

Australian Industry Group Training Services Apprentice & Trainee Employment Manual

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Apprentices/trainees must read this manual and sign the last page as acceptance of terms and conditions of employment with AiGTS

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All correspondence: PO Box 7622, St Kilda Road, Melbourne 8004

Website: www.aigts.com.au

Office Hours: (All Office) AiGTS office staff are available to assist you between 9:00am and 5:00pm Monday to Friday. If you need to make contact after hours leave a message on your Field Officer's mobile and they will return your call as soon as possible.

Welcome

As a new employee of the Australian Industry Group Training Services (**AiGTS**), we hope that many of the questions you have regarding your employment, our organisation, its policies and procedures will be answered in this Induction Manual. If, however you have any questions regarding your apprenticeship / traineeship that are not answered here, the team at our office are willing to assist you in these matters.

Throughout the Manual the term Apprentice or Trainee is used to refer to employees who are engaged under a "Training Agreement" registered with the State Government. Apprentices are usually engaged for a nominal four-year duration and predominantly involve trade work. Trainees are engaged in programs usually one to two years in duration.

AiGTS is part of an Australia wide system with over 35,000 apprentices and trainees, in wide and varied trades and employment. We specialise in the Manufacturing/Engineering Industry, Warehousing and Office Administration.

We believe that the success of our organisation is based on selection of capable, willing and determined people. As evidence of this, many of our employees have completed their training with the company and have gone on to achieve their ambitions of self-employment or greater career responsibility.

We are proud of the role that our Group Training Company plays in the apprentice and traineeship system in Australia.

Welcome to **AiGTS**, we trust that our association will be mutually rewarding.



Brian Kerwood
Director
Australian Industry Group Training Services P/L

MISSION STATEMENT

To provide quality training and employment services for employers, apprentices and trainees in an ethical, respectful and responsive way that:-

meets employers' needs for staffing and skills

meets vocational training needs of apprentices and trainees

allows flexibility through group employment

optimises job seekers' ability to attain apprenticeships or traineeships

supports our operation and growth, and

recognises our peoples' skills and values their contribution

so that we contribute to the growth, quality and competitiveness of Australian Industry and the intellectual development and skill enhancement of people.

Australian Industry Group Training Services Pty Ltd are in the business of "skills formation", which brings together the independent components of:-

intellectual development and skill enhancement of young people

co-ordination of 'off-the-job' training

personal development of employees.

WHAT is AiGTS

Australian Industry Group Training Services (**AiGTS**) is a Registered Training Organisation (RTO) with a 45 year plus history in providing quality training to industry. It is owned and operated by the Australian Industry Group (AiGroup), one of Australia's largest employer groups representing over 10,000 companies. AiGroup began as the Metal Trades Industry Association in 1873 and merged with the Australian Chamber of Manufactures in 1998 to form the Australian Industry Group.

AiGTS was specifically established to meet the training needs of Australian business. Our aim is to address the current and future needs of the changing workforce by providing training, advice and employment.

AiGTS is supported by a network of offices both nationally (and internationally) from which training may be delivered and managed. This geographic spread provides the necessary infrastructure to effectively manage the delivery of Government funded training in metropolitan and regional Victoria, New South Wales, Queensland and South Australia.

As a point of difference with many of our competitors, Australian Industry Group Training Services has access to knowledge and resources from our other divisions such as:

Industrial and Employee Relations
Workplace Strategies
Trade and International
Environment, Energy and Safety
Public Affairs

The AiGroup provides services across a range of industries and this exposure to the commercial sector provides our Training Services with a focused and relevant industry knowledge.

AiGTS Officers canvass employers to participate in the training of apprentices / trainees and devise a training plan to meet their needs in conjunction with the training provider. **AiGTS** Officers are committed to the development of the industry sector with which they are connected by providing and complementing existing Human Resource services. **AiGTS** also monitors the placement to ensure high quality training is received. **AiGTS** are committed to the development of their apprentices / trainees for the duration of their contract.

As the employer of their apprentices / trainees **AiGTS** is responsible for all the administration, from recruitment and selection through to the completion of the apprenticeship. To ensure we place the right person with a business, Host Companies are invited to advise on the selection of the apprentice / trainee they require. Using individual business specifications, **AiGTS** Officers select only the most suitable applicant for final selection.

AiGTS Training Adviser /Field Officer

This is the person to whom you will be assigned. Their role is to help and support you throughout your training. Specifically their responsibilities are to:-

advise you on your responsibilities
ensure you receive your training
answer any of your questions
service our host companies
conduct pastoral visits and performance appraisals
act as a mentor.

Australian Industry Group Training Services (AiGTS)

POLICY STATEMENT ON THE EQUAL EMPLOYMENT OPPORTUNITY AND ANTI DISCRIMINATION PROGRAM

The *aim* of the Equal Employment Opportunity Program is to ensure that all employees and applicants for employment are treated according to their skills, qualifications, abilities and aptitudes, without regard to factors such as their gender, race, colour or creed.

All employees have the right to be treated equally. It is therefore the responsibility of each employee to respect the rights of their fellow employees and to support and promote the achievement of Equal Opportunity.

The Directors and Management of the Company are strongly committed to the underlying principles of the program. We believe that the program will ensure equal treatment for all applicants and employees, and will enable our Company to make the best use of all the skills and talents available both inside and outside the Company.

The Director will be responsible for the overall co-ordination of the program and **AiGTS** staff will be responsible for the implementation and reporting of the program.

We encourage all employees to be involved with the objectives of this program and to assist the Company to maintain the highest standards in the Equal Employment Opportunity Program.

In line with **AiGTS** Mission Statement as well as the relevant legislation, **AiGTS** have developed this policy to ensure that there will be no discrimination relating to

- | | | |
|---------------------------------|------------------------|---------------------------------|
| ✓ Race | ✓ Colour | ✓ Sex |
| ✓ Sexual Preference | ✓ Age | ✓ Physical or mental disability |
| ✓ Marital Status | ✓ Religion | ✓ Family Responsibilities |
| ✓ National Extraction | ✓ Political opinion | ✓ Social Origin |
| ✓ Pregnancy/Potential Pregnancy | ✓ Trade Union Activity | ✓ Breast Feeding |

All employees have the right to be treated equally. It is therefore the responsibility of each employee to respect the rights of their fellow employees and to support and promote the achievement of anti-discrimination.

PRIVACY POLICY

Privacy and Confidentiality Policy

Australian Industry Group Training Services Pty Ltd is the trustee of the Manufacturers Training Trust (AiGTS) that carries on the businesses of the group training company for apprentices and trainees and, registered training organisation, providing competence and management training services. As a wholly owned subsidiary of The Australian Industry Group (AiGroup), AiGTS and its staff are bound by the National Privacy Principles under the Privacy Act (Private Sector Amendment) Act 2000. In addition, as a contractor to provide educational and training services from time to time for the Commonwealth Government, AiGTS is also required to comply with the Information Privacy Principles affecting government agencies and contractors. In all instances, both AiGroup and AiGTS are committed to protecting the privacy of individuals' personal information under these Commonwealth laws and, where applicable, under State laws.

AiGroup and AiGTS have implemented a General Privacy Policy (in respect of both employees and third parties) that complies with both sets of privacy principles and, a summary of that general policy as it impacts on all third parties (including clients, suppliers, contractors and host employers of AiGTS) has been published as a Privacy Statement available from the AiGroup website, www.aigroup.asn.au, receptionists in every office, or from a Field Officer, Manager or Director of AiGTS.

The Privacy Statement sets out the purposes of collection and disclosure of personal information, the manner in which we store it, allow access to it and secure it. A Chief Privacy Officer has been appointed to handle complaints or concerns about our handling of personal information. In addition, concerns may be directed to the Office of the Privacy Commissioner—the Act enables recovery of compensation where your privacy has been infringed through failure to observe the policy or the principles in an acceptable and appropriate way.

Apprentices and trainees employed by AiGTS are covered by the same principles set out in the General Privacy Policy. However, under the terms of their traineeships and apprenticeships and as a requirement for competency training and qualifications, your personal details are necessarily included in information provided to those agencies and organisations (including host companies) relating to your training agreements. Where that personal information must be transferred off-shore in order to meet payroll or other commitments, your consent will be expressly sought. The same applies to sensitive and health information that may necessarily be disclosed to us or otherwise collected by us relevant to your apprenticeship/traineeship.

You can be assured that we take our legal responsibilities and obligations seriously and that any personal information that you have disclosed to us, either by your employment or by contact with us, will be handled in accordance with the National Privacy Principles, the Information Privacy Principles (where applicable) and as set out in our General Privacy Policy and Statement. If any personal information recorded in our databases that you consider should be updated or reviewed, please contact our office or your Training Adviser/Field Officer who can assist you in updating, adding or removing details as necessary.

Complaints and Enquiries of a General Nature:

AiGroup Chief Privacy Officer

Email: leuba@aigroup.asn.au

Phone: (03) 9867 0111

Fax: (03) 9867 0199

Address: 20 Queens Road, Melbourne 3004

If you are not satisfied that your privacy issue has been adequately handled by us, you may refer the matter to:

Office of The Privacy Commissioner

Tel: 1300 363 992

Email: privacy@privacy.gov.au

1.0 HARASSMENT POLICY

AiGTS, strongly believes that all people have the right to work in an environment, which is free of harassment and supports the rights of individuals to object to harassment in their workplace.

AiGTS is committed to ensuring that the working environment is free from harassment and aims to create an environment where all staff members are treated with dignity, courtesy and respect. **AiGTS** will not tolerate any form of harassment under any circumstances and strong disciplinary action will be taken against any employee who breaches this policy. Discipline may include a warning, counselling, demotion or dismissal depending on the circumstances.

The legislation is very specific in outlining what you can and cannot do. It is very important that the Company and its employees comply with these provisions. Following is a list of examples of some of the types of harassment that are prohibited by this legislation:-

- ✓ jokes or comments told in the presence of people who may be offended on one criteria outlined previously. (ie race, colour, sex, pregnancy etc..)
- ✓ display of pictures, posters, calendars, graffiti or computer graphics which are offensive or derogatory
- ✓ expressing negative stereotypes of particular groups (eg married women shouldn't be working)
- ✓ judging someone on their potential or religious beliefs rather than their work performance.
- ✓ using stereotypes or assumptions to guide decision making that affects a person's career.
- ✓ undermining a person's authority or work performance because you dislike one of their personal characteristics.
- ✓ unwelcome, offensive or threatening physical contact.

If this or similar behaviour makes you feel:-

- ✓ offended or humiliated
- ✓ restricted in your own behaviour
- ✓ intimidated or frightened
- ✓ anxious and frustrated

you are strongly encouraged to take action. Remaining silent, quitting or changing jobs will not solve the problem. The problem rarely goes away and often intensifies.

Please refer to AiGTS Grievance Procedure in this booklet.

1.1 WHAT IS SEXUAL HARASSMENT

Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature, which makes a person feel humiliated or offended. Sexual harassment can take many forms and may include physical contact, verbal comments, jokes, propositions, and the display of offensive material or other behaviour, which creates a sexually hostile working environment. Some examples of sexual harassment include:-

uninvited touching

uninvited kisses or embraces

smutty jokes or comments

making promises or threats in return for sexual favours

displays of sexually graphic material including posters, pin-ups, cartoons, graffiti or messages left on notice boards, desks or common areas.

repeated invitations to go out after prior refusal

flashing or sexual gestures

sex based insults, taunts, teasing or name calling

touching or playing with a persons clothing

request for sex

sexually explicit conversation

persistent questions or insinuations about a persons private life.

Sexual harassment is not behaviour of mutual attraction, friendship and respect. If the interaction is consensual, welcome and reciprocated it is not sexual harassment

1.2 WORKPLACE BULLYING POLICY

AiGTS considers workplace bullying unacceptable and will not tolerate it under any circumstances.

Workplace bullying is '*repeated less favourable treatment of a person by another or others in the workplace, which may be considered unreasonable and inappropriate workplace practice*'. it includes behaviour that intimidates, offends, degrades or humiliates a worker, possibly in front of co-workers, clients or customers.

The company believes that all employees should be able to work in an environment free of bullying. Managers and supervisors must ensure employees are not bullied.

AiGTS has grievance and investigation procedures to deal with workplace bullying. Any reports of workplace bullying will be treated seriously and investigated promptly, confidentially and impartially.

AiGTS encourages all employees to report workplace bullying. Managers and supervisors must ensure employees who make complaints, or witnesses, are not victimised.

Disciplinary action will be taken against anyone who bullies a co-worker. Discipline may involve a warning, transfer, counselling, demotion or dismissal, depending on the circumstances.

The Contact Person for bullying at this workplace is your Training Adviser/Field Officer.

1.3 HOW TO REPORT CASES OF HARASSMENT/BULLYING

Any employee who has a complaint of harassment or who witnessed workplace harassment or intimidation should bring the matter to the attention of their immediate supervisor. If you feel that your immediate supervisor is not the best person to deal with the complaint, then the matter should be discussed with your **AiGTS** Training Adviser/ Field Officer

Training Advisers / Field Officers are available at all times and can be contacted by either mobile phone or head office phone 03 9867 0149.

All complaints will be treated seriously and with complete confidentiality, immediate action will be taken to investigate and resolve the complaint. Action taken may vary according to the particular circumstance and can be dealt with either informally or formally.

Informal procedures emphasise resolution through conciliation of a complaint, and may include speaking to the alleged harasser who will be given the opportunity to respond to all the complaints that have been made and implementing the appropriate outcome. The parties will be permitted to have a support person of their choice with them during any interview.

1.4 GRIEVANCE PROCEDURE

If you feel you would like to make formal complaint regarding your welfare, then there are a number of options available:-

- ✓ speak to your immediate Host supervisor
- ✓ contact/speak to your Training Adviser /Field Officer
- ✓ write to Director Training Services (DTS), Mr Brian Kerwood, PO Box 289, Nth Sydney NSW 2059
 - detail the nature, time and date of offence
 - enclose contact details
 - sign the letter and mark both the envelope and letter as "Private & Confidential"

Mr Kerwood will make contact within (7) days of receipt of letter.

All matters contained in your correspondence will remain strictly confidential between DTS and you.

Resolution will be a matter agreed to between relevant parties.

WORKPLACE REHABILITATION POLICY

AiGTS is committed to:-

ensuring that our employees work in a healthy safe environment

ensuring that the occupational rehabilitation process is commenced as soon as possible after an injury or accident in a manner consistent with medical judgement

providing suitable, meaningful, selected and alternative duties within the limitations and scope of the job description as part of the rehabilitation program.

educating all employees in the expectation of their right to workplace rehabilitation as soon as is practically possible

consult with relevant unions and host companies to ensure the injured worker is returned to work as speedily as possible

ensuring that participation in a workplace rehabilitation program will not prejudice the injured worker

The contact for this program is your Training Adviser /Field Officer with whom you are connected. Contact **AiGTS** head office on telephone number (03) 9867 0149.

Workers Compensation Insurance

AiGTS will enrol you in a workers compensation scheme. This is to insure against accidents and personal injury. If you are accidentally injured at work you should notify your workplace and the **AiGTS** representative with whom you are connected. You will be required to complete an accident claim form as soon as possible. Refer page 16. All apprentices and trainees are insured through a private insurance company.

2.0 EMPLOYMENT CONDITIONS & OPERATIONAL PROCEDURES

Weekly Operational Procedures

Feel free to contact your **AiGTS** Training Adviser /Field Officer at any time. If you wish to contact them during your normal day, please check with your Host Company first.

2.1 AiGTS "CODE OF CONDUCT" IN THE WORKPLACE

You are required to be present at the workplace at the rostered times provided by your Host Company.

If uniforms are worn in the workplace, these are to be kept clean and in good repair.

All clothes should be worn neatly and appropriately.

All safety clothes / equipment must be used where applicable and kept in good repair

You are required to display a work ethic that compliments the conditions of employment outlined in the Training Agreement.

Punctuality and regular attendance is mandatory.

2.2 WAGES AND PAYMENT

You will be issued with a paybook. This must be completed, signed by your Host Company and submitted to **AiGTS** no later than 12.30pm each **MONDAY** for the previous week. It is your responsibility to ensure these are sent to **AiGTS**.

Remember NO TIMESHEET NO PAY

Fax to - 03 9866 7393

Your pay will be directly deposited into your nominated bank account.

The pay period is from Monday to Sunday. The normal pay day will be Wednesday of the week following the week in which you have completed your work.

You will receive pay slips on a weekly basis, except where you are on annual leave or where you have failed to submit the time sheet.

Your wages will be dictated by the National Training Award under which you are employed.

Generally Apprentices and Trainees are required to work a 38-hour week. You will be paid for any over-time or penalties for which you become entitled. In some cases commission and bonuses may apply; this money will be paid into your bank account as informed by your Host Company.

Pay slips will indicate your annual leave accrual and your RDO's (if applicable).

2.3 SUPERANNUATION CHOICE - LEGISLATION

AiGTS pays a statutory contribution of 9% of your salary (for ordinary time hours) into a superannuation fund on your behalf every month. This contribution is in addition to your salary.

From 1 July 2005, changes to the law allows employees of AiGTS to choose which superannuation fund their employer (AiGTS) superannuation guarantee contributions (SGC) are paid into.

You do not have to choose your own superannuation fund. However, if you don't, your superannuation contributions will be paid into a default fund chosen by AiGTS.

You will receive a 'Choice of Superannuation Fund Standard Choice Form' at your induction, along with the AiGTS company fund literature.

For more information refer to superannuation booklet given to you at induction or, phone 13 28 64 or, visit the Australian Government's website: www.superchoice.gov.au

2.4 CHANGE OF ADDRESS OR TELEPHONE NUMBER

Contact your Training Adviser /Field Officer who will notify the payroll section.

2.5 LEAVE

As our employee you are entitled to 4 weeks leave after the first year of employment.

In some cases annual leave may be granted prior to the 12-month requirement. If you need time off during the first year of the apprenticeship /traineeship, talk to your **AiGTS** representative.

Trainees who complete their traineeship will be provided with 4 weeks leave payment in their final week wages. **Apprentices are encouraged to take their annual leave over the Christmas period when most companies shut down.**

Retail Trainees are advised that leave will not be granted (unless there is exceptional circumstances) during an identified industry busy period. These times are: -

December through to Christmas / New Year
January Sales through to Back to School
Mothers and Fathers Day
Easter
School Holidays

In some cases, apprentices /trainees may be required to work on a Public Holiday. If this applies you will be paid the appropriate hourly rate.

To apply for annual leave you must

- ✓ complete the application for annual leave form (in back of time sheet book)
- ✓ obtain consent and signature from your Host Company
- ✓ forward the completed leave application form to AiGTS
- ✓ you need to give at least two (2) weeks notice for any leave application.

Leave is normally granted

- ✓ where the apprentice / trainee has sufficient time accrued for the desired leave period
- ✓ if there is no conflict with the TAFE College or Host Company's work schedule.

AiGTS reserves the right to request a apprentice / trainee to take annual leave where the credit exceeds 4 weeks.

All other special leave that is identified in the relevant award will be available if required. This leave includes: -

- Bereavement Leave**
- Maternity Leave**
- Paternity Leave**
- Jury Service**

2.6 LIVING AWAY FROM HOME ALLOWANCE

Basic Eligibility

You may be eligible to receive the 'Living Away from Home Allowance' if you have to move away from your family/legal guardian home in order to:

- ✓ take up a new apprenticeship position, or
- ✓ remain in a new apprenticeship position, or
- ✓ receive essential supplementary on-the-job training with another Host, or
- ✓ seek work and commence a new apprenticeship within three (3) calendar months of leaving home.

If you consider the above applies to you, contact your Training Adviser/Field Officer for more information and application forms.

2.7 TOOLS FOR YOUR TRADE

\$800 tool kits for New Apprentices

The Australian Government recognises that it is not always easy to make ends meet when starting out in a trade apprenticeship.

A new apprentice may be eligible to receive a tool kit worth up to \$800 for undertaking a new apprenticeship in an area of particular skill needs.

When you have completed your first 3 months a TOOLS FOR YOUR TRADE voucher will be provided to AiGTS to use to purchase the tool kit.

When you have completed a further 6 months the tool kit will be yours to keep.

The Tools for Your Trade tool kit is provided in addition to any tool allowance entitlement.

Your Training Adviser/Field Officer will advise if you are eligible and the AiGTS process of receiving the tools.

2.8 HOST COMPANIES

When we place you with a Host Company, you are to follow their conditions. This means that:-

- ✓ you will be working under their direction
- ✓ you must begin at the times that they begin and finish at the times that they finish
- ✓ you will be paid according to the National Training Wage in the appropriate award
- ✓ you cannot negotiate over award payments for yourself; we make no placements on the basis of payment; we only make our placements on the basis of your skill development needs
- ✓ your Host Company has the right to direct you in your work under the NTA award. You may find that this means that you may be doing tasks that you prefer not to do, but it does mean that you are required to do them, if those tasks are within the trade. If you take the view that working in any particular task develops some aspect of your skills, however unpleasant or undesirable that task may seem at the time, then you're on the path to becoming a fully professional trades person.

2.9 TRAINING ADVISER/FIELD OFFICER VISITS

These are a normal part of our operations. We expect to visit every apprentice either on site or at trade school at least seven (7) times per year. This is not we simply 'checking up' on you, but is part of our assuring that you are learning your trade skills and are progressing satisfactorily.

If you have any concerns about your work or training, you should ask the Training Adviser/ Field Officer at these times. Should the matter be urgent, ring **AiGTS** and arrange a visit. Make the use of the skills and experience of this person, as they are here to assist you.

2.10 WORK ATTENDANCE

It is essential that you attend work every day and be on time every day.

Being away from work will affect the value of your training and disrupt the employers' productivity.

Unauthorised absence will result in loss of pay.

2.11 INJURIES OR WORK RELATED ILLNESS (WORKCOVER)

If you are injured at work or TAFE, you must take the following action:

1. notify your supervisor (Host Company or TAFE) **IMMEDIATELY**
2. notify your Training Adviser /Field Officer at AiGTS
3. register the injury in the Host Company of TAFE's injuries register as soon as practicable.

When medical attention is required it will be necessary to get a WorkCover Certificate of Capacity from the treating doctor. This must be forwarded to your AiGTS Training Adviser /Field Officer complete with your AiGTS Injury/Incident Report (located in back of time sheet book) within 24 hours of injury.

Your Training Adviser /Field Officer will provide a WorkCover Claim Form which must be completed and returned with any bills given to you by the treating medical centre, hospital or pharmacy, per medical treatment as soon as practicable. AiGTS must have the Certificate of Capacity and Injury/Incident Report before you can be paid for any time off work.

Your AiGTS WorkCover contact is: Angela Bertoli on 03 9867 0149 or your Training Adviser /Field Officer.

Remember, your employer as shown on the WorkCover Certificate of Capacity is Australian Industry Group Training Services Pty Ltd.

Avoid dangerous or unhealthy situations and, if you perceive a dangerous or unhealthy situation, it is essential to notify your supervisor and **AiGTS**

2.12 INJURY ON THE WAY TO OR FROM WORK (Journey Claims)

Victoria Any vehicle accident that you have on the way to or from work that causes injury and loss of time is claimed under the Transport Accident Commission (TAC). To ensure your claim is accepted you must have firm evidence of the accident to support your claim. This in real terms means a police report providing details of the time, the location and nature of the accident.

New South Wales Workers compensation benefits are available for injuries suffered in the course of most journeys to and from the place of employment or any other place you are required to attend for work-related reasons.

You can lodge a claim with your Training Adviser /Field Officer in the usual way and AiGTS Insurer will decide if compensation is payable. Refer page 16.

Queensland An apprentice/trainee may be entitled to compensation if they are injured on the way to or from work.

When assessing journey claims WorkCover Queensland will determine whether the 'injury' was sustained under section 35 of the Workers' Compensation and Rehabilitation Act 2003:

- ✓ a journey between the worker's home and their place of employment
- ✓ a journey between the worker's home or place of employment and a trade/training school which the worker is required to attend for their employment agreement or because the employer expects them to
- ✓ a journey between the worker's home/place of employment and a place to:
 - receive medical treatment or attention
 - undertake rehabilitation
 - be examined by a registered person as requested by WorkCover
 - receive payment of compensation
 - for an existing injury covered by WorkCover
- ✓ a journey between one place of employment and another place of employment with another employer.

The injury must have occurred outside the worker's property boundary. Some exclusions apply including if the worker is convicted of driving under the influence of alcohol or dangerous driving. Refer page 16.

South Australia An apprentice/trainee may be entitled to compensation if they are injured on the way to or from work if they arise out of employment and substantial connection with employment.

You can lodge a claim with your Training Adviser /Field Officer in the usual way and AiGTS Insurer will decide if compensation is payable. Refer page 16.

2.12(a) Injuries From Vehicle Accidents Which are Part of Employment

Workers Compensation covers all apprentice/trainee injuries that have occurred in journeys which are part of your employment.

Normal claim procedures apply. Refer page 16.

2.13 WHAT TO DO IF YOU ARE SICK

Sick Leave Entitlement

Length of time worked for the employer	Rate of accrual of paid sick leave (hours)
Less than 1 month	0
1 month to less than 2 months	7.6
2 months to less than 3 months	15.2
3 months to less than 4 months	22.8
4 months to less than 5 months	30.4
5 months to less than 12 months	38
Each year thereafter	60.8

Provided that an employee who normally works 8 or more hours a day so as to provide a rostered day(s) off in a work cycle in accordance with clause 6.14 is entitled to the following amount of sick leave:

Length of time worked for the employer	Rate of accrual of paid sick leave (hours)
Less than 1 month	0
1 month to less than 2 months	8
2 months to less than 3 months	16
3 months to less than 4 months	24
4 months to less than 5 months	32
5 months to less than 12 months	40
Each year thereafter	64

You are entitled to take one (1) single day sick leave a year without a doctor's certificate.

Single Day Absences

An employee who has already had two paid sick leave absences in the year, the duration of each absence being of one day only, is not entitled to further paid sick leave in that year of a duration of one day only, without providing the employer with a certificate from a qualified medical practitioner which states that the employee was unable to attend for duty on account of personal illness or injury.

Inform AiGTS and your Host Company before your commencement time, every day that you are sick.

Sick leave taken immediately before or after a public holiday or weekend, must be accompanied by a doctor's certificate.

It is in your interests to get a doctor's certificate each time you are sick. This ensures that you are seeking treatment for any illness you may have.

Under most awards, if you do not take all your sick leave that is allocated in a given year, it accrues to the next year.

2.14 LUNCH BREAKS

You will be allowed time off for lunch breaks and also mid morning rest break. The times will vary from workplace to workplace. Punctuality when returning to work must be shown at all times.

2.15 TELEPHONE CALLS

Telephones are a vital means of communication. However costs of calls can multiply without careful monitoring, therefore personal calls are allowed in an emergency only. Check with your Host if this is their company policy. **If you own a mobile telephone ensure that it is turned off during work hours.**

2.16 HONESTY

Be completely honest at all times. If you have definite knowledge that stock, money, equipment or other company assets are being pilfered or abused, you are bound to report that matter to your supervisor or **AiGTS** Training Adviser /Field Officer.

2.17 DRUGS

The possession or use of drugs (including alcohol), other than prescribed by a doctor, is prohibited at all times while at work or college. **You must tell your Host supervisor if you are using prescription drugs, as some prescription drugs can affect your work performance.**

2.18 PERSONAL PROTECTIVE EQUIPMENT (PPE)

All apprentices will be provided with appropriate protective clothing. AiGTS provides:-

Overalls or other suitable garments

Steel capped boots

Safety glasses

Hearing protection.

The Host Companies meet any additional requirements. It is absolutely essential that you use the safety gear provided. We decide on the most appropriate form of protective wear for you. No excuse will be accepted if you fail to wear your protective clothing when you are working or at trade school.

IMPORTANT NOTE:

If you leave the employment of AiGTS before 3 months has elapsed, AiGTS will recover the cost of the issued PPE from any outstanding pay or annual leave entitlements.

3.0 AWARDS AND LEGAL REQUIREMENTS

3.1 WHAT ARE AWARDS?

Awards are the laws covering your employment. They cover virtually every aspect of your work, including:-

- amount and timing of your wages payment**
- the type of work and the duties you perform**
- the hours of work**
- the times during which you should be working.**

The amount of leave and timing for such leave as:-

- Sick leave**
- Annual leave**
- Bereavement leave**
- Public holidays**
- Long service leave**

They also cover provisions of protective clothing and requirements such as superannuation.

3.2 UNIONISATION

AiGroup Training Services supports the right of any apprentice to belong to a union.

3.3 TAFE ATTENDANCE

The Contract of Vocational Training requires compulsory attendance at TAFE. On average an apprentice attends forty (40) days of trade school per year, for the first three years. Attendance at trade school is paid time. Unauthorised absence will result in loss of pay. The same high levels of performance that apply at work will also be required at trade school. Therefore, time keeping and attendance as well as your behaviour at trade school needs to be satisfactory and will be monitored.

3.4 TAFE REQUIREMENTS OF APPRENTICES AND TRAINEES

Failure at trade school is a complete waste of your time.

If you fail to achieve the proficiency certificate, stating that you have achieved competency in all modules of your apprenticeship/traineeship, then you will never be an appropriately qualified tradesperson/graduate. There is no future in failing your trade school component.

Should you be absent from trade school for illness or some other reason, the same requirements of notification of Host Company and AiGTS apply as at work.

3.5 REFUND OF TAFE FEES

When you enrol at TAFE you will be required to pay a fee. This will range between \$500 to \$900 depending on your apprenticeship/traineeship course and the TAFE you are going to attend. If your circumstances are as such that this would create a hardship contact your Training Adviser/Field Officer before you commence the TAFE enrolment process.

AiGTS will refund your TAFE fees if you have attended TAFE through out the year and achieved satisfactory results.

This refund takes place at the completion of the years schooling. You will require an application form (available from Payroll or your Training Adviser/Field Officer) and the original TAFE receipt. Your refund will be (where possible) placed in your bank account at the next pay after receipt of your application.

3.6 PROBATION PERIOD

Apprentices

You will be on three (3) month probation with AiGTS. Under the conditions of Group Training you can have your on the job employment with your Host terminated at the request of the Host. This may occur as the result of poor performance or attitude, and will only occur after all opportunities to improve have failed. AiGTS, where possible, will endeavour to place you with another Host to continue your apprenticeship. On completion of the three month probation, normal termination procedures, including a formal warning, will apply.

Trainees

You will be on one (1) month probation with AiGTS. Under the conditions of Group Training you can have your on the job employment with your Host terminated at the request of the Host. This may occur as the result of poor performance or attitude and will only occur after all opportunities to improve have failed. AiGTS, where possible, will endeavour to place you with another Host to continue your traineeship. On completion of the one month probation, normal termination procedures, including a formal warning, will apply.

3.7 COMPLETION OF YOUR APPRENTICESHIP/TRINEESHIP

In the last 3 months of your apprenticeship/traineeship your Training Adviser/Field Officer will contact yourself and your Host Company in writing to advise that your apprenticeship/traineeship is in its final phase. It is at this point both parties should indicate what they would like to happen at the completion of the apprenticeship/traineeship. ie. Continuation of employment with the company as a qualified person or/ both parties go their own ways. For further assistance contact your Training Adviser/Field Officer.

3.8 TRANSFERRING A CONTRACT OF TRAINING

AiGTS will transfer contracts of Vocational Training to Host Company provided AiGTS is compensated as per its 'Buy Out' arrangements.

An apprentice/trainee shall not be permitted to leave the employ of AiGTS for another company (not a Host Company) and expect to continue his/her apprenticeship/traineeship without written re-assignment of Training Contract by AiGTS.

An apprentice/trainee can apply for a rotation to another Host Company if all parties are in agreement.

3.9 VARIATIONS TO LENGTH OF CONTRACT OF TRAINING

If you are absent from your apprenticeship/traineeship for any extended period of time, for any reason, this time lost must be added to the length of your training period. The time you lose in excess of your award or award allocations for time off must be made up in the year in which the lost time occurs, so that if you lose four (4) weeks in the second year of your apprenticeship, that four (4) weeks must be added to the time you spend as a 2nd year apprentice. This would be in the form of a suspension of your Contract of Training until such time as you return to work. A traineeship operates under similar conditions.

In some circumstances, overtime can be counted against lost time. It **cannot** shorten your training period.

3.10 SUSPENSION OF CONTRACT OF TRAINING

You may be suspended for the following reasons:

1. if due to lack of work, you will be required to sign a suspension form. **This means that your Contract of Training is suspended for three months, without affecting the term of your apprenticeship**
2. if due to disciplinary measures, **AiGTS** and the relevant State Training Authority will suspend you pending an investigation, you will also be given a formal written warning. It is a legal requirement to inform the relevant State Training Authority of an apprentice/trainee placed on suspension.

3.11 ATTENDANCE AND PERFORMANCE AT HOST EMPLOYER

The State Legislation provides for apprentices / trainees to be disciplined for a number of instances of misbehaviour. Host Companies have in the past and will again in the future seek to counsel misbehaving trainees / apprentices to rectify identified issues. This is to be treated as an early warning to behave appropriately. If there is no improvement termination will take place. The most common problem is poor time keeping.

Your contract of vocational training also requires, by law, that you attend work; start and conclude on time; that you perform your work adequately and that you behave in a proper manner. Repeated failure in any of these areas can lead to serious consequences. If the problem should become sufficiently serious you can be suspended from your Contract of Vocational Training or have it cancelled. If you are noticing problems causing difficulties with your work, then it is essential that you discuss this with the Training Adviser/Field Officer and development officers of **AiGTS** who are available to help you.

If your work performance and attendance is unsatisfactory, the Training Adviser/Field Officer will counsel you in the first instance.

Repeated breaches (or summative poor behaviour) will result in a 1st warning and 2nd warning and, should your behaviour not improve after a reasonable period, termination may apply.

These warnings and terminations actions are a last resort; you will be encouraged and assisted to rectify poor performance and behaviour.

If you are under 18 years of age, your parents/guardian will be formally advised during the process.

Extract From Vocational Education, Training And Employment Act 2000

DISCIPLINE

70. In this division -

"Misconduct", for a party to a registered training contract means-

a) if the party is an employer or an apprentice or trainee-

- (i) the party fails to carry out a reasonable and lawful instruction that is consistent with the party's obligations under the contract given by-
 - A) if the party is the employer -the council: or
 - B) if the party is an apprentice or trainee - the council, the apprentice's or trainee's employer, the employer's agent or employee or the supervising registered training organisation for the apprentice or trainee; or
- (ii) the party does not -
 - A) keep a training record prescribed under a regulation to be kept by the party; or
 - B) when requested by another party to the contract, produce the record for the party's inspection; or
- (iii) the party has been convicted of an offence against this Act; or

b) if the party is an apprentice or trainee-

- (i) the party is absent from the party's employers service without the employers consent, unless the absence is authorised under this Actor the Industrial Relations Act 1 999; or
- (ii) the party is absent from training required under the party's supervising registered training organisation without the organisation consent; or
- (iii) the party does not participate in training provided under the party's training plan; or
- (iv) the party fails to make reasonable progress in training provided under the party's training plan; or
- (v) the party causes serious damage, risk of serious damage, to the party's employer's business or business reputation.

4.0 OCCUPATIONAL HEALTH AND SAFETY POLICY

AiGTS is committed to achieving the highest performance in Occupational Health and Safety with the aim of creating and maintaining a safe and healthy working environment throughout its businesses.

Our priority is to ensure that every employee, including trainees and apprentices, is provided with a safe and healthy working environment. We will make every effort in the areas of Occupational Health and Safety education, accident/incident/injury prevention, hazard control, rehabilitation, health preservation and promotion, to ensure the occupational health and safety of the workplace and our clients.

Consistent with this the Company will:-

seek continuous improvement in its Occupational Health and Safety performance taking into account evolving community expectations, management practices, scientific knowledge and technology

comply with all applicable laws, regulations and standards and where adequate laws do not exist, adopt and apply standards that reflect the Company's commitment to health and safety

involve employees and host employers in the improvement of occupational health and safety performance

train and hold individual employees accountable for occupational health and safety activities

manage risk by implementing management systems to identify, assess, monitor and control hazards and by reviewing performance

communicate openly with employees, government and the community on occupational health and safety issues: and contribute to the development of relevant occupational health and safety policy, legislation and regulations

to audit and continually improve occupational health and safety standards and procedures

to provide rehabilitation for all employees including trainees and apprentices.

The responsibility for the implementation of this policy rests with the Director **AiGTS**.

5.0 SAFETY

Safety is everyone's responsibility. It is important for you to develop a serious attitude towards safety; this attitude should be positive towards the observance of and compliance to any safety rules. Being employed by a Group Training Scheme such as **AiGTS**, places additional responsibilities on you as you may work in a number of different locations, which may have a variety of safety hazards and safety practices. Before starting work, ask questions of your supervisor about any particular hazards or practices you need to be aware of.

Your responsibility towards safety should be a positive one, that is, you should be co-operative, responsible, willing to work in a safe manner and try to thoroughly understand your work.

5.1 RISK MANAGEMENT

Risk assessments are the fundamental actions that must be taken to ensure your safety and that of others who you work with.

This process involves three levels:-

- identification of hazards
- assessment of the risk
- control of the hazard

Apprentices and trainees will be mainly concerned with IDENTIFYING the hazard.

Examples of Identification of hazards are:-

where plant or equipment is loose, not guarded, may fly off, not adequately signed to prevent injury, objects may fall from above, may cut if brushed against, slips from spillage or trips

where stop buttons are ineffective, brakes may be slow to react, equipment controls are jerky, instruction labels are not clear

is the correct method to do the job being used, is the plant and equipment correct for the job, is the plant and equipment in useable condition.

Examples of Assessment of the risks are:-

gather information - use records, consult people in the workplace

observe the operations - Check how long exposures to the situation are, look for potential dangers how employees do the job

assess the likelihood and consequence - Using the information recorded, you need to make a judgement

record the assessment - the record of assessment will allow training for new employees.

Examples of Controlling workplace hazards are:-

substitution: less hazardous chemical

assess the work environment at the beginning

re-assess through out the job to ensure those controls still apply

use the most appropriate tool

keep the work space/area clean and free from slips and trips

follow up your reported situation.

5.2 SAFETY RULES

The following general rules have been prepared by **AiGTS** to assist apprentices to perform their duties in the many varied work environments they face. Familiarise yourself with these and ask your host employer for any specific rules that apply in their workplace.

1. **Familiarise yourself with all safety requirements and procedures for the host employer's business.**
2. **Any safety instructions given to you for your or someone else's health and safety must be obeyed.**
3. **Any directions regarding the wearing and use of Personal Protective Equipment (PPE) must be obeyed and the items worn. All safety notices and signs must be obeyed.**
4. **Unsuitable clothing MUST NOT be worn on the job. Check with your supervisor for suitability.**
5. **Safety devices or guards must not be tampered with or made inoperative. Report any defects on these to your supervisor.**
6. **Any vehicles, plant or machinery must not be operated unless you are authorised to operate them. All speed limits and road signs must be obeyed. Any plant or equipment requiring special licences, certificates or training must not be operated without you being authorised to do so.**
7. **Horseplay or practical jokes are not allowed.**
8. **Take time to learn the factory or plant layout. Know where the First Aid station is, what emergency procedures exist, store and telephone locations, together with the names and locations of any on site trained or designated emergency personnel.**
9. **Don't use any item of plant or equipment that is damaged or defective. These should be reported to your host supervisor for repair or replacement.**
10. **If you consider conditions are unsafe or hazardous discuss this first with your host employer's supervisor to see if corrective action is required. If you are not satisfied with the outcome contact your AiGTS Training Adviser/Field Officer to see what should be done next. Do this in a diplomatic way so as not to offend your host employer.**
11. **Do not wander around a host employer's worksite unless there is a reason and you have been shown by an authorised person the areas you are allowed to be present in.**
12. **Alcohol or illegal drugs are not to be taken on to host employer premises under any circumstances. You must not attend work if you are under the influence of alcohol or illegal drugs.**
13. **All accidents, injuries or near misses should be reported to your host supervisor and any forms or documentation required by the host employer filled out.**

- ✓ Any accident / incident must be reported to your AiGTS Training Adviser/Field Officer immediately or as quickly possible.
- ✓ If it is necessary to claim Worker's Compensation, then you should fill out a claim form. Contact your Training Adviser/ Field Officer who will visit you immediately.
- ✓ The Training Adviser/Field Officer fills out the Employer's Report that also must be sent to WorkCover.
- ✓ If in any doubt at all, you should contact your Host supervisor or the appropriate AiGTS Training Adviser/Field Officer.

5.3 SIGNS & NOTICES

All signs and notices must be obeyed. They should never be defaced or covered up in any way. Barricades are used for a variety of reasons; don't cross over them as they are usually placed in a position to bar a dangerous area. Never pass a "Keep Out" sign

5.4 DANGER TAGS

Danger tags are another often seen warning sign. The danger tag is designed as a personal protective device. When you start with a host employer you should ask what the procedures are for danger tag use at that site. If there is no procedure in place then the following system should be used:-

attach the tag to the main isolating switch, valve or other isolating device, if there is any possibility of danger to someone if the isolating device was used. The tag must be placed on any equipment if the operation of the equipment could place you or someone else in danger

make sure that you have placed the tag on the correct switch or valve

the Danger Tag must be placed on the switch or valve before commencing work with your name (printed), date and time clearly marked on the tag

when two or more are working on the same equipment then all trades people working should place a tag on. The switch or valve should only be used when ALL tags are removed

you are the only one allowed to remove your own tag. If a person who has placed a tag is absent then they must be contacted to return to remove the tag so work may continue. Contact your supervisor to arrange for this to take place. Some organisations have a provision for instant dismissal for any person removing another person's danger tag.

PERSONAL DANGER TAGS

For your protection

- DO — STOP equipment before working on it.
- DO — USE Personal Danger Tags wherever you can be injured while working on equipment.

- DO — Place your OWN Personal Danger Tag on equipment.
- DO — Tie Tag securely.
- DO — Tag at a switch which gives POSITIVE isolation.
- DO — CHECK that the switch tagged is the correct one.
- DO — CHECK that any interlocked equipment is isolated and tagged ASK if you are in doubt.
- DO — REMOVE your Personal Danger Tag and DESTROY on completion of the job.
- DO — Replace your Personal Danger Tag with an Out of Service Tag if job is left in unsafe condition.
- DO — CHECK all is clear before starting equipment.

- DON'T — Start ANY equipment with a Personal Danger Tag on it.
- DON'T — Work under another person's Personal Danger Tag except a supervisor's as provided for in Section 1 – 3 Supervisor's Isolation During Major Shutdown.
- DON'T — Use a previously used tag.
- DON'T — Use a substitute for a Personal Danger Tag.
- DON'T — Rely on another person's Personal Danger Tag on interlocked equipment.
- DON'T — Send anyone else to remove your Personal Danger Tag.
- DON'T — Forget to remove your Personal Danger Tag on completion of the job.
- DON'T — Remove another person's Personal Danger Tag except as provided for in Section 1 – 4 Removal of Danger Tags.
- DON'T — Use Personal Danger Tags as Out of Service Tags.
- DON'T — Forget to notify department on completion.
- DON'T — Abuse the system which protects you.

OUT OF SERVICE TAGS

Prevent use of faulty or unsafe equipment

- DO — Use where equipment is in unsafe condition.
- DO — Positively isolate at the CORRECT switch.
- DO — Tag out interlocked equipment where necessary.
- DO — Fasten Tag securely.
- DO — Give adequate details on equipment condition.
- DO — Notify department or supervisor after you have placed an Out of Service Tag.

- DON'T — Use to protect yourself while working on equipment.
- DON'T — Remove another person's Out of Service Tag except as provided for in Section II – 3 Removal of Out of Service Tags.
- DON'T — Use a previously used Tag.
- DON'T — Forget to notify department or supervisor after completion of job and removal of Tag.
- DON'T — Use Out of Service Tags as a substitute for Personal Danger Tags.

DANGER HIGH VOLTAGE

Protect persons working on or near

- DO — Use whenever working on or near high voltage conductors. Ensure that Switching/Access Permit System is used with
- DO — Danger High Voltage Tag.

- DON'T — Operate any isolating device with a Danger High Voltage Tag attached.
- DON'T — Remove a Danger High Voltage Tag unless authorised, utilising the switching Sheet/Access Permit System.

5.5 FIRE PREVENTION/EMERGENCY MANAGEMENT

When you start with a new host employer you should find out where fire exits and fire extinguishers are located.

Find out from your supervisor if hot work permits are required prior to grinding, Oxy welding, cutting or arc welding.

You should obtain training in the use of Host Employer's fire extinguishers.

Check if any flammable liquids are stored nearby and remove them from the area of work. No unauthorised fires should be lit, if an authorised fire is lit ensure the fire is attended and controlled at all times and keep adequate extinguishing means nearby.

Familiarise yourself with the site alarms when you commence and note the extinguishers for the type of fires they are intended to be used.

The List below is further information:

RED BODY (Stored Pressure Water) Ordinary combustibles (wood & paper) Not for electrical or liquid fires

RED BODY (Soda Acid Water) Ordinary combustibles (wood & paper) Not for electrical or liquid fires

BLUE BODY (Foam) Flammable Liquids. Not for electrical fires

RED BODY/ BLACK BAND Ordinary combustibles - (Carbon Dioxide) Flammable liquids, live electrical equipment (Not suitable for outdoors)

RED BODY / WHITE BAND Ordinary combustibles - (Dry Chemical) Flammable liquids, live electrical equipment




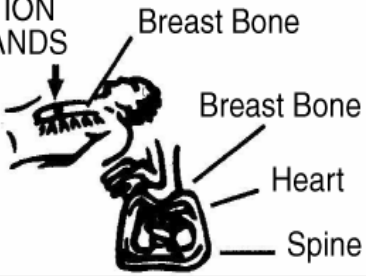
5.6 GOOD HOUSEKEEPING

- ✓ Maintain an uncluttered workplace, keep material and equipment out of walkways, and return tools and equipment to their proper storage areas when you have finished using them.
- ✓ Coil up hoses and cords when you no longer need them.
- ✓ Try and keep all liquids off the floor at all times.
- ✓ All rubbish should be placed in bins, including rags and paper.
- ✓ Any oils or greases should be mopped up or absorbent material used to cover them prior to sweeping and disposing of the material in the correct manner.

REMEMBER

A PLACE FOR EVERYTHING AND EVERYTHING IN ITS PLACE

First Aid Samples:

RESUSCITATION CHECKLIST					
DANGER RESPONSE	<p>MAKE SURE AREA IS SAFE CHECK CASUALTY (Shake and Shout)</p>				
AIRWAY	<div style="display: flex; align-items: center;">  <p>ROLL CASUALTY ON SIDE CLEAR MOUTH AND AIRWAY</p> </div>				
BREATHING	<div style="display: flex; align-items: center;">  <p>CHECK BREATHING LIFT JAW AND TILT HEAD LOOK FOR CHEST MOVEMENT LISTEN AND FEEL FOR BREATHING IF NOT BREATHING PINCH THE NOSE, SEAL THE MOUTH AND GIVE 5 QUICK BREATHS</p> </div>				
CIRCULATION	<div style="display: flex; align-items: center;">  <p>CHECK CAROTID PULSE IF PULSE IS PRESENT, CONTINUE EXPIRED AIR RESUSCITATION</p> </div>				
IF NO PULSE	<p>KNEEL BESIDE CASUALTY. POSITION YOUR HANDS ON LOWER PART OF BREASTBONE. PRESS DOWN ABOUT 5 cms FOR ADULT</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">COMPRESSION RA</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">SINGLE OPERATOR 15 comps 2 breaths in 15 seconds</td> <td style="padding: 5px;">TWO OPERATORS 5 comps 1 breath in 5 seconds</td> </tr> </tbody> </table> <p>PULSE CHECK - RECHECK PULSE AFTER THE FIRST MINUTE AND THEN EVERY TWO MINUTES</p> <div style="text-align: right;"> <p>LOCATION FOR HANDS</p>  </div>	COMPRESSION RA		SINGLE OPERATOR 15 comps 2 breaths in 15 seconds	TWO OPERATORS 5 comps 1 breath in 5 seconds
COMPRESSION RA					
SINGLE OPERATOR 15 comps 2 breaths in 15 seconds	TWO OPERATORS 5 comps 1 breath in 5 seconds				

6.0 TYPES OF PERSONAL PROTECTIVE EQUIPMENT

6.1 HEAD PROTECTION

Protective headwear should be worn whenever you are in SAFETY HELMET areas, and in any place where you risk a hit on the head

6.2 EYE AND FACE PROTECTION

Many jobs -- grinding, drilling, chipping, welding, and handling dangerous substances -- require PPE for you eyes and face. And in numerous employment situations a site rule will require eye protection to be worn while in work areas. This should be confirmed by induction course and signs within the workplace. Failure to comply with rules could result in disciplinary procedures and possible termination from that worksite.

6.3 EAR PROTECTION

When the noise level is high, your hearing is in danger. So wear earmuffs or earplugs when grinding or using other high-noise machines. Don't share ear protection gear with other workers or you risk infection.

6.4 RESPIRATORY PROTECTION

To protect your lungs where there is a risk from harmful dust, fumes, vapours or gasses, you will need the right gear with the right filters for the particular job. Don't share breathing protection gear with other workers or you risk infection.

6.5 HAND PROTECTION

Various types of gloves are available to protect your hands from injury.

6.6 FOOT PROTECTION

Safety footwear can protect your feet from some hazards at work. Your footwear should be suitable for the job.

6.7 CLOTHING

The clothes you wear should be appropriate for the job you are doing. Loose or torn clothing might catch in machinery, or on other items.

6.8 OTHER PPE

A safety harness or lifeline can protect you from the risks of falling, and can be used to affect a rescue if you are working in a confined space.

High-visibility clothing, such as brightly coloured fluorescent vests for day work and reflective material on clothes for night work, can help to make you more visible to traffic, particularly in heavy traffic areas.

7.0 LIFTING

7.1 MANUAL HANDLING BACK INJURIES CAN BE AVOIDED

Australia has up to 100,000 cases of occupational back injuries a year. Forty-five percent of these involve five or more days off work and almost ten percent result in periods of up to six months lost from work.

Poor workplace design, poor work practices and inadequate training cause most back injuries. Since these causes can be controlled, the majority of back injuries can be avoided.

7.2 MANUAL HANDLING

Manual handling is "any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any animate or inanimate object".

Since 1999, part of employers' obligations has been to identify and control the risks associated with manual handling activities.

Examples of this

Workers should follow instructions and act in a way that does not place their own or any other person's health and safety at risk. Workers must make sure that wherever possible:

methods of work and work procedures are followed

mechanical aids and any assistive devices made available are used

where mechanical aids aren't provided, practical team lifting procedures are used

7.3 EMPLOYER OBLIGATIONS

Employers should provide a workplace designed to minimise risk of back injury. This includes design of work organisation, workstation layout, plant, equipment, and containers used in the workplace. Where manual handling cannot be designed out of work and is necessary, employers should provide a combination of the following as applicable:

Mechanical lifting devices, enough staff for team lifting procedures and training and supervision for team lifting, adequate information, instruction, training, and supervision to enable workers to work safely.

7.4 FACTS OF MANUAL HANDLING

Manual handling leads to a large number of industrial accidents including strained backs, damaged spinal discs, strained shoulders, hernias, and injured hands and feet.

Many manual handling injuries result in permanent disabilities and thousands of work days lost.

Where manual handling must occur, adopting preferred lifting, moving, and handling techniques is strongly recommended.

Rhythmic human movements need to be adopted in manual handling of materials. Avoid sudden or jerky movements.

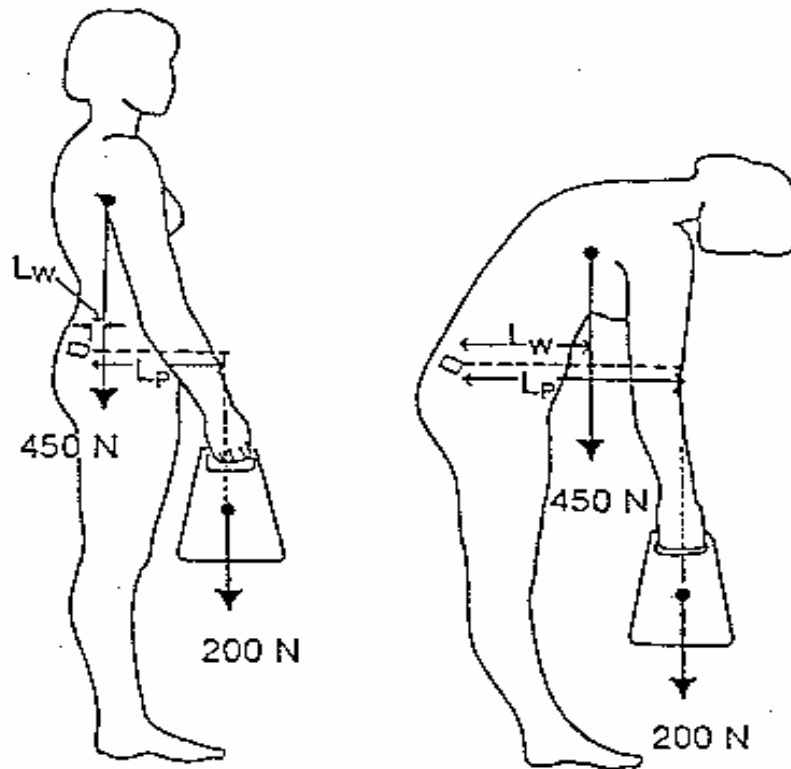
Control of manual handling risks not only reduces back injuries but also improves productivity and efficiency in the workplace.

7.5 FACTS ON BACKS - THE SPINE

Standing is a natural posture for the human spine. The spine is not suited to lifting loads when the upper part of the body is acutely bent or twisted because of the forces put on the lower back region (lumbar region).

When the back is bent, the mere weight of the upper part of the body puts stress on the lumbar discs. It's not surprising that a high per cent of all disc injuries occur in the three lowest discs where spinal movement and stress are greatest.

Figure A shows the configuration of the spine in a straight back, whereas figure B shows the spine in a bent back.



A. TOTAL FORWARD-BENDING MOMENT = 69 Nm

B. TOTAL FORWARD-BENDING MOMENT = 192.5 Nm

If lifting with a bent back (figure B) the intervertebral discs are compressed on the front of the backbone and stretched over the back. Also, the bones of the spinal column at the back are separated from each other. This means that extra pressure is put on the soft tissues and can result in severe strains or ruptured discs.

7.6 HOW TO LIFT LOW-LYING OBJECTS SAFELY

Adapting workplace design and using mechanical lifting aids are the best ways to deal with manual handling problems,

However, when manual lifting is unavoidable, it is essential to follow manual handling principles when lifting low lying objects to reduce the risk of back injury.

Step 1

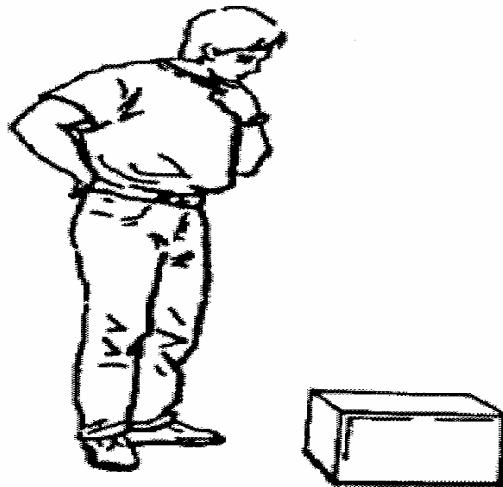
Make sure your path of travel is clear.

Step 2

Increase body temperature by 1- 2 degrees; this can be achieved by warming up - brisk walk, shoulder shrugs.

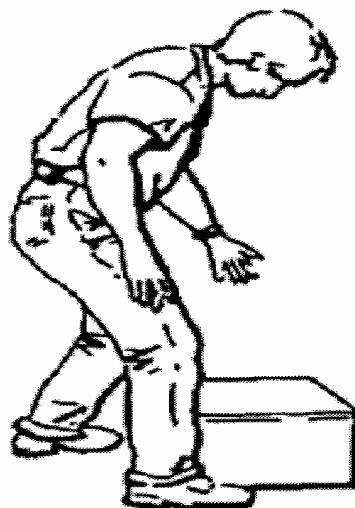
Step 3

Size up the load (weight, size, and shape). Consider your physical ability to handle it. If in doubt, get assistance. Avoid the lifting of loads that weigh more than 16-20kg.



Step 4

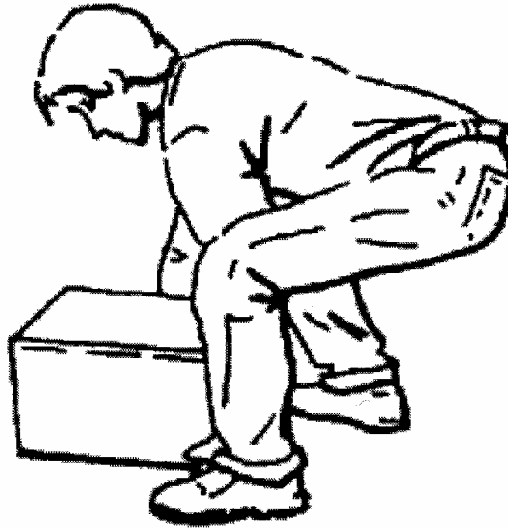
Place your feet close to the object to be lifted. Adopt a balanced position.



Step 5

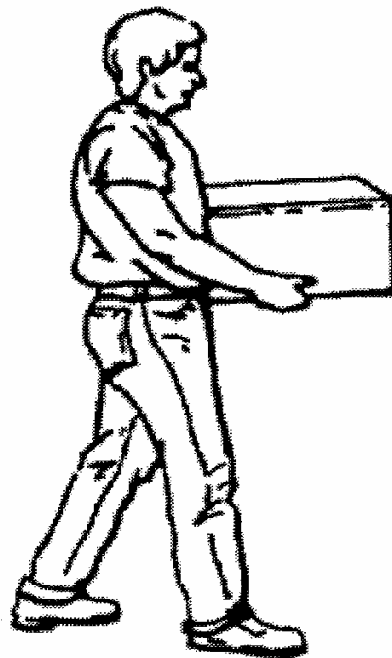
Bend your knees in a semi squat to a comfortable degree and get a good handhold. Brace your stomach muscles.

Lift the load keeping it close to the body. Try to keep the natural curves in your spine while lifting.



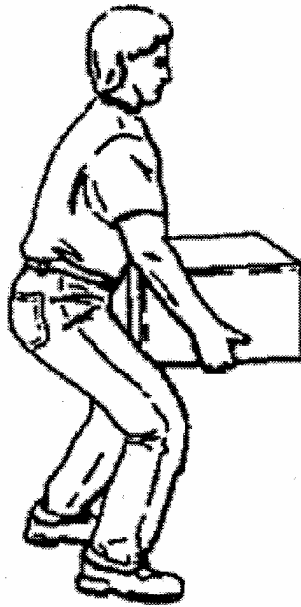
Step 6

Use your leg muscles to lift the load and allow it to rest in fully extended arms. Lift smoothly and rhythmically. Avoid sudden accelerations or jerky movements.



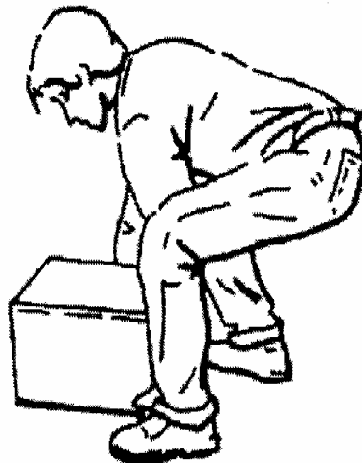
Step 7

With the load comfortable in your hands and arms, move your feet in the direction of travel - don't twist at your hips or shoulders.



Step 8

Setting the load down is just as important as picking it up. Using leg muscles, lower the load by bending your knees in a semi squat to a comfortable degree. Don't let go of the load until it is secure.



8.0 MANUAL HANDLING

Other points to observe:-

- make full use of mechanical aids for lifting such as hoists, trolleys, cranes etc
- adjust your workplace to ensure that you have the best possible place when lifting and working eg get a good height table for work, adjust your seating, re-arrange the workplace to eliminate twisting
- never lift beyond your strength – get help
- crouch down to the object to be lifted and lift by straightening your legs – avoid bending your back
- always get a firm grip and have a good footing
- lift gradually – avoid jerky movements and awkward positions – observe same precautions in lowering as you do in lifting
- keep your hands free from greasy material – hold containers with a firm handhold
- when moving an object to one side or to the back of you, turn with the object by moving your feet and avoid twisting
- do not let the object obstruct your vision
- be careful when lowering the load that your feet and hands are clear.

Remember – KEEP THE LOAD CLOSE TO YOUR BODY

9.0 CHEMICAL SAFETY

Material Safety Data Sheets

A Material Safety Data Sheet (MSDS) is a document that must be prepared by chemical manufacturers and distributors, which provides you with safety information about chemicals in the workplace.

The type of information contained in an MSDS is as follows:

- alternative names**
- ingredients of the product**
- physical properties**
- the health effects of the product and first aid instructions**
- allowable exposure levels**
- safe handling and storage information**
- personal protective equipment - goggles, respirators, gloves etc.**

Your supervisor will tell you where a full set of MSDS's are kept and you are encouraged to make use of this information at any time.

10.0 FIXING SAFETY ISSUES

1. **If you see a hazard that could cause illness or injury to you or others or harm the environment - if you have the skills – Fix it immediately**
2. **Once fixed, report it to your Supervisor**
3. **If you do not have the skill to fix it - Warn others of the danger and Report the issue to your Supervisor – Immediately. Your Supervisor is**

.....

4. **Your Supervisor MUST tell you**
what is going to be done to control the hazard and
when the hazard shall be controlled
5. **If this does NOT happen (without any feedback as to when it will be fixed) - Ask your Supervisor again**
6. **If it is very dangerous and no action happens – tell your local Employee Health & Safety Representative**
7. **Your Local Employee Health & Safety Representative is**

.....

Employee Health & Safety Representatives have the right under the law to raise safety issues with management, negotiate their resolution or if seriously threatening, have employees stop doing such work

8. **If you consider a task TOO Dangerous for you to do – safely – do not do it – Tell your Supervisor.**

11.0 REPORTING AN EMERGENCY

1. **WARN** others around you
2. If available **TELL YOUR SUPERVISOR**
3. If Supervisor not immediately available –



PHONE THE SWITCHBOARD on and tell them clearly

Your Name

What type of Emergency exists

Where the emergency is located

How large is the emergency

What kind of help is needed – injured, fire, engineering repairs

4. **LEAVE the Area – without delay**
5. **Go to the nominated ASSEMBLY AREA**
6. **DO NOT LEAVE the Area**
7. **DO NOT RE-ENTER the Workplace until instructed**
8. **Provide help as requested**

12.0 EVACUATION PROCEDURES

1. Evacuation is indicated by

- Direct alert from other employees
- Continuous sound of siren or whistle or even
- Flashing strobe light – in nominated locations

2. Leave immediately by the preferred Exit Route – if safe. If NOT – use the nominated Alternative Exit Route

*Your Exit Route and
Alternative Exit Route are highlighted on
attached Site Evacuation Map*



3. If safe to do so –

- shut down plant, equipment and machinery,
- close doors behind you as you exit

4. DO NOT go to the change room or try to collect personal items

5. GO to the nominated Assembly Area and Report to your Supervisor or nominated Warden

Your Area Warden is

6. DO NOT leave the Assembly Area until told by your Supervisor or nominated Warden

7. Your Assembly Area is

Site & Area Evacuation Map (to be added by apprentice/trainee)

13.0 FIRST AID RESPONSE

If you are injured at work or feeling ill – YOU must **get treatment immediately from a trained Host Company First Aid Person**

There is a Duty First Aid Person rostered on - whenever people are working

The First Aid Persons are **listed on the Safety Noticeboards**

The trained **First Aid Persons in your workgroup are**

.....
.....
.....

If you need First Aid treatment, ring

Also there is **A Medical Clinic at**
A Host Company Nominated Doctor
A Chemist
A Hospital with out-patients

If you suffer an injury when away from work – **YOU must report it to your Supervisor** and cover any open wound with a clean waterproof coloured bandage – before starting work.

All injuries and illnesses – no matter how small -
MUST be reported to your Supervisor and the Duty
First Aid Person IMMEDIATELY and noted on your
Time Sheet

Remember, your employer as shown on WorkCover Certificate of Capacity and all
medical accounts is Australian Industry Group Training Services P/L.

14.0 PERSONAL PROTECTIVE CLOTHING

All Employees and Contractors **MUST** wear Host Company 'approved' clothing while undertaking work activities.

Specific Personal Protection Equipment items **MUST** be worn for particular Areas or Work Tasks



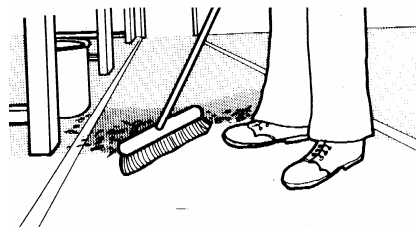
While in or near Manufacturing Areas - You **MUST**:

- ✗ NOT WEAR Loose Clothing – that could get caught in moving plant or machinery**
- ✗ NOT WEAR Unbuttoned Sleeves**
- ✗ NOT WEAR Ear-rings (other than 'sleeper' style)**
- ✗ NOT WEAR rings (other than a plain wedding band)**
- ✗ NOT WEAR Watches or Jewellery**
- ✓ NOTE – Medic Alert Bracelets or Necklaces are allowed – but MUST be approved and be TIGHT Fitting**

15.0 HOUSEKEEPING

The Work area **MUST** be kept **CLEAN** and **TIDY** to

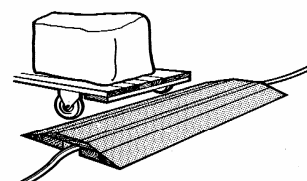
- provide a **Safe and Healthy** working environment,
- help prevent accidents, and
- ensure hygiene standards



All employees and contractors must help maintain high standards of housekeeping in their work area. By stopping the build-up of rubbish, dirt and grime, we reduce risk to all and help create a more efficient and satisfying workplace.

To maintain good Housekeeping standards, You **MUST:**

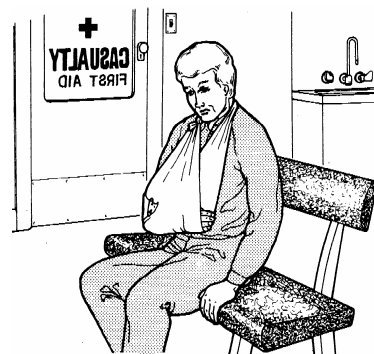
- ✓ Clean up all spills **IMMEDIATELY** and **THOROUGHLY**
- ✓ Dispose of any **WASTE MATERIAL** as it is produced – in the **BINS** provided
- ✓ Ensure **BINS** are regularly emptied
- ✓ Keep **TRAFFIC WAYS & AISLES** Clean, **UNOBSTRUCTED** and **CLEAR**
- ✓ Hang up all **HOSES, LEADS** or **CABLES** – so they are away from **WALKWAYS** and are not trip hazards
- ✓ Keep 'On-the-Job' Materials and Equipment to a minimum
- ✓ Put all tools not being used in a place where they won't be a hazard



16.0 REHABILITATION

AiGTS is committed to prevent injury or illness at work. However, if an injury or illness happens **AiGTS** is committed to early and sustainable Rehabilitation and Return to Work for employees or contractors.

AiGTS will provide an active recovery plan for you and practical ways for you to recover through return to meaningful suitable employment.



AiGTS shall:

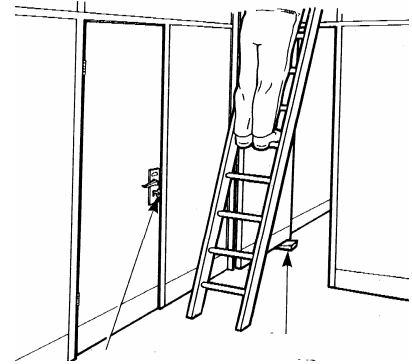
- ✓ **ensure active communication and consultation with all who can contribute to a timely and complete recovery**
- ✓ **ensure that suitable employment is based on**
 - reasonable medical advice and guidelines
 - the best interests of the injured employee
 - the long term benefit to your Host Company
 - active progress monitoring and review
- ✓ **appoint a Return to Work Co-Ordinator to provide advice and assistance to facilitate an effective rehabilitation program**

The Return to Work Co-Ordinator is
- ✓ **obligate your Host Company to co-operate with agreed rehabilitation activities**

17.0 CRITICAL WORK ACTIVITIES

Within your Host Company there are many activities that have the potential to cause serious injury - even death.

Critical Activities **MUST NOT** be undertaken:



- ✘ Unless the apprentice/trainee has specific training - approved by AiGTS and Host Company
- ✘ Unless the specific checks have been undertaken before the work starts
- ✘ Unless the equipment and services to be used have been checked
- ✘ Unless specific approval has been given
- ✘ Unless those who may be affected by the work have been told

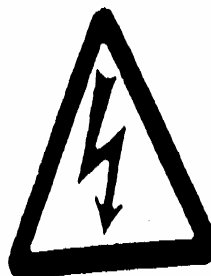
The following are precautions that **MUST** be complied with because of Legal requirements – as well as **AiGTS** Policy to prevent illness and injury.

17.1 ELECTRICAL WORK ACTIVITIES

Working with electricity can be dangerous.

No-one except a person with approved electrical qualifications has the authority to repair, replace or adjust any electrical equipment, or open an electrical switch cabinet.

All other general electrical work **MUST** be undertaken as follows



Within Work Areas you **MUST**:

- ✓ **Keep waste and obstructions clear by 1.2 metres from all electrical boards and switch boxes**
- ✓ **Use RCD's (Earth Leakage Devices) in all power outlets when using an extension cord or portable power tools**
- ✓ **Test all RCD's – either inbuilt or in-line units **BEFORE** use**
- ✓ **Keep all electrical leads clear of wet areas, aisles, traffic areas, work areas and all moving equipment – by using the shortest practical lead and hangers**
- ✓ **Turn OFF power outlets before connecting or disconnecting any lead**
- ✓ **REPORT any damaged cable, switchgear or electrical equipment that is not working to your Supervisor immediately**
- ✓ **USE 'Danger – Do Not Use' TAGS to highlight electrical hazards**
- ✓ **Report ALL electrical shocks – however minor to your Supervisor**

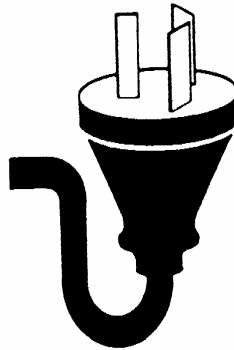
You **MUST** Never:

- ✗ **Hose or wash down any electrical equipment or electrical motors – unless checked safe by an electrical tradesperson**
- ✗ **Carry or hang electrical equipment by the power lead or cable**

Only a Qualified Electrical Tradesperson may:

- ✘ Repair, replace or take apart any electrical equipment, whether portable or fixed
- ✘ Open an electrical switch cabinet
- ✘ Operate High Voltage equipment

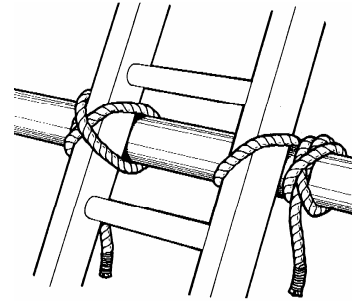
Electrical Shocks – however Minor MUST be reported to your Supervisor Immediately



17.2 WORKING AT HEIGHTS

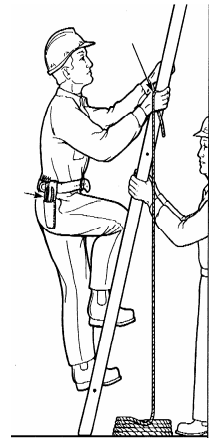
There are legal obligations and controls to prevent accidents when working at heights above 1.8 metres.

If access is required above 1.8 metres – a working platform with Hand Rails must be provided. If not permanent, then



If no Fixed Platform is provided, Access may be by use of:

- ✓ A Forklift Safety Cage – providing it is properly secured to the forklift, the fork operator is constantly in attendance while the cage is elevated and approved by your Supervisor
- ✓ A scaffolding platform responsibly erected – with permission from your Supervisor.
- ✓ A mobile elevating platform - Scissor Lift or Cherry Picker – with permission from your Supervisor
- ✓ A Safety Harness and Safety Line - where there are suitable anchorages - by employees or contractors who have been trained and approved by their Supervisor



17.2.1 WORKING WITH LADDERS

There are legal controls to prevent FALL accidents when working at heights above 1.0 metre.

When using ladders you MUST:

- ✓ Make sure the ladder is in good condition and is NOT damaged
- ✓ Make sure the ladder is suitable for the task
- ✓ Make sure the working surface is firm and stable
- ✓ Only for temporary access – NOT PERMANENT
- ✓ Make sure the ladder is stable and secure before and during use
- ✓ Make sure that the ladder extends at least ONE METRE above the working level

- ✓ Tie off and secure the ladder before use
- ✓ Always climb with both HANDS free to grip – DO NOT carry tools or materials in your hands while climbing
- ✓ Use a TOOL BELT or Lifting rope for accessing tools and equipment while on a ladder
- ✓ Use a STEP LADDER fully OPEN or fully CLOSED
- ✓ Only ONE PERSON on a ladder at one time

You MUST NOT:

- ✗ USE any other than an approved ladder for Electrical work – especially DO NOT Use METAL ladders
- ✗ Stand on the Top tread of a step ladder – unless it has a support rail
- ✗ Use a ladder as a support frame for scaffolding plank or working platform
- ✗ Reach out to Work more than 400mm from the ladder

17.3 WORKING IN CONFINED SPACES

There are legal obligations and controls to prevent accidents when working in locations where

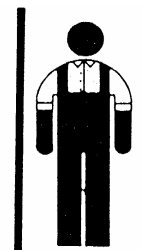
- Getting into or out of is awkward,
- Oxygen or air quality could be unacceptable, or
- It is not designed as a workspace.

These include tanks, vats, tunnels, and trenches – particularly where fumes could be present.

Your Host Company has a strict Confined Space Entry Permit scheme

Your Host Company has labelled all locations defined as 'Confined Spaces'

NO Confined Space shall be entered without direct authority and a written Permit from your Supervisor



When a Confined Space needs to be entered:

- ✓ Assess and minimise the Risks before
- ✓ Complete the Confined Space Entry Permit Form
- ✓ Ensure that you have been trained and approved
- ✓ Ensure that the Controls specified on the Permit are complied with
- ✓ Ensure that the Personal Protective Equipment is available and used
- ✓ Ensure that there are other trained persons and Emergency Controls available when someone is in the Confined Space

When observing work in a Confined Space you MUST:

- ✓ Keep in constant contact – making sure you can always see and hear the person working in the Confined Space
- ✓ NEVER leave the person working in the Confined Space alone
- ✓ Ensure that you can raise the alarm if an emergency happens
- ✓ Never Go into the Confined Space on you own
- ✓ Be aware of the dangers and power sources and how to control them

Only Trained and Qualified Persons are allowed to enter a Confined Space

No Work shall be undertaken in a Confined Space – without the Confined Space Entry Permit Form being approved and displayed adjacent to the Confined Space



17.4 WORKING WITH FORKLIFTS

There are legal obligations and controls to prevent accidents when working with Forklifts.

To use a Forklift - any AiGTS apprentice/trainee **MUST** have the proper competency certificate or endorsement.



All Forklift drivers **MUST**:

- ✓ Undertake safety inspection checks **BEFORE** starting the Forklift
- ✓ Report any faults and get fixed before use
- ✓ Always check the area – ahead & around, **BEFORE** moving
- ✓ Be aware of Pedestrians and only move at a speed capable of avoiding an accident
- ✓ Slow down and **SOUND** the horn whenever your vision is restricted – doorways, aisle crossing, corners etc.
- ✓ Work within the Safe Work Load Limit of the Forklift
- ✓ When moving loads – always **PUSH** loads, do not pull loads

You **MUST NOT**:

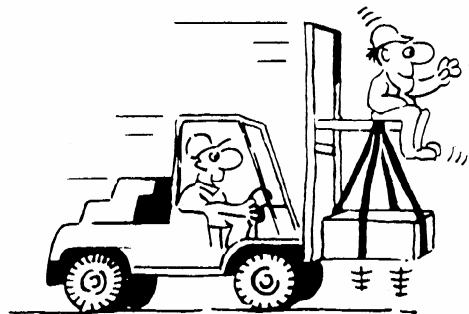
- ✗ Carry any Passengers
- ✗ Place loads in Aisleways, Fire Exits or cause any stacks to be unstable
- ✗ Lift people without an approved and secured Safety Cage
- ✗ Leave the controls unattended when people are in the Safety Cage

When picking up a Load, you **MUST**:

- ✓ Check the load is within the carrying capacity of the forklift
- ✓ Check the load is stable and its weight evenly spread
- ✓ Check the fork tynes are well spaced so as to provide a stable base

Drive a Forklift in **REVERSE** – only **WHEN**:

- ✓ The load **OBSTRUCTS** your safe vision
- ✓ Driving on a **SLOPE**
- ✓ There is not enough room to turn around



17.5 USE OF ISOLATION, DANGER & OUT-OF-SERVICE TAGS

When you see a DANGER that you cannot immediately Fix – PUT a DANGER TAG on it, fill in the details and Report it to your Supervisor.

Before starting any Maintenance work or some Cleaning work on Plant or Equipment, there may be a need to switch-off and physically prevent power being turned on by use of a Lockout.



Lockouts and Isolation Tags MUST:

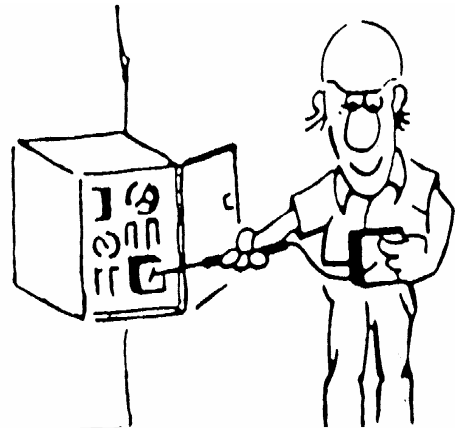
- ✓ Be issued individually to approved trained employees or contractors
- ✓ Only be installed by the approved employee or contractor
- ✓ Remain in place until the danger has ceased
- ✓ Each individual approved employee or contractor exposed to the danger shall install their own individual lockout mechanism and tag
- ✓ Only be removed by the person who installed it – unless express permission is gained by the Supervisor of the works

'Danger – Do Not Operate' Tags MUST:

- ✓ Be attached as close to the controls or the danger – which cannot be fixed
- ✓ Include details of the particular danger(s), the date when it was attached and who attached it
- ✓ Also involve reporting the Danger to your Supervisor
- ✓ Be the Approved YELLOW Tag
- ✓ Only be removed by the person who fixes the Danger or by the Supervisor - when satisfied that the danger has been removed

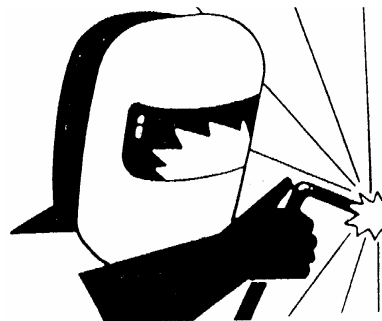
'Out of Service' Tags MUST:

- ✓ **Be installed when there is a risk of damage if a power source is activated, while plant and equipment is being cleaned, serviced or undergoing maintenance**
- ✓ **Be installed by anyone in control of an item of plant or equipment - where a danger or damage may occur if the power is inadvertently activated**
- ✓ **Be the approved Black & White tag**
- ✓ **Be complied with and the service NOT activated**
- ✓ **Only be removed by the person who installed it – unless express permission is gained by your Supervisor**



17.6 HOT WORK & WELDING WORK

When planning to undertake Welding or Hot work, an assessment should be undertaken to eliminate or minimise the risk of injury or fire.



Before Any Hot Work is undertaken you MUST:

- ✓ **Assess and minimise the risks involved in the planned work**
- ✓ **Ensure that you have been trained and approved to undertake the work**
- ✓ **Ensure that others are protected from the planned work**
- ✓ **Complete the Work Permit and get it approved by your Supervisor before starting**
- ✓ **Ensure that appropriate Personal Protective Equipment is available and used by all involved**
- ✓ **Ensure adequate ventilation for the type of work planned**
- ✓ **Ensure that others in the area are aware of the impact of the work planned**
- ✓ **Ensure that a 'Fire Watch' is undertaken if required**

When Welding or doing Hot Work - you MUST:

- ✓ **Ensure that the Permit is approved before starting**
- ✓ **Wear all appropriate Personal Protective Equipment**
- ✓ **Use signs and screens to protect others in the area**
- ✓ **Dampen down key areas to avoid heat damage**
- ✓ **Ensure Gas cylinders are secured and properly stored**
- ✓ **Ensure leads and hoses are controlled to avoid damage or creating a danger**

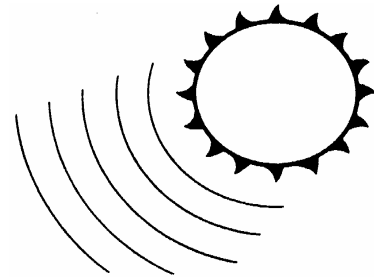
You MUST NOT:

- ✗ **Use Equipment that is faulty or Hoses or Leads that are frayed or worn**
- ✗ **Weld or Cut any flammable liquid container UNLESS it has been approved by Site Manager or Engineer**
- ✗ **Leave gas hoses in a Confined Space – unless they are being used**
- ✗ **Undertake welding without a suitable extinguisher immediately available**

17.6 WORKING IN HOT OR COLD AREAS

Heat and Cold exposure have an impact on our health – both physically as well as mentally. The body attempts to maintain its core temperature close to normal and thus excess **heat** can cause

- heat stoke,
- fainting,
- fatigue,
- rashes and
- worsening of pre-existing conditions;



while **cold** can cause

- loss of feeling,
- reduced co-ordination,
- pain and
- chill blains.

These effects are worsened

- for a person who is unacclimatised to the hot/cold environment,
- by the demands of the work being performed,
- age and level of fitness,
- over-weight and
- any pre-existing medical conditions

AiGTS and your Host Company shall try to avoid the need to work in such extremes

AiGTS and your Host Company shall consider Heat and Cold in the selection of Work Clothing

Before doing Any Work in a Hot Area - you MUST:

- ✓ **Ensure that you are aware of the location of the temperature RELIEF AREA**
- ✓ **Ensure that you are aware of the location of COOLED WATER**
- ✓ **Discuss with your Supervisor how YOU ARE AFFECTED by heat**
- ✓ **Confirm with your Supervisor the ARRANGEMENTS for taking relief breaks**

Before doing Any Work in a Cold Area - you MUST:

- ✓ Ensure that you are aware of the location of the temperature **RELIEF AREA**
- ✓ Ensure that you are aware of the location of **REPLACEMENT LIQUIDS**
- ✓ Discuss with your Supervisor how **YOU ARE AFFECTED** by cold
- ✓ Confirm with your Supervisor the **ARRANGEMENTS** for undertaking work
- ✓ Ensure that you have **SUITABLE PERSONAL PROTECTIVE CLOTHING** – including thermal underwear, gloves, head cover, jackets, insulated boots

When doing Work in a Hot Area - you MUST:

- ✓ Be cautious and ensure that you **WORK WITHIN YOUR LIMITS**
- ✓ Ensure that you take continual **REPLACEMENT FLUIDS**
- ✓ **TAKE RELIEF BREAKS** as agreed – without overloading others
- ✓ Take breaks in the Relief Area – not leave the area or go for a smoke
- ✓ **REPORT** any unusual feelings or illness to the First Aid Person

When Doing Work in a Cold Area - you MUST:

- ✓ Ensure that **OTHERS ARE AWARE** where you are working
- ✓ Ensure that you monitor the **AFFECT OF COLD** on your performance
- ✓ **TAKE WORK BREAKS** as agreed – in consultation with others
- ✓ Take breaks in the Relief Area – do not leave the area or go for a smoke
- ✓ **REPORT** any unusual feelings or illness to the First Aid Person

When Working in an Outside Area - you MUST:

- ✓ **Ensure that you have adequate SUITABLE WEATHER PROTECTIVE CLOTHING including**
long sleeve shirt, wide brim hat, sun glasses for summer conditions;
jacket, gloves and solid footwear for colder conditions
- ✓ **Ensure that you have convenient access to REPLACEMENT LIQUIDS**
- ✓ **Discuss with your Supervisor how YOU ARE AFFECTED by heat or cold**
- ✓ **Confirm with your Supervisor the ARRANGEMENTS for undertaking work**
- ✓ **Ensure that you have an adequate supply SUN SCREEN and apply ample SUN SCREEN**

17.7 WORKING WITH CHEMICALS

Chemicals and Hazardous Substances can cause harm through direct skin contact, inhalation and absorption

Your Host Company shall maintain a current set of **Material Safety Data Sheets** to help employees and contractors understand the nature and affect of the chemicals used.



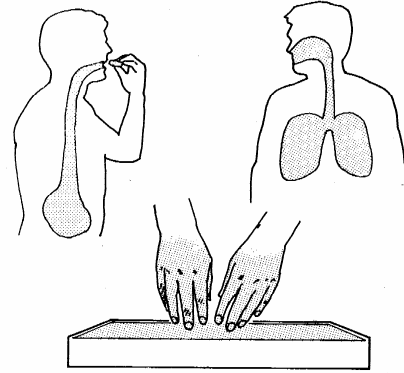
Local Material Safety Data Sheets are kept

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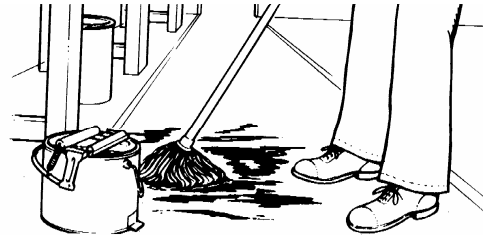
Your Host Company shall maintain **Standard Operating Procedures** for the safe use of chemicals – including routine, abnormal and emergency situations

AiGTS and your Host Company shall attempt to avoid the chance of anyone being exposed to chemical dangers

Where this cannot be practically achieved employees and contractors who are required to use such chemicals shall be provided with **specific training** and **Personal Protective Equipment**



Equipment and procedures shall be available for the safe prompt response to a chemical **emergency or clean up**



Receipt of Induction Manual

(Attach to apprentice/trainee personnel file)

I _____

acknowledge receipt of the Induction Manual. Its contents have been explained to me and I have had the opportunity to ask questions.

Print name: _____

Signature: _____

Date: ____ / ____ / ____

Emergency Contact Details

Name: _____

Relationship: _____

Phone Number: _____

Address: _____

Training Adviser / Field Officer

Printed Name: _____

Signature: _____

Date: ____ / ____ / ____

Employment Conditions with AiGTS regarding transfer and changes of employer

1. An apprentice/trainee cannot seek to transfer his/her apprenticeship to another employer without the express approval of Director of AiGTS
2. AiGTS cannot transfer Contracts of Vocational Training to the host employer under any circumstances
3. An apprentice/trainee can apply for a rotation to another host employer if all parties are in agreement