



Environmental, Health and Safety COMPLIANCE MANUAL

Reviewed by Nicole Field 14/5/13

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FORWARD

This manual has been prepared to make our employees aware of our principles, policies, work methods and conditions. It should help you to work within those guidelines with a minimum of confusion or misunderstanding. The contents of this manual are part of the terms and conditions of your employment.

1. read this manual and be fully familiar with its contents upon commencement of your employment
2. sign and return to your immediate supervisor/manager the declaration form at the back of this manual within two days of commencement of your employment; and
3. retain this manual for your future reference.

Please feel free to approach your supervisor or manager with any questions or suggestions. Your input is valued and welcomed.

In addition the following documents are required at the time this manual is supplied to all new employees:-

1. Australian Taxation Office Tax Declaration Form
2. Bank Details

This must be completed, signed and returned upon commencement of employment.

COMPANY PHILOSOPHY

We pride ourselves in being creative, innovative leaders and believe that the spirit of those working for and with us is our guarantee of success.

We value our employees as individuals within the team, and in return, we expect that they will operate and co-operate as part of the team, upholding the following ideals:

- Commitment to excellence at all levels in all operations. Average is not good enough, and there is always room for improvement or “a better way”. High performance levels are demanded of anyone within or associated with Field’s Environmental Solutions Pty Ltd
- Confront every situation with an optimistic and positive approach and maintain a sense of purpose at all times so that plans and strategies can be turned into realities.
- Meet both problems and opportunities with inventiveness and initiative, and react and adapt quickly to new situations. No problem is insurmountable, and no challenge should be too great.
- Don’t sit back and wait for things to happen – make things happen.
- Maintain an honest approach at all times
- Always remain flexible. Critical advice and comments are welcomed and it is expected that fair criticism be accepted in turn.
- Aim for effective communication between all staff members. Good communication is essential for the maintenance of both efficiency and good will between employees

Our Quality Assurance practices are provided to promote a high level of workmanship and guarantee customer satisfaction and a workplace that all can be proud of.

Field’s Environmental Solutions Pty Ltd is part of the Mining Industry, and as such we have adopted their WH&S Policies as our own. These standards are NOT negotiable.

As a member of a professional organization, it is essential that your personal standards be in line with our business’ requirements.

Your goals

1. Performance to the best of your ability
2. Teamwork and co-operation
3. Total honesty and integrity
4. Responsible care of any equipment you use in the performance of your work
5. Punctuality

MANDATORY DRESS CODE

1. A high standard of personal hygiene.
2. Safety glasses
3. Long sleeved high visibility shirts with long trousers
4. Steel cap lace up boots must be worn
5. Personal Protective Equipment will be provided, it must be looked after and worn
6. Always wear sunscreen and a brimmed hat to prevent potential skin problems
7. Clothing is to be clean at the start of the day and in reasonable repair

ALCOHOL, DRUGS AND MEDICATIONS

The only level of alcohol accepted onsite is 0.00

1. Drug and alcohol testing may be requested at any time
2. An employee will not be allowed to start work who is under the influence of alcohol
Non compliance with this direction will result in summary dismissal
3. No illegal drugs are allowed.
Non compliance with this direction will result in summary dismissal
4. No smoking allowed during work hours
5. No smoking allowed in vehicles or around other workers who are eating
6. Notify supervisors of any prescription drugs which may affect your day to day work.

It is a pre condition of employment that each new employee must disclose prior to their commencement with Field's Environmental Solutions Pty Ltd any pre-existing allergies or other medical conditions eg asthma which may affect their ability to perform their duties of employment.

It is an ongoing condition that existing employees must disclose to their supervisor if they develop an allergy or medical condition that is likely to affect their ability to perform their duties.

In all cases the new or existing employee must also advise the manager of their own doctor's medical advice for the treatment or management of any such condition

COMMENCEMENT OF WORK

New employees will be given a copy of this Manual along with a Tax File Number Declaration form.

Details of existing Superannuation policies will be required for ongoing payments

Wages cannot be paid until these have been completed and returned.

Your bank details will be required for payment of wages

PAY PERIODS

Pay period.....	Weekly
Pay Week.....	Wednesday to Tuesday
Pay Day	Friday

Each employee's pay is deposited into a bank account nominated.

NURSERY HYGIENE

1. Field's Environmental Solutions Pty Ltd aims to provide a safe work environment and pollution or littering is not acceptable.
2. Please place all garbage into drums provided; taking care to place recyclables into designated drum
3. When planting on properties never leave any rubbish in the area
4. Please remove all personal rubbish from the vehicles
5. Please do not litter with cigarette butts

GENERAL POLICIES AND PROCEDURES

Health Environment and Safety Policy

Field's Environmental Solutions Pty Ltd encourages the promotion of sound and effective health and safety measures as a common objective for both the management and employees. It is our policy to do all that is practicable and reasonable to prevent damage to the environment, equipment and property and to provide our employees with a safe workplace.

Namely:

1. Providing SWMS and JHA 's with daily reviews ensuring potential hazards are addressed
2. Providing training and instruction that will enable employees to perform their work safely and efficiently.
3. Supplying PPE for our employees for use in designated work areas.

Employees in turn have a duty to co-operate in this objective by:

1. working carefully
2. working efficiently
3. using the protective equipment provided
4. by participating and being pro-active in the ongoing development of safety plans.

SITE SPECIFIC SAFETY INDUCTION

All employees are to be inducted onto each new work site work. The SWMS to operate the equipment and a JHA completed prior to start of job and will be reviewed daily.

1. No job is so important /urgent that we cannot take time to perform it safely.
2. Always be aware of your safety and that of others
3. Report dangerous situations immediately
4. If unsure how to work equipment ask supervisor before proceeding
5. Protective equipment must be maintained in good operating condition and must be used when required
6. *Think safe work safe.* Safety is a priority
- 7.

VEHICLE AND ROAD SAFETY

1. Pre start check, daily
2. All employees must abide by the speed limits when driving vehicles to or from work sites.
3. Riding on trailers, on and in the trays of vehicles and trucks is prohibited.
4. Vehicles used onsite must be inspected and authorised by accredited personnel prior to accessing the site.
5. Reckless or careless driving is strictly forbidden.
6. Drivers must hold a current license for the vehicle they are driving
- 7.

SAFETY EQUIPMENT

1. Where required employees will be issued with specialized safety equipment and inducted in the correct method of use.
2. It is your responsibility to ensure your safety equipment is fit for use and correctly maintained.
3. Worn or damaged equipment will be repaired or replaced
Notify the supervisor of faulty equipment immediately.

Eye Protection

Eye protection is supplied and must be worn.

In addition appropriate eye protection must be worn in the following specific instances:

1. Clear goggles must be used operating a grinder, drill, or compressed air
2. Tinted goggles must be worn when using oxy-acetylene equipment
3. Welding helmets must be worn when welding.

Hearing Protection

Hearing protection equipment is supplied and must be worn when in any area where grinders, air operated tools or where excessive noise is present.

SAFETY GUARDING

Safety guards have been installed where required.

1. Any guarding removed to facilitate the repair or servicing of equipment must be replaced before commissioning.
2. All equipment is to have respective guards in place before going into operation.

ABUSE OF PROPERTY POLICY

Any employee who is willfully damaging any property is to be reported to your supervisor

CHEMICAL SAFETY AND HAZARDOUS SUBSTANCES POLICY

The use of agricultural/horticultural chemicals is an integral part of operating our nursery and planting operations. Field's Environmental Solutions will ensure the safe storage, transport and use of these products

1. Chemical Handlers Certification
2. Material Safety Data Sheets
3. Use correct PPE, as identified on the MSDS
4. Spill kit available
5. Notify relevant 3rd parties of chemical use
6. Assess current weather condition prior to chemical use
7. Document spray operation
8. Dispose of empty containers at "Drum Muster" depots

SAFETY IN MIXING AND HANDLING PESTICIDES

1. **Protective Clothing** - The relevant protective clothing will be worn when conducting nursery operations using agricultural chemicals as directed by the MSDS
2. **Read the label** – It is each operator or mixer's individual responsibility to read the label of the agricultural chemicals he is handling.
3. **Hygiene** – Before eating, drinking or smoking wash thoroughly and move away from potential sources of contaminations.

4. **Disposal – Used containers** according to the label and in the AgSafe approved manner.
5. **Spillages** – Spillage of chemical will be cleaned up in accordance with directions on the label. If spillage occurs call the Manager. (Vermiculite is available in the chemical store) Report any spills to your supervisor
6. **Washing Facilities** – ensure that adequate quantities of clean water are carried in vehicles applying agricultural chemicals.

CHEMICAL STORAGE

All chemicals will be securely stored in accordance with the Hazardous Substances regulations. Chemical compounds will be kept locked at all times when unattended. Access to chemical compounds is restricted to supervisors, staff under their direct and immediate control and approved contractors.

TAKE 5 minutes

Risk Assessment – JHA's will be reviewed where a hazardous situation is identified.

Risk Control - develop procedures, where possible to eliminate, modify or control such risks in accordance with manual handling regulations.

Employees Duty – Carry out tasks using correct techniques, if in doubt DON'T

NO SMOKING POLICY

In view of recent developments associated with Passive Smoking, a **no smoking policy**, applies within the following areas

- Buildings
- Vehicles
- People eating

SEXUAL HARASSMENT IN THE WORKPLACE

Sexual harassment will not be tolerated in any form.

Harassment falls into three broad categories:

1. acts of physical intimacy, ranging from familiar touching to coercive sexual acts of a criminal nature.
2. demands for sexual favors
3. communication with a sexual content, ie. Sexual jokes, sexual suggestions and innuendo, displays or erotic pictures, calendars and magazines, non-verbal communication such as gesturing, leering, staring or wolf whistles and anonymous telephone calls or letters.

Any person who is found to be sexually harassing anyone will be instantly dismissed.

Employees who genuinely feel they are being harassed are encouraged to quickly come forward. It is a serious matter but one where people are usually uncomfortable about coming forward and may be worried about possible job repercussions. There is a commitment from management that no-one's job will suffer as a result of a genuine complaint of sexual harassment. The matter will be dealt with confidentially and quickly.

If anyone knows someone is being harassed they should also come forward.

Note: If you would be more comfortable talking to a female contact, please feel free to see Janet Field or call her mobile 0413130843

INJURY AND ACCIDENT PROCEDURES

Objectives

To ensure that all work related illnesses, injuries and dangerous occurrences are documented so that:

1. Workers Compensation claims are processed without delay.
2. Adverse trends can be identified and rectified.
3. All accidents and injuries are investigated, the cause identified and procedure altered so that the accident will not be repeated.
4. Appropriate legislative requirements are met.
5. Workplace Occupational Health and Safety is continually improved.

Procedures –

1 First Aid Register

Whenever First Aid is administered brief details are to be entered in the supervisors' diary. Materials used are to be replaced immediately.

2 Accident Report Form (WorkCover Authority Form)

- A statutory requirement.
- This form is to be filled out by injured employee ASAP

3 Accident Investigation

Onsite supervisor and the injured worker must document in a report by (if possible) to the Manager. It details:

- Who was the injured person.
- When the injury occurred.
- Where the injury occurred.
- Injury details – first aid given.
- How the accident happened.
- Why the accident happened.
- Preventative action recommended.

An investigation is to be carried out wherever a WorkCover Accident Report Form has to be filled out.

Copies of the investigation should be given to the manager.

INCIDENT REPORTING

Field's Environmental Solutions Pty Ltd is committed to safety and identifying potential incidents and hazards with the objective of eliminating them before an accident occurs. Report "near misses".

Each incident is to be reported using Incident and Accident Reporting Procedures. This form requires input from all employees involved in the incident. Once reported the incident will be reviewed by the manager and an appropriate response made.

ACCIDENT OR MEDICAL EMERGENCY

1. Measures should be taken to ensure that the person requiring first aid attention is made comfortable and safe while assistance is sought, injured persons should be assisted by Senior First Aiders

2. The person notified will alert and contact one or more of the following as necessary:
 - a. A staff member with First Aid training
 - b. Nearest available Hospital
 - c. Nearest available Ambulance
 - d. Nearest available vehicle.

3. Without endangering the injured person by your absence, stay near a telephone or radio and maintain communication.

FIRE AND FIRE FIGHTING EQUIPMENT

All care must be taken to prevent fires from occurring. In the event that a fire cannot be extinguished evacuate the area immediately



TERMS AND CONDITIONS OF EMPLOYMENT

Welcome to Field's Environment Solutions. As part of our WP & S Policy we would like to introduce you to your new workplace. You will be fully instructed in the workplace, to give you the information you and your co-workers need to work in a safe manner.

I have read and understand the terms and conditions of this workplace.

Employee's Name:.....

Signature:.....Date:.....

Employer's Signature.....Date:.....

Email:(for wage schedule to be sent)

Mob:.....(on call for casual work)

BANK DETAILS (for payment of wages): Name of Account.....

BSB:Account No.....Bank.....

SUPERANNUATION DETAILS (if you are already a member another fund please provide

Name of Fund:.....

Address:.....

Member Number:.....

Payment details: **BSB-** **A/C-**..... **OR**

BPAY- Biller Code..... **Reference Number**.....