


**ACUTEL CONSULTING
HEALTH AND SAFETY MANAGEMENT
PLAN**

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1. Duty of Care

Under the law, you have a duty of care to ensure your own health and safety and the health and safety of others in the work place.

2. Health and Safety

Independent Contractors often move from workplace to workplace and the environment is often new and unfamiliar. For this reason, and to ensure you meet your duty of care, it is essential that Independent Contractors always be vigilant in the workplace.

The following basic rules must be observed:

In general you must:

- Follow reasonable instructions.
- Work safely and wear protective equipment as required.
- Follow correct work procedures when undertaking an assignment.
- Do not put fellow workers or the public or yourself at risk.
- Do not go to work while under the influence of alcohol or legal or illegal drugs or when deprived of sleep.
- Report any accidents, near misses or unsafe practices to the responsible officer.

When commencing work with a new Client Organisation:

- Familiarise yourself with the Client's safety program and any practice and procedure manuals relevant to the tasks you will be performing. If you are unsure where to find this material, ask your Client contact, representative or supervisor. If you are still in doubt refer to your Acutel Consulting representative.

When commencing work at a new workplace:

- Ensure that you are given a site induction. Note the following:
 - i. The location of the exits.
 - ii. The location and purpose of other signage including emergency and safety signs.
 - iii. Location and identity of fire wardens and the location of fire extinguishers.
 - iv. Location and identity of first aid officers.

- v. Location and identity of the responsible officer for the workplace.
 - vi. Whether the workplace is smoke free. If so, comply with this requirement.
 - vii. The emergency muster locations.
 - viii. Identify and comply with any appropriate Australian Standards for the workplace.
 - ix. Fill out and file a Hazard Identification Checklist (refer Appendix 2), if necessary.
- Ensure that the physical environment and work practices are satisfactory. For example:
- i. If you occupy a work station, ensure that the furniture is comfortable and ergonomically designed.
 - ii. Use the furniture correctly and for the purpose(s) intended.
 - iii. Put cables of telephone, portable electrical appliances and office machines where they will not trip anyone.
 - iv. Close filing cabinet draws after use and only have one draw open at a time.
 - v. Do not obstruct access to firefighting equipment or fire exit doors.
 - vi. Clean up spills to prevent trips and falls.
 - vii. Comply with the non smoking policy in the office.
 - viii. Hold hand rails when using the stair wells.
 - ix. Ensure that your chair supports your lower back.
 - x. No skylarking where it may endanger the safety of yourself or others.
 - xi. Ensure you take sufficient breaks and limit the number of hours of keyboard work. A maximum of 5 hours a day at the keyboard is considered reasonable.
 - xii. If sitting down for extended periods, do not hold any one postural position for more than 10 to 12 minutes. The spine is a dynamic structure and therefore needs to stay mobile to lubricate the joints.
 - xiii. Control stress, as tension takes up residence in your muscular-skeletal system. A simple technique is to take 10 breaths every hour and to hold each breath for 5 seconds.

- xiv. Avoid at all times cradling the headset or telephone. This will cause muscular fatigue and stiffness of the shoulder and neck muscles.
- xv. Working with computer screens can produce tired and sore eyes and eye strain. Every 20 minutes, focus on an object at least 6 metres away. Move eyes up, down, sideways and diagonally.
- xvi. Manual handling is a term used to describe everyday type activities such as carrying, stacking, pushing, pulling, rolling, sliding, lifting or lowering loads. This could include tasks such as moving boxes, filing, carrying heavy files and folders, getting equipment from a cupboard or filling the photocopying machine with paper.

Injuries that are a result of manual handling incidents include twisted ankles, sprains and strains, torn ligaments or broken bones.

Many risks arise from manual handling and can be controlled by quite simple solutions. For example, when filing or storing the most commonly used items should be placed according to bulk and weight in readily accessible areas, between knee and shoulder height. Where this is not possible, stepladders with a solid base and non-slip surface should be used. Don't stoop, rather change the working height.

Lift carefully. Follow these steps when lifting an object.

- Plan the lift
- Assess the load
- Keep your back straight
- Bend your knees
- Hug the load
- Lift with your legs and not your back and avoid twisting

Always ask for assistance if you cannot safely lift a heavy object on your own.

- xvii. Never use a mobile phone or radio transmitting device in an explosive atmosphere such as a service station. Always turn these devices off before re-fuelling.
- xviii. Always drive safely having regard to the conditions and wear a seat belt.
- xix. Obey all road rules.
- xx. Share driving responsibilities, do not work excessive hours, and take action to minimise driver fatigue.

A basic site safety checklist is provided in Appendix 1, to assist Independent Contractors to identify site safety or housekeeping issues.

If a site safety or housekeeping issue is identified it should be detailed on the form and given to the Client contact, representative or supervisor and the Acutel Consulting representative, so that action can be taken.

Acutel Consulting will also, from time to time, undertake safety audits of the work environment.

3. Experience and Skills

- You must be certain of your ability to carry out the work or task you have been assigned. If you have any uncertainty, contact your Acutel Consulting representative.
- You must be certain that you can perform the work safely (refer Appendix 2: Hazard Identification Checklist). When working in a hazardous environment, fill out the hazard identification checklist, below and place in document tray provided at the work place for filing.
- You must ensure that you have all licences, certifications or accreditations required to undertake the work and they are current and remain so during the period of the assignment. Such licences, certifications and accreditations include:
 - i. Motor vehicle licence.
 - ii. Specialist vehicle licence relevant to vehicle you are using.
 - iii. Trade certificate or licence, applicable to the type of work being undertaken.
 - iv. In the case of Electricity Supply Industry workers, appropriate Power System Safety authorization (eg. Recipient or Recipient in Charge under the Power System Isolation and Access Procedures (PSI&AP)).
 - v. Appropriate First Aid qualifications.
 - vi. Any other certification or licence required by the work you are to undertake.

4. Incident or Injury

If a safety incident occurs or you are injured at work, you must:

- Obtain first aid assistance as soon as possible, if needed.
- Notify your Client contact, representative or supervisor of the incident or injury as soon as possible.
- Notify your Acutel Consulting representative within 2 hours of the incident or the injury, giving details of the incident or injury and the time it occurred.

- If you need to go to the doctor, do so at the earliest opportunity and obtain a workers compensation medical certificate.
- Obtain a copy of a workers compensation claim form from your Acutel Consulting representative (refer below). Fill in the details and return the form.

The ACUTEL CONSULTING representative is:

Scott Bailey

Phone: 1300 886 097

Mobile 0417 384 825

Fax: 1300 886 087

e-mail: admin@acutel.com.au

I hereby acknowledge that I have read, understood and agree to comply with the Acutel Consulting Health and Safety Management Plan.

(New Independent Contractors are requested to print this Health and Safety Management Plan, sign it and return to the Acutel Consulting representative).

Name: _____

Signature: _____

Date: ____ / ____ / ____

APPENDIX 1: Basic Site Safety Checklist



Name: _____

Signature: _____

Work Area: _____

Date (dd/mm/yy): ____ / ____ / ____

Safety or Housekeeping Item	Yes	No
Do lights work and is the lighting in the area effective and sufficient?	<input type="checkbox"/>	<input type="checkbox"/>
Is air conditioning working and is it effective and sufficient?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any identifiable hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Are there warning signs for hazards / hazardous areas / hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical cords tested and tagged?	<input type="checkbox"/>	<input type="checkbox"/>
Is the set out and use of electrical cords, plugs and adaptors safe?	<input type="checkbox"/>	<input type="checkbox"/>
Is the use of a portable RCD on electrical cords required / prudent?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire exits and walkways clear?	<input type="checkbox"/>	<input type="checkbox"/>
Is the area safe and tidy? (anything not in use should be stored)	<input type="checkbox"/>	<input type="checkbox"/>
Is ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
Is workstation furniture comfortable and adequate?	<input type="checkbox"/>	<input type="checkbox"/>
Is all equipment functional and in a good state of repair?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire exits clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers clearly marked and available?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers operable, checked and dated?	<input type="checkbox"/>	<input type="checkbox"/>

Comment:

APPENDIX 2: Hazard Identification Checklist



Name: _____

Signature: _____

Work Area: _____

Date (dd/mm/yy): ____ / ____ / ____

Hazards	Control Measure (refer below) Classify & detail, write N/A if not applicable to the work place.
Working at heights / ladders	
Confined Spaces	
Noise	
Oil / Chemical spills	
Hazardous materials / substances	
Stored energy systems (eg batteries)	
Explosive devices	
Weather conditions	
Hazardous driving conditions	
Remote area working	
Slips / falls / trips	
Working alone	
Poor light	
Poor ventilation	
Dust / asbestos / lead / silica	
Rotating machinery	
Switchyard	
Vicinity limits of approach	
Manual handling	
Electric and magnetic fields	
Housekeeping	
Faulty Equipment	
Heavy Weights	
Poor Signage	
Cluttered Work Area	
Other	
Control Measures:	Higher ranked control to receive priority over lower ranked ones. Combine control measures if necessary. Highest (1) → Lowest (6)
1. Eliminate (repair or remove)	4. Engineering Control (use a safe engineered device)
2. Substitute (with safer alternative)	5. Administrative Control (use a safe process)
3. Isolate (move or provide barrier)	6. Use of Personal Protective Equipment (helmet etc.)