



Scaada

Health and Safety Induction

Objectives and Outcomes

The purpose of this induction is to ensure our contractors and all workers know and understand our company safety systems and standards.

At the completion of this induction you will have an understanding of the following:

- Your health and safety responsibilities
- The rules and requirements to work on a Scaada site
- Incident reporting procedure
- Respect on site

Scaada Responsibilities

Responsibility for the overall coordination of site safety for all our contractors and activities including:

- General emergency management for the site.
- Overall housekeeping for the site.
- Maintaining safe access and egress for the site.
- Consulting with contractors about safety.

Contractor Responsibilities

- Ensuring that you and your workers undertake work safely.
- Ensuring you and your workers are competent and licensed (relevant to the work you undertake).
- Supervising workers – particularly if they are young or inexperienced such as apprentices.
- Preparing, implementing and monitoring compliance with your SWMS for high-risk construction work.
- Consulting with us as the Principal Contractor.
- Contractors are not to communicate with clients without Scaada approval.
- Supplying first aid equipment relevant to the work your workers are undertaking.
- Where required, have an emergency rescue plan in place.

All worker Responsibilities

- Undertaking their work safely.
- Not putting themselves or others at risk.
- Complying with all site safety rules .
- Reporting incidents (injury or near miss) immediately to:
 - Their Company
 - Site Supervisor



Health and Safety Coordination Plan

The Health and Safety Coordination Plan details the following:

- Who is responsible for health and safety at the site
- Arrangements for coordinating safety at the site
- Arrangements for managing incidents at the site
- Emergency information
- After hours contact for safety related emergency
- Scaada Groups site safety rules

Before starting work

All workers must review the Health and Safety Coordination Plan:

- Confirm who the site safety contacts are before starting work
- Sign in
- Comply with all site safety rules and Site Supervisor instructions
- Prior to commencing any ground penetration work, YOU must review plans noting the location of underground pipes and electrical services



Site Rules - ALWAYS

- Have your construction induction (i.e. white card) on you at all times
- Have any other licenses on you at all times (relevant to the work you are undertaking)
- Comply with ALL site signage
- Maintain excellent housekeeping for all facilities
- Observe operating hours and noise restrictions
- Wear your personal protective equipment (PPE) relevant to site rules and the work you are doing
- Secure the site and clean up all rubbish after finishing your work

Site Rules - NEVER

- Enter any work area (unless authorised)
- Allow unauthorised persons on site (including owners)
- Work on footpaths or roadways unless authorised and a traffic management plan and/or permits are in place
- Remove site fencing (unless authorised), and IF authorised you MUST replace fencing after completing your work
- Work under the influence of alcohol or other drugs
- Smoke in internal areas
- Bring children or animals to site
- Play loud or offensive music whilst onsite



High Risk Construction Work

If conducting any high risk construction work a Safe Work Method Statement must be prepared, reviewed and signed on to by all workers. It must be submitted to a Scaada Site supervisor for review prior to works starting.

- Work at heights
- Work on or near plant
- Essential services
- Electrical works
- Traffic management
- Demolition, structural changes



Incident reporting

Prevention



An 'incident' is anything that occurs on site that results in harm (i.e. an injury); or has the 'potential' to cause harm (i.e. a near miss)



- If you see a hazard on site – remove it (if safe to do so)
- If you can't fix it at the time – Report it to the Site Supervisor by phone as soon as possible; and
- And remember, even if you have fixed the issue **ALWAYS** report it to the Site Supervisor so we can prevent it happening again

Incident reporting

Initial Response - In the event of an injury:

- Provide first aid treatment (if required); and/or
- Contact emergency services (Dial 000); and remember
- Injured persons should never drive themselves to seek medical assistance (unless it is safe to do so)



Always report the incident (injury or near miss) as soon as possible in person or by phone to the Site Supervisor.

Note: If they are not available – leave a message and keep trying. It is essential that you follow up.

Always preserve the incident site. For legal reasons, DO NOT touch, disturb or move anything unless authorised by a Site Supervisor.

Note: The only exception is to protect the safety of a person, provide first aid or to make the area safe to prevent further incidents.

Respect on site

- Bullying, sexual harassment and any form of abusive behaviour will not be tolerated from any person towards another person at any time
- Pranks and skylarking are NOT permitted at any time on site

