

GLOBE GROUP INDUCTION HANDBOOK

Delivering Solutions. Exceeding Expectations

Third Edition 2011

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INTRODUCTION

Congratulations for joining the team at Globe Group (herein referred to as Globe). This manual will provide you with a summary of key policies and procedures which will help you in becoming a valuable staff member. This manual consists of 4 sections as follows:

Section A	GENERAL POLICIES AND PROCEDURES
Section B	HUMAN RESOURCES POLICIES AND PROCEDURES
Section C	WORKPLACE HEALTH & SAFETY
Section D	ASSESSMENT

ABOUT GLOBE GROUP

Globe Group is a specialist recruitment and migration company offering services in the following areas:

- Recruitment of permanent and contract personnel
- Labour hire
- Migration

Our company offers clients and candidates a partner who is prepared to work with them in order to fully understand their industry and their requirements and who will devote the resources necessary to successfully deliver the most desirable results.

We provide a proactive and reliable service and are constantly developing innovative ways of attracting and retaining the highest calibre of candidates for our clients. Properly briefed, our team has the ability to quickly understand the technical qualifications and expertise necessary for a candidate to satisfy the client's requirements and will consistently go above and beyond to connect the right candidate with the right job.

Our team has an extensive network of contacts both locally and overseas and has an excellent record of providing high quality, professional and ethical recruitment solutions and migration and legal advice.

KEY CONTACTS

OPERATIONS MANGER

ADAM BIRCH.....0424 121 481

MANAGING PARTNER

JOEY BIRCH.....0438 786 835

RESOURCE MANAGER

JAMES GILDEA.....0429 118 803

ACCOUNT MANAGER

CAMERON ABRAHAMS.....0404 298 713

ACCOUNT MANAGER

MARK TWIST.....0488 040 478

OFFICE

The Albion Fire Station, Level 2/42 Bridge Street, Albion

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SECTION A – GENERAL POLICIES AND PROCEDURES

AVAILABILITY FOR WORK

Upon registering with Globe you would have provided your availability for work. Such availability is entered in our database and is used to assist the Resource Manager in finding you suitable employment.

In the event of your availability changing, you will need to notify Globe as soon as practicable.

You are also required to contact Globe on 3625 9999 between 7am and 9am on the day before you are looking for work.

PUNCTUALITY

It is imperative that you understand that punctuality is extremely important. As a representative of Globe, you must be dressed appropriately and ready to start work at the schedule time. All Globe employees are to be present and ready for their shift **15 minutes** before the shift commences.

NON ATTENDANCE

In the event that you are not able to attend work, you are required to notify Globe, at least one (1) hour before you are due to commence work or as soon as practicable. You must make such report via a telephone call, on each day of absence, and advise the expected returned date.

PAYROLL

Pay week starts on Monday and finishes on Sunday midnight. Your wages will be processed by Wednesday each week and you will receive your wages in your nominated bank account either on Thursday or Friday depending on your nominated financial institution.

When a public holiday falls on a Wednesday your pay will be processed by Thursday.

Employees will receive payslips as a record of their wages earned. Payslips are distributed by post or email depending on your selected option.

TIMESHEETS

To ascertain the accuracy and effectiveness of the payment of your wages, timesheets are to be completed and submitted on a weekly basis **NO LATER THAN 9AM EVERY MONDAY**. You are responsible for the following;

- Accurately completing timesheets
- Ensuring that timesheets are signed by your supervisor on site
- Ensuring Employee Authorisation is completed at the foot of the timesheet
- Submitting timesheets before 9am on Monday

CHANGE OF PERSONAL INFORMATION

All staff members have the responsibility to inform Globe of any changes to their personal information relating to: Change of name, change of address, change of contact numbers, attainment of qualifications, change of bank account details, or change of tax code (via tax declaration form).

CODE OF CONDUCT

In order to deliver outstanding services to both clients and employees, Globe has a code of conduct which **MUST** be adhered to by all its employees and contractors. The Code of Conduct is based on personal responsibilities and workplace health and safety.

1. PERSONAL RESPONSIBILITY

Everyone is responsible for building and preserving the reputation and high standards of Globe. To achieve this, all staff members and contractors **MUST**:

- a) Provide high standards of service
- b) Comply with all reasonable, lawful instructions given by Globe and/or host employer related to their work.
- c) Not work intoxicated or under the influence of controlled or illegal substances.
- d) Not participate in any form of serious misconduct including (but not limited to) theft, fraud or other dishonesty in connection with work, the use of abusive language, and indecent behaviour.
- e) Not engage in fighting or disorderly conduct, or sexually harass other employees or community members.
- f) Immediately inform Globe if charged with a criminal offence punishable by imprisonment or, if found guilty, would significantly affect his/her ability to perform normal duties; (e.g. a charge of drink driving where the employee is required to drive a vehicle in the normal course of work).
- g) Act honestly and with integrity in dealings on behalf of Globe.
- h) Not act in a manner which could bring Globe into disrepute.

2. WORKPLACE HEALTH AND SAFETY

All employees and contractors must comply with general health and safety practices. To achieve this, all employees and contractor should **ALWAYS**:

- a) Comply with the requirements of the health and safety management systems at the work location.
- b) Take five and assess the workplace / site.
- c) Do not begin any work that is unsafe.
- d) Stop any work that becomes unsafe.
- e) Only undertake work for which you are trained, competent, medically fit, and sufficiently rested and alert to carry out.
- f) Make sure you know what to do if an emergency occurs at your place of work.
- g) Help ensure those who work with you act consistently with Globe's Health and Safety commitments.
- h) Promptly report to site supervisors and Globe, any accident, injury, illness, unsafe or unhealthy condition, incident, so that steps can be taken to correct, prevent or control those conditions immediately. Never assume someone else will report a risk or concern.

The code of conduct cannot address every situation that may be encountered. Therefore, if faced with an issue that may constitute a breach or threat of this policy but it's not clearly defined above, then individuals should ask for guidance and support from Globe.

SEXUAL HARRASSMENT

Sexual harassment is an unwelcome, unsolicited or unreciprocated behaviour of a nature or connotation (whether physical, spoken or written) between people, either individually or in groups. It may comprise requests for sexual favours that occur in the working environment and are considered to affect the working relationships of the persons concerned. Sexual harassment may occur between persons of the opposite sex or the same sex.

Under the Sexual Discrimination Act, Sexual Harassment has 3 elements;

1. Behaviour which is of sexual nature
2. Behaviour which is unwelcome
3. In the circumstances where a reasonable person should have expected that the behaviour would offend, humiliate, or intimidate.

Sexual harassment does not include mutually agreed or reciprocated behaviour which does not offend the other person. However, mutually agreed behaviour becomes harassment when it continues after a request from the other person that it cease.

What to do if you think that you have been sexually harassed?

Take immediate action to resolve the issue. The following options are available to you at any time:

1. Talk to a Globe representative who will give you confidential advice and guidance about how to handle the problem.
2. Lodge a formal complaint with Globe

Globe is committed to providing an environment which is safe and comfortable for all employees. You will not be disadvantaged in your employment conditions or opportunities as a result of reporting or lodging a complaint in regards to the aforementioned. Any employee found to be harassing another employee or client will be dealt with in a disciplinary interview and can lead to instant dismissal.

WORKPLACE BULLYING AND VIOLENCE

Bullying is repeated unwelcome behaviour, mostly using unwarranted or invalid criticism, directed toward a person or group of people. Instances of workplace bullying have the deliberate intent of causing physical and psychological distress to others and it might include one of or a number of the following behaviours:

- (a) Manipulation,
- (b) Intimidation,
- (c) Belittling remarks,
- (d) Unreasonable persistent criticism which is not part of a management performance process,
- (e) Loud and aggressive attacks or more subtle intimidation such as constant criticism of a trivial nature,
- (f) Verbal and physical abuse, for example, shouting and throwing objects,
- (g) Isolation from colleagues,
- (h) Refusing to delegate or the withholding of information employees need to perform their job,

(i) Removing responsibility and/or imposing menial tasks.

Bullying in the workplace can take place between:

- (j) A worker and a manager (or supervisor),
- (k) Co-workers, including trainees,
- (l) A worker and another person in the workplace

Bullying does not include:

- (m) Occasional differences of opinion, and non-aggressive conflicts and problems in working relations,
- (n) Workplace counselling, managing under performance.

Anyone who experiences or witnesses bullying should report it as soon as possible to a Globe representative in accordance with our grievance procedures. Any reports of workplace bullying and violence will be treated seriously and impartially.

ANTI-DISCRIMINATION

Globe does not tolerate any form of discrimination. We believe all employees have the right to work in an environment free of discrimination and harassment.

Discrimination occurs when a person is treated less favourably or harassed because of a personal characteristic or attribute.

Discrimination in the workplace often takes the form of harassment which is unwelcomed, unreciprocated, unsolicited, and usually repeated behaviour to intimidate or humiliate the person being targeted.

Under federal and state anti-discrimination laws, discrimination in employment on the following grounds is against the law:

- a) Age
- b) Impairment
- c) Physical features
- d) Lawful sexual activity
- e) Marital Status
- f) Parental Status
- g) Political belief and activity
- h) Pregnancy & potential pregnancies
- i) Race
- j) Religion
- k) Sex
- l) Social Origin
- m) Breastfeeding
- n) Gender Identity
- o) Trade union activity
- p) Criminal Records



Any reports of discrimination or harassment will be treated seriously and investigated promptly, confidentially and impartially.

GRIEVANCE PROCEDURE

It is Globe's objective to minimise and resolve grievances with employees as much as possible.

Employees and contractors shall first discuss the grievance or problem with Globe's Resource Manager or Account Manager within **seven days** of the grievance arising in an attempt to resolve it. Where the dispute concerns alleged actions of a Globe representative, the employee/s may bypass this level in the procedure.

The Globe Group representative shall respond to such request as soon as reasonably practicable under the circumstances.

If the procedure outlined above fails to resolve the matter or the employee is not satisfied with the proposed settlement or decision, he or she may, within **seven days** of notification of such settlement or decision, submit the grievance to a Senior Account Manager.

The Senior Account Manager shall respond to such request as soon as reasonably practicable under the circumstances.

CONFIDENTIALITY

Throughout your employment with Globe you will hear, read and be exposed to delicate and confidential information that must not, under any circumstances be disclose to any other staff members or third party.

Example of such information includes but is not limited to:

- a) Personal Details of any staff members
- b) Wages
- c) Staff movements/turnover
- d) Client details
- e) Operational, and commercial information/Issues

All work conducted on behalf of Globe is and remains the property of the company.

All information, documents, details regarding proprietary information, and other material of a genuinely confidential nature concerning Globe or any of its clients acquired during your employment will not be disclosed to any third party without the written consent by senior management of Globe or compelled by law.

HEALTH AND SAFETY POLICY

Globe is committed to providing so far as is practicable, a working environment that is safe and without risk to health to all its employees, contractors and others through the effective implementation of its health and safety policy. Every person who works for Globe is responsible for ensuring health and safety are managed in all aspects of the business. Our aspirations are simply stated:

“No accidents and no harm to people”

We will:

- Consult, listen and respond openly to our employees, contractors, clients and stakeholders, to ensure all employees and contractors are included in the decision making process impacting on workplace health and safety.
- Formerly identify, assess and mitigate WHS hazards and risks, appropriate to the nature and scale of Globe’s risks.
- Leadership has a responsibility to take immediate action to remove safety hazards when they are identified and reported.
- Effective consultation between Globe, its workers / contractors and clients / host employers is fundamental to securing safe work placements. Globe will consult with its workers / contractors on WHS matters and support workers’ rights to be represented.
- Ensure all leadership and staff are provided with information, instruction and training on Globe’s Health & Safety policies.
- Develop and implement training programmes to improve WHS skills and knowledge requirements of employees and to disseminate health and safety information to all employees, contractors, and others to the workplace.
- Openly report our health and safety performance, both good and bad.
- Continually strive to improve WHS performance by establishing clear and measurable objectives and targets, reviewing and monitoring our performance and recognizing those who contribute positively to this improvement.
- All Globe employees, contractors and clients are required to adopt safe work practices and comply with all WHS policies and procedures and to report safety hazards or unsafe work practices.
- All Globe employees, contractors and clients have an obligation and authority to stop work whenever they consider it unsafe.
- We will provide employees with the appropriate equipment and facilities to undertake their duties in a professional and safe manner.

OH&S – EMPLOYEES RESPONSIBILITY

Under Section 36 of the Workplace Health and Safety Act 2005, employees have a duty of care and obligation to themselves and their fellow employees not to place any person at the workplace at risk of sustaining a work-related injury or illness.

All staff members have a duty of care and the following responsibilities:

- Comply with instructions given for workplace health and safety at the workplace
- Use appropriate personal protective equipment.
- Not willfully or recklessly interfere with or misuse anything provided for health or safety at the workplace
- Not willfully place at risk the workplace health and safety of any person at the workplace;
- Not willfully injure himself or herself.

Good safety is good business. Safety is also an attitude you bring to work with you every day. Everybody who works for Globe has an important part to play.

SITE POLICIES OF HOST EMPLOYER

All Globe Employees (including office or administration or professional employees) must strictly comply with the Site Policies of Globe's host employer with whom Globe's employees are placed.

CONSTRUCTION INDUSTRY GENERAL INDUCTION COURSE

It is a requirement of Globe that all its employees **must have completed** the General Construction Induction course (previously known as a "Blue Card" in Queensland).

PERSONAL PROTECTIVE EQUIPMENT POLICY

Employees must wear the appropriate protective apparel on all sites on which they are placed by Globe.

Protective Apparel Policy (Factories)

1. Steel capped footwear must be worn at all times when within a factory, safety glasses must be worn when required within a factory.
2. Masks must be worn whilst performing sanding or standing within 5 metres of sanding activities.
3. Impervious gloves must be worn when handling oil or any corrosive substance. Gloves must also be worn when stripping formwork. If working in a steel preparation area, employees are required to wear gloves when appropriate.

Protective Apparel Policy (Construction Sites)

1. Steel capped footwear, high visibility vests or clothing and hard hats shall be worn at all times at construction sites.
2. Safety glasses must be worn when using hand tools, tools with grinding effect and as otherwise required.

3. Sunscreen, shading headdress and safety sunglasses should be worn in sunny weather.
4. Gloves must be worn when handling grouting/patching/caulking materials and if necessary masks must also be worn.
5. Masks must be worn during grinding or sanding work.

HAZARD, INCIDENT, AND ACCIDENT REPORTING

It is a requirement of both health and safety legislation and of Globe, that all hazards, illnesses and incidents, including dangerous occurrences, and damage to property be reported to a Globe representative.

By reporting injuries the potential severity can be identified and corrective actions can prevent similar recurrences.

All work related injuries and illnesses must be reported to a Globe representative immediately or **no later than 24 hours** after the occurrence regardless of when it occurred.

Depending on the nature of the injury, the employee may be sent or taken to a medical clinic or hospital.

All significant work related accidents, incidents and injuries will be investigated. It is therefore important to assist with any investigation to prevent their re-occurrence.

FIRST AID

First Aid Officers

In a factory area, or on a construction site, it is often the practice of Globe's host employers to nominate one or more first aid officers.

First Aid Kits

Stationary first aid kits are generally located in particular places at the factory or construction site of host employers. During your physical induction of the work place of the host employer, you should be shown the location of the first aid kits. Mobile first aid kits are usually transported to each construction site and placed in an easily accessible location before construction works may begin.

Receiving First Aid

Should you incur any injury in the workplace, no matters how minor, you should in the first instance, report it and/or seek first aid from the designated first aid officer. Employees should not help themselves to supplies from the first aid kits except in the case of an emergency. The first aid officer will administer first aid, and document the first aid supplies used in the first aid log book of the host employer such that supplies can be replenished. If the nature of the injury is more serious, employees will be sent or taken to a clinic or hospital.

HOUSEKEEPING

Housekeeping is a term used to describe the tidiness and order in which the work areas are maintained. Poor housekeeping is when equipment, tools and products are not stored correctly, rubbish is left lying around and spills are not cleaned up, causing safety hazards.

Effective Housekeeping requires:

- Organising your workplace
- Keeping work areas uncluttered
- Storing everything in its proper place

The Benefits of Housekeeping are:

- Less risk of accidents and injuries
- A more pleasant workplace
- Less time wasted trying to find tools, equipment and materials

All staff members have a shared responsibility in the maintenance of a clean and tidy work area by adhering to the following:

- Materials stored in open areas shall be stored in a tidy manner and in appropriate containers.
- Aisles, walkways, corridors, staircases, doorways, entrance halls and exits shall be unobstructed, free from tripping and slipping hazards and the accumulation of combustible material.
- Keep access ways clear at all times. Nothing should protrude onto or obstruct walkways. Everyone needs a clear path out in an emergency.
- Removal of all rubbish, scraps or unwanted materials to a designated place shall be an integral part of all tasks.

ALCOHOL & DRUGS POLICY

Alcohol Policy

No alcohol – before or during work hours

Under no circumstances may any employee report to work under the influence of alcohol. No alcohol may be consumed during work hours or during breaks, including lunch breaks, where the employee is due to return to work after the break. Employees must have a blood alcohol concentration of 0.00 during work hours.

No alcohol – Other sites

For the avoidance of doubt, no alcohol may be consumed by employees or other people under the control of Globe on any other site where work is performed (eg. Building sites). Note that employees have not officially finished work until they have clocked off.

Responsible Alcohol Consumption – General

Globe encourages all employees to adopt a responsible approach to alcohol consumption.

Drug Policy

Globe does not tolerate abuse of legal or use of illegal drugs of any kind. Drug abuse or use of illegal substances can render an employee unable to perform functions for which they are paid to perform and their actions may endanger other people. Employees found to be abusing such substances will face disciplinary action that may ultimately result in termination.

All employees whose regular place of work is (or is proposed to be) either in a factory area or on construction sites, must report any prescription medicine they are taking to Globe when the induction takes place or, if they are subsequently taking it, immediately they begin to do so.

SMOKING AND FLAMMABLE MATERIALS

Globe employees must not smoke within 3 metres of where closed containers of flammable liquids (form oil, petrol.etc) are being stored, or within 10 metres of where open containers of flammable liquids are stored or used. Smoking is a source of ignition and can result in a fire.

SAFETY SIGNS AND BARRICADES

Globe employees must obey all safety signs. These signs are located and displayed to advise you of hazards in particular work areas.

Sign	Meaning
A red circle with a line through it	This is something you must NOT do
A yellow triangle or red 'danger'	Warns you of a danger or risk to your health or safety.
A green rectangle	Shows you where emergency safety equipment is kept.
A blue circle	Tells you that you MUST wear some special safety equipment.

Safety barricades, fencing and signs are not to be removed or by-passed. When entry is required into a protected area, identify the reasons for restricted access from the Supervisor/Manager and seek permission prior to entry.

EMERGENCY EVACUATION PROCEDURE

During your physical induction of the work place of the host employer, you should be provided with and shown the current emergency evacuation procedures of the host employer. All Globe Employees (including office or administration or professional employees) must **strictly** comply with such policy and procedure of Globe's host employer.

HEAT STRESS

Understanding Heat Stress

Heat stress occurs when heat is absorbed from the environment faster than the body can get rid of it. Several factors may contribute to heat stress, such as the type of work activity, and the surrounding air temperature/humidity level.

Our bodies maintain a fairly constant internal temperature even though they may be exposed to varying environmental temperatures.

To keep internal body temperatures within safe limits in hot conditions, the body has to get rid of excess heat - and it does this by evaporating sweat and varying the blood flow to the skin. These responses are controlled by the brain and usually occur when the blood exceeds 37 degrees centigrade.

Safety Measures

When working in the sun, always wear protective clothing such as:

- a hat with a broad brim (7.5-8cm) or a flap at the back to shade both the face and back of the neck or a hardhat with a brim added
- a loose-fitting, long-sleeved, collared shirt
- a shirt made from a dark, close weave fabric (a dark colour gives better protection than a light colour or white)
- loose trousers
- sunglasses with side protection (look for the code AS 1067 Sunglasses and Fashion Spectacles (non-Queensland Government link))

About 15 minutes before you go out under the sun, apply about 35ml of sunscreen with a very high sun protection factor (at least a 15+ broad spectrum sunscreen, but 30+ is preferable). Reapply sunscreen at least every two hours if you perspire or get wet.

As our body can sweat about one litre an hour performing heavy work, you must drink 150-200ml of cool fluids every 15 to 20 minutes, rather than consume a 1 litre drink every now and again. Choose water or a sports drink rather than tea, coffee or milk.

If you suffer dehydration, do not recommence work until you are fully rehydrated.

PEDESTRIAN WALKWAYS

Those are clearly marked in some areas of the site. When moving around the site, pedestrians must remain within them **at all times** and be aware of mobile machinery.

VEHICLES AND TRAFFIC CONTROL

Traffic signs should be observed and obeyed by all persons. Speeding on the site is dangerous and Globe employees are urged to report breaches onsite or to Globe. Motorcycles and bicycles should not be ridden on site. When driving in motor vehicles, on site, all road rules apply including the wearing of seat belts. All drivers of vehicles, permitted on sites should hold an appropriate license or permit for that vehicle and obey all rules and regulations. The use of mobile phones while driving a vehicle should be avoided unless "hands free" operation is available.

Where any vehicle is found to have a defect or other fault which creates an unsafe condition, this should be immediately repaired or brought to the attention of a Supervisor. Any damage to vehicles should be reported to a Supervisor as soon as possible.

LOCKOUT, ISOLATION AND TAGGING

So far as may be appropriate, an employee, when cleaning or maintaining machinery or if the equipment or machinery is unsafe, must notify the employee's supervisor so that the machinery can be tagged and locked out in such a way that there is no energy (electrical; pneumatic; hydraulic; gravitational etc) left in the machinery which can cause injury. Injury can be caused directly, e.g.: electrocution or indirectly by causing the equipment to move.

PROCEDURES AND PRACTICES

KNOW YOUR WAY AROUND

Globe Employees should become familiar with the workplace in all respects, so that they know where to go and who to turn to in an emergency.

Globe employees should:

- a) Locate all access points.
- b) Identify the OHS&IT representative and First Aid personnel
- c) Locate First Aid kits
- d) Familiarise yourself with evacuation procedures
- e) Locate all Fire Fighting equipment and know how to use it

LADDERS AND WORKING AT HEIGHTS

Where work cannot be done at ground level or from an appropriate work platform the appropriate ladder should be selected. A ladder should be: in good condition and not painted; of sufficient length to extend at least 1 metre above the platform to be reached; and used at a slope no greater than 1 in 4. Ensure that metal ladders are NOT used for live electrical work.

A safety harness should be worn when working 2 metres or more above ground where scaffolding is not provided, or when working on platforms where there is a danger of falling, including elevating work platforms – cherry pickers, scissor lifts, etc. A safety harness should comply with Australian Standards for design and maintenance. Ensure you're shown how to inspect and use the safety harness before use.

WORKING ALONE (REMOTE OR ISOLATED WORK)

There may be occasion when you may need to work alone. This means that you will be in an area which is remote from others, in a situation that requires the use of plant and machinery or handling hazardous substances or doing work that is considered hazardous in nature. On these occasions it is essential to maintain communication with your Supervisor/ Manager on a regular basis to ensure

that assistance is summoned in the event of an accident. If concerned or if the Supervisor/ Manager is uncooperative, immediately contact Globe.

GENERAL WORKPLACE HAZARDS

CONFINED SPACE

A confined space is an area with limited means of access and egress that may also have poor ventilation. It is a space where, because of its location, contents, or work activity, there may be a hazardous accumulation of gas, vapour, dust or fumes, or the development of an oxygen deficient (less than 19.5%) atmosphere.

For example, the stormwater access pits.

To ensure the safety of persons working in a confined space, all persons intending to work in a confined space must be trained, have authorization (issued with an entry permit) and have the required equipment including rescue, before entering the confined space. A standby person is required immediately outside the area to maintain communications with the person within the confined space at all times.

ELECTRICITY & ELECTRICAL EQUIPMENT

Defective or carelessly used electrical gear has lethal potential, so the following requirements should be met:

- Prior to connection to power source, all leads, plugs, connectors, guards, cases, accessories, switches, etc. must be checked for damage, defect and expiry date...non-complying equipment shall not be used;
- Piggy back leads and double adapters should not be used;
- All leads should be suspended and not run on floors;
- Leads passing through doorways should be protected;
- Length of leads from sub boards should be minimised;
- Unless double insulated, all equipment and applications that are plugged or direct wired should be connected to an approved earth leakage circuit.

All electrical extension cords, portable electrical tools and power boards are required to be tested regularly for defects. It should be ensured that the equipment you are using is tagged, and that the test date has not expired. Also the equipment should be visually checked before use.

Electricity has no sound and cannot be seen- it is one of the most dangerous hazards of the workplace.

FORKLIFTS

Be aware of forklifts when you are moving around the site. Take note that if it is a full load it is highly likely that you will see them before they will see you. Under no circumstances must you drive a forklift unless you have been trained, hold a certificate of competency and have been authorised by the relevant person.

Do not ride on a forklift unless there is a seat; never use the forks or the pallet on the forks as a working platform. Do not walk underneath the raised forks. Turn the forklift off and remove the key when getting off a forklift. Always ensure that a forklift attachment (extended tines, bins etc) are always chained, pinned or otherwise secured to the forklift. Always travel with tines in a lowered position (below the level of the wheel hub).

MANUAL HANDLING

Manual handling is any task, which involves people moving, handling, or shifting materials and objects. This includes:

- Lifting
- Pushing
- Pulling
- Carrying
- Sliding
- Stacking

Before **lifting** an object you must:

- Size up the load to make sure it is not too heavy or too large
- Get close to the load
- Adopt a stable footing – Stand with feet shoulder width apart for balance.
- Lower body and bend your knees and reach down for the load.
- Keep your back straight as you lower yourself.
- Get a firm grip - Grip the load with both hands
- Raise your head
- Slowly push up with your legs and keep your back straight – Push your heel into the floor as you stand up.
- Lift and turn your feet before you walk.

When **pushing** a load you should:

- Place your feet apart with one well behind the other
- Lean Forward
- Gradually apply your body weight
- Thrust forward with your rear foot

When **pulling** a load you should:

- Place your feet apart with one well behind the other.
- Lean back into the line of the pull.
- Gradually apply your body weight.
- Thrust backward with your front foot.

When **carrying** a load you should:

- Keep the load close to your body
- Keep the load at no more than waist height
- Take short steps

Manual Handling is an ongoing risk. Each site will have procedures in place to address identified manual handling risks. As part of this process you may be asked to assist in the assessment of your own work area manual handling tasks.

MOBILE PLANT OPERATION

DO NOT drive or operate any mobile plant unless you are trained, hold the appropriate certificate or licence, and are authorised to do so by your employer. Only those persons authorised and licensed may operate or direct the operations of cranes and hoists, or operate forklifts and other load shifting equipment.

Each vehicle driver and operator must comply with site speed limits and traffic control procedures relating to the site.

NO person may be transported in a vehicle unless approved seating is available or that person.

Ensure a clearance of 6 metres from overhead power lines and cables prior to the start of work which involved the use of equipment with height extensions, e.g. cranes, backhoes and cherry pickers. IF work is required to be carried out closer to power lines contact the local electricity authority before proceeding.

Never leave a load suspended without an authorised operator at the controls.

NOISE MANAGEMENT

It takes surprisingly little to permanently damage your hearing..a power cut-off saw emits 110 decibels and this level of sound will definitely cause damage. Spend more than just 2 minutes a day using a power cut-off saw to cut metal and you're well on the way to ruining your hearing for good.

SILICA DUST

In brief, silica is present in concrete and is a hazardous substance. There are important actions that must be taken to protect you from this substance. If you are involved in cutting concrete or sanding tables ensure that the following protective equipment is worn: P1 dust mask, goggles, protective clothing and if needed, gloves.

WET CONCRETE

Concrete can cause ill health by skin contact or eye contact. Risk of injury or effect on health depends on duration and level of exposure and individual sensitivity.

Hazardous materials in wet concrete and mortar include:

- Alkaline compounds such as lime (calcium oxide) that are corrosive to human tissue;
- Trace amounts of crystalline silica which is abrasive to the skin;
- Trace amounts of chromium that can cause allergic reactions

Always wear waterproof knee pads when kneeling on wet concrete, always wear eye protection when working with or around concrete being poured and always wear gloves when pouring concrete.

SPECIFIC FACTORY/WORKSHOP HAZARDS

COMPRESSED AIR/GAS

Compressed air generated on a work site is not clean. It contains tiny particles of dirt and grit in addition to water and oils. These contaminants can be introduced to the body by the improper use of compressed air, either being force directly through the skin or entering through a wound or body opening.

High pressure air applied directly to the body may result in air entering the bloodstream. This can cause serious injuries and even death from air embolism.

Do not use compressed air for any other purpose other than that for which it is provided. Never direct a stream of compressed air towards your body or the body of another person.

Never use compressed air to cool yourself or to blow dust from your clothes or hair, and never indulge in so-called practical jokes with compressed air.

GRINDING

BEFORE GRINDING: Check machine, cord and connections. Check wheel is safe and secure. Check guard is fixed. Check that there are no flammables in the area.

DURING GRINDING: Wear eye protection. Do not shower fellow workers with sparks. Work in a safe, secure position.

AFTER GRINDING: Switch off machine and power point. Place machine carefully on a stand or the floor. Make sure wheel has stopped before putting down. Do not leave the machine lying around after finishing job.

HAND TOOLS

A large number of injuries result from improper use of hand tools. Most of these injuries are not very serious, but long periods of absence from work may occur if the injury becomes infected. Do not neglect to get first aid for even minor injuries.

Use tools correctly and for the purpose for which they were designed, e.g. do not use a shifting spanner as a hammer or screwdrivers as chisels.

Remember, tools lying around the workplace constitutes a hazard and contribute to poor housekeeping standards and possible injuries.

HOT WORK – WELDING & CUTTING

Any welding, cutting or grinding away from a normal place of work is considered to be hot work. The area around and underneath welding and cutting work must be cleared of flammable materials before work begins. Any structural or non-moveable flammable materials must be wetted down and kept damp with water or protected from sparks and hot off-cuts by use of a suitable non-flammable protective covering.

Always wear appropriate personal protective equipment when carrying out hot work and obtain a hot work permit.

HYDRAULICS

Because of the simplicity of control of many hydraulic systems it is easy to underestimate the sometimes awesome power and mechanical forces associated with the equipment. A fraction of a second of carelessness, by a simple oversight, can result in serious injury and sometimes death.

MACHINE GUARDING

Serious personal injury can occur where people are caught in operating machinery. Machinery guards are designed to prevent this occurring. Therefore:

- Guards should only be removed by authorised personnel after the machinery has been stopped and isolated (locked out);
- Guards must be refitted before the machinery is restarted;
- Report any faulty or defective guards to your Foreman.

OXY-ACETYLENE CYLINDERS & EQUIPMENT

Acetylene cylinders are made of steel and filled with acetylene dissolved acetone. They must be handled very carefully to prevent damage, which may lead to bursting of the cylinder or leakage through the cylinder valve. They must be protected from excessive heat which causes an increase in the internal pressure which may result in an explosion. Please note;

- Cylinder valves must be fully closed off when not in use. The key or wheel used to close and open cylinder valves must be left either on the valve spindle or close by to enable it to be turned off quickly in an emergency;
- Oxygen and acetylene cylinders must be kept in an upright position and firmly secured to a trolley or, if a fixed installation, to a wall by chains or other appropriate means;
- Cylinders that are at risk of falling are a major hazard in the workplace. Should a cylinder be allowed to fall, with the result that the cylinder valve is damaged, the cylinder can become a highly destructive missile.
- In case of fire within an area where cylinders are used or stored, their removal will be required if it can be done in safety. If their removal is not possible, warn other people including fire-fighters of their presence;
- Store oxygen and acetylene cylinders upright, secured and at least 3 metres away from each other.

FACTORY/ WORKSHOP EQUIPMENT

Only authorised personnel are permitted to use equipment installed in the factories and/ or workshops. Non-trained personnel who are not experienced in the use of workshop equipment are not permitted to use such equipment as grinders, cut-off machines, etc. if authorised to use workshop equipment, ensure all guards are fitted and in working order and that appropriate PPE is worn at all times.

PLEASE SEE ATTACHED DOCUMENT TITLED “INCIDENT REPORT FORM QLD GOVT FORM 3”

SECTION D – ASSESSMENT

Question 1 - In the event that you are **not** able to attend work, you are required to notify Globe:

- A. The day after your shift
- B. At least one (1) hour before you are due to commence work
- C. One (1) hour after you are due to commence work
- D. All of the above

Question 2 - To ascertain the accuracy and effectiveness of the payment of your wages, you are responsible for the following:

- A. Accurately completing timesheets
- B. Ensuring that timesheets are signed by your supervisor on site
- C. Submitting timesheets before 9am on Monday
- D. All of the above

Question 3 – Globe’s Code of Conduct is based on personal and workplace health and safety responsibilities including:

- A. Not work intoxicated or under the influence of controlled or illegal substances.
- B. Comply with the requirements of the health and safety management systems at the work location.
- C. Help ensure those who work with you act consistently with Globe’s Health and Safety commitments.
- D. All of the above

Question 4 - Under the Sexual Discrimination Act, Sexual Harassment consists of the following elements:

- A. Behaviour which is of sexual nature
- B. Behaviour which is welcome
- C. Behaviour which does not intimidate
- D. All of the above

Question 5 - Instances of workplace bullying have the deliberate intent of causing physical and psychological distress to others and it might include one of or a number of the following behaviours:

- A. Intimidation,
- B. Verbal and physical abuse, for example, shouting and throwing objects,
- C. Isolation from colleagues,
- D. All of the above

Question 6 - Under Section 36 of the Workplace Health and Safety Act 2005 all staff members have a duty of care and the following responsibilities:

- A. Use appropriate personal protective equipment.
- B. Not willfully or recklessly interfere with or misuse anything provided for health or safety at the workplace
- C. Both A and B
- D. None of the above

Question 7 – Steel capped footwear, high visibility vests or clothing and hard hats shall be worn at all times at construction sites.

- A. True
- B. False

Question 8 - All work related injuries and illnesses must be reported to a Globe representative immediately or:

- A. No later than **4 weeks** after the occurrence
- B. No later than **1 week** after the occurrence
- C. No later than **24 hours** after the occurrence
- D. None of the above

Question 9 - Housekeeping is a term used to describe the tidiness and order in which the work areas are maintained. Poor housekeeping is when equipment, tools and products are not stored correctly, rubbish is left lying around and spills are not cleaned up, causing safety hazards.

- A. True
- B. False

Question 10 - Drug abuse or use of illegal substances **cannot** render an employee unable to perform functions for which they are paid to perform and their actions may endanger other people.

- A. True
- B. False

Question 11 - To keep internal body temperatures within safe limits in hot conditions, and effectively manage heat stress you must:

- A. Wear a hat with a broad brim (7.5-8cm) or a flap at the back to shade both the face and back of the neck
- B. 15 minutes before you go out under the sun, apply about 35ml of sunscreen
- C. Drink 150-200ml of cool fluids every 15 to 20 minutes such as water or a sports drink rather than tea, coffee or milk

D. All of the above

Question 12- Manual handling is any task, which involves people moving, handling, or shifting materials and objects. Before **lifting** an object you must:

- A. Lower body and bend your knees and reach down for the load
- B. Bend your back as you lower yourself
- C. Slowly push up with your legs and keep your back bend
- D. All of the above

Question 13 - Concrete can cause ill health by skin contact or eye contact. Risk of injury or effect on health depends on duration and level of exposure and individual sensitivity.

- A. True
- B. False

Question 14 – Under no circumstances must you drive a forklift unless:

- A. You have been trained,
- B. You hold a certificate of competency
- C. You have been authorised by the relevant person
- D. All of the above

Question 15 – When working alone it is essential that you maintain communication with your Supervisor/ Manager on a regular basis to ensure that assistance is summoned in the event of an accident.

- A. True
- B. False

ACKNOWLEDGEMENT

I, _____ acknowledge receipt of one (1) copy of the Globe Group Induction Handbook. I also acknowledge that I have read and understand Globe Group policies, procedures, and working instructions contained within this induction handbook. I agree to abide by these at all times whilst employed by Globe Group. I understand that following the directions set out in the above information, and at all times abiding Globe Group policies and procedures is a condition of my engagement/employment and that failure to follow such working requirements can result in my instant termination of employment with Globe Group.

Signature

Date