles being loaded/or unloaded use cones, tiger tails and signage to keep out pedestrians
- There is lots of vehicle traffic in or around racking, if you have come into contact and caused damage report it, it can affect the storage capacity limits



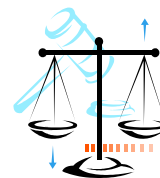
SMOKING

- Your work place is smoke free and includes any office, building, vehicle (meaning machinery, cars, trucks or facility)
- Smoking areas are designated outside these smoke free zones



THE LAW

Your employer AIR CONDITIONING SERVICES and you the employee have some responsibilities under the Health and Safety in Employment Act 1992.



Your employer must take all practicable steps to:

- Provide a safe work place for you
- Provide procedures for dealing with emergencies (e.g. emergency evacuation plan)
- Provide facilities (e.g. toilet, lunch room etc)

Your employer is to ensure that:

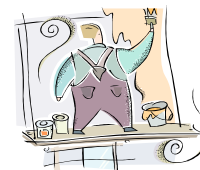
- You are not exposed to hazards (e.g. eliminating, isolating or minimising the hazard)
- Plant is safe for you to use (e.g. guarding dangerous parts)

- You receive adequate training (e.g. using JSP's)

You as the employee must take:

- Responsibility for your own safety at work (e.g. wear the safety gear issued to you) and;
- Ensure that your action or inaction does not harm others (e.g. taking shortcuts or tampering with safety devices)

WORKING AT HEIGHTS



- If you are working above 1.8 metres it comes under the AIR CONDITIONING SERVICES definition of working at heights
- A fixed elevated work platform (EWP) is to be used with guard or hand rails
- Examples of EWP's are scaffolding, cherry picker, fork hoist man cage, scissor lift
- Use fall arrest equipment that consists of harness, lanyard and shock absorber if a certified anchor point is available
- If no certified anchor point use equipment as a travel restraint
- Keep 2 metres away from the edge of any roof
- Ladders should only be used to provide access not used as a work platform



ACCEPTANCE SIGN-OFF

I, agree to work in accordance to the safety rules as outlined in this handbook and any other safety requirements (applying to machinery, equipment and work processes) that will be made known to me during my employment/ or working contractually on behalf of AIR CONDITIONING SERVICES.

(Please tick ✓ your appropriate status)

Employee Contractor Sub-contractor Temp/Casual Other

Signature:

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



HEALTH & SAFETY INDUCTION COMPETENCY ASSESSMENT

The following is an assessment to test your understanding and competency of the AIR CONDITIONING SERVICES Health & Safety requirements explained and demonstrated to you at your induction.

When completed tear the test and acceptance pages from the handbook. Return to your Supervisor, you can keep the handbook as your personal copy.

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

(Please indicate below whether the statements are True or False by either ticking "T" or "F" box)

#	Assessment Questions	T	F
1.	I must report all injuries, incidents & near misses to my Supervisor		
2.	I am allowed to smoke in company vehicles so long as it doesn't offend anyone else		
3.	I must be trained & sign-off the appropriate JSA or SOP before I can use machinery or equipment		
4.	It is not my responsibility to maintain good housekeeping standards in my own work area		
5.	Contractors working on behalf of AIR CONDITIONING SERVICES must report accidents, near misses and hazards		
6.	If I identify a hazard I must inform my supervisor and fill out a hazard form		
7.	The company must inform Department of Labour of a serious harm accident within 24 hours of the incident occurrence		
8.	Alternative duties may be offered to me if I am injured at work and the Doctor supports my return		
9.	Chemicals may not be flushed or disposed down storm water drains		
10.	I must always wear my safety gear to protect feet, hands, ears and eyes		
11.	A near miss is defined as an incident that almost happens and damage to equipment or people is narrowly avoided		
12.	So long as the boss isn't watching it is okay to take a joy ride as a fork hoist passenger		
13.	AIR CONDITIONING SERVICES safety slogan is "No Body Gets Hurt"		
14.	If I am working above 1.8 metres I must work from an elevated work platform		
15.	My employer AIR CONDITIONING SERVICES and myself have safety responsibilities prescribed under the Health & Safety in Employment Act 1992		