

**HAZARDOUS WORK - CHEMICALS, MANUAL TASKS, CONFINED SPACES, ELECTRICAL AND REMOTE WORK**

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## MANAGEMENT OF HAZARDOUS CHEMICALS

Hazardous chemicals are those which the Safety Data Sheets (SDS) or label has identified the chemical as hazardous or which Safework Australia or the manufacturer has identified as a hazardous substance.

### Purchase of Hazardous Chemicals

Before any Hazardous Chemicals are supplied for the first time:

- A Safety Data Sheet (SDS) is obtained and a risk assessment is conducted using Pre-Purchase Risk Assessment and Checklist (0302) and Hazardous Substances Risk Assessment (0203). No chemical substance shall be considered for purchase, purchased or used (even on a trial basis) unless the current relevant SDS and chemical label has been obtained and a risk assessment completed prior to the chemical coming on-site.
- Research is notified of all new chemical/hazardous substances so that SDS, labels and risk assessments can be added to the WeedChem Register;
- Appropriate storage, handling, packaging and transport requirements are in place;
- Alternative options, such as safer and less hazardous products are considered for use in consultation with those who use the product.

### Storage and Transport of Hazardous Chemicals

When storing and transporting hazardous chemicals:

- All substances will be identified and labelled in a clear and appropriate manner;
- A bi-annual work place audit will be carried out for chemicals and SDSs to ensure an SDS is available at the point of storage or the point of use for each substance (Refer Chemical / Flammable / Combustible Storage Checklist (Six Monthly));
- All storage facilities will be inspected as part of regular Worksite Inspections;
- Stocks are minimised and a hazardous substance register is maintained. This register is to be updated as soon as any new hazardous substance is delivered on site
- A register of hazardous substances being transported at any point in time is maintained as required by legislation.
- A quarterly review of labels and SDSs is carried out;
- Management will ensure that new facilities where hazardous substances are handled or stored are designed and constructed to minimise the risk of exposure to hazardous substances and to comply with all legislative requirements and relevant Standards;

### Use of Hazardous Chemicals

Prior to and during the use of Hazardous Chemicals:

- The Operations Plan will be completed as a site specific risk assessment for the product to be used and the operation to be carried out;
- SDSs will be provided and made available to all relevant employees and contractors, where applicable;
- Adequate supervision is provided to workers who are likely to be exposed to a hazardous chemical taking into account the nature of the risk and the level of training, instruction and information provided;
- Employee exposure records are maintained using the Agricultural Chemical Use / Exposure Record (BS1030) and recorded on employees personnel files;
- Any containers used to store or transport hazardous chemicals will be labelled appropriately; and
- Items that have contained hazardous substances or chemicals will be disposed of appropriately as per the label and SDS instruction (this includes spray paint cans, aerosols, toner and ink cartridges, batteries, grease cartridges or burst/blown hydraulic hoses) and any systems no longer in use are decommissioned appropriately.

### Asbestos Management

- A copy of the asbestos register for the workplace will be made available to employees and contractors electronically via the Records Management System

### **FORESTRYSA EMPLOYEES ARE NOT TO DISTURB ANY ASBESTOS UNDER ANY CIRCUMSTANCES**

- Only licensed and authorised contractors will be permitted to remove any Asbestos from the workplace.

### **Monitoring and Review**

A review of any measures implemented to control risks in relation to a hazardous chemical is carried out at least once every 5 years, following any change to the SDS or Weedchem database, if monitoring determines that the airborne concentration of the hazardous chemical at the workplace exceeds the relevant exposure standard or if a person obtains a health monitoring report for a worker that contains:

- Test results that indicate that the worker has been exposed to the hazardous chemical and has an elevated level of metabolites in his or her body for that hazardous chemical; or
- Any advice that test results indicate that the worker may have contracted a disease, injury or illness as a result of carrying out the work using, handling, generating or storing the hazardous chemical that triggered the requirement for health monitoring; or
- Any recommendation that the person conducting the business or undertaking (PCBU) take remedial measures, including whether the worker can continue to carry out the work using, handling, generating or storing the hazardous chemical that triggered the requirement for health monitoring.
- The Research Section are responsible for reviewing Hazardous Substance Risk Assessments and if substances are not approved, but still to be used, authorisation from the General Manager Operations must be obtained and documented and entering Risk Assessments in WeedChem with the attached Safety Data Sheet (SDS), Label and Risk Assessment.

### **MANAGEMENT OF HAZARDOUS MANUAL TASKS**

Hazards that arise from manual tasks generally involve a complex interaction between an employee and:

- The work tasks and how they are performed
- The tools, equipment and objects handled; and
- The physical work environment

A manual task becomes hazardous when it requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving one or more of the following:

- Repetitive or sustained force;
- High or sudden force;
- Repetitive movement;
- Sustained or awkward postures; and
- Exposure to vibration.

ForestrySA will review and as necessary revise all measures implemented to control the risk of a worker being affected by a musculoskeletal disorder arising wholly or partly from carrying out a hazardous manual task, in the following circumstances:

- Before any change is made to a thing or a system of work that involves the performance of a hazardous manual task, including a change in the place there the task is performed;
- Before a thing is used for a purpose other than a purpose for which it was designed if the intended use may require a worker to perform a hazardous manual task;
- If new or additional information about a hazardous manual task becomes available to the person;
- If the occurrence of a musculoskeletal disorder is reported by or on behalf of the affected worker;
- If a notifiable incident occurs in relation to the performance of a hazardous manual task;

- If the control measures do not control the risk; and
- If a health and safety representative at the workplace requests a review.

Prior to the purchase of any new plant or equipment, a risk assessment is carried out using the Pre-Purchase Risk Assessment and Checklist which includes the identification of any manual handling or ergonomic hazards.

Any hazards identified are added to the Risk Register (safety) and, if the hazard cannot be eliminated, controls are implemented.

Where required, SOPs are developed to ensure all employees are aware of any hazardous manual tasks that they may be required to carry out.

## **MANAGEMENT OF CONFINED SPACES**

### **FORESTRYSA EMPLOYEES ARE NOT TO ENTER CONFINED SPACES UNDER ANY CIRCUMSTANCES.**

Working in confined spaces presents an increased risk of injury because their hazards may not be readily apparent. Confined spaces are usually not designed as work areas and often have poor ventilation which allows hazardous atmospheres to develop quickly. Hazards can often not be visibly obvious and can change from one entry into the confined space to the next. Persons may enter confined spaces unaware that they are entering a potentially hazardous work environment.

A confined space is an enclosed or partially enclosed space of any volume that:

- Is not designed or intended as a place of work i.e. to not be occupied by a person; and
- Is at normal atmospheric pressure while any person is in the space, and
- May have restricted means of entry and exit; and
- Is or is likely to be a risk to health and safety from:
  - An atmosphere that does not have a safe oxygen level, or
  - Contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or
  - Engulfment.

Places that are intended for human occupancy and have adequate ventilation, lighting and safe means of entry and exit are not considered confined spaces.

ForestrySA confined spaces may include but are not limited to:

- Water tankers
- Rain water tanks
- Spray carts

Potential confined spaces are assessed using the Identification of a [Potential Confined Space Risk Assessment](#) form.

Completed forms are forwarded to the Safety Officer who then enters them into the Confined Space tab of the Risk Register (safety). Original forms are filed in Records Manager FD 08/802.

All spaces assessed are listed in the Confined Space tab of the Risk Register (safety). Spaces assessed that are NOT confined spaces are recorded in the Register as controls may need to be in place to minimise risk to ForestrySA employees.

The Register includes the following information:

- Space Name
- Description
- Location (Ranges, Head Office, Glencoe Nursery, Mt Gambier Forest, Penola Forest, Mt Burr Forest)

The Confined Space tab of the Risk Register (safety) is maintained by the Coordinator Fire and Safety and is reviewed annually in consultation with the respective District Managers.

ForestrySA Employees responsible for contractors that may enter confined spaces are to ensure that:

- Contractors have been inducted prior to work commencing on site;
- Contractors are aware that the work requires entry into a confined space; and
- ForestrySA receives copies of any documentation completed by the contractor (such as entry/exit permits, emergency rescue procedures etc). Copies of these documents are to be sent to HR on completion of the work.

## **ELECTRICAL SAFETY**

ForestrySA is committed to ensuring that where reasonably practicable, employees and others are protected from injuries caused directly or indirectly by electricity.

Some existing circuits will take time to be upgraded to non-portable Residual Current Device (RCD) protection. Therefore, until this occurs, all electrical equipment connected to non-protected circuits shall be used in conjunction with an approved portable RCD. Electrical equipment must be inspected, tested where appropriate, and tagged to demonstrate that inspection and testing of that item has occurred.

### **Powerlines**

- Refer to [Powerlines – Inspection and Clearance Works](#).

### **RCDs and Electrical Leads**

- RCDs must be used at all times on electrical appliances that are connected to mains power.
- Arrange electrical leads so they will not be damaged. Avoid running leads across the floor or ground, through doorways and over sharp edges, and use lead stands or insulated cable hangers to keep leads off the ground.
- Don't use leads and tools in damp or wet conditions unless they are specifically designed for those conditions.
- If the circuit keeps on overloading, ensure the circuit is not re-energised until the issue is resolved
- Managers must keep records of any tests carried out on RCDs

### **Purchase and Use of Electrical Equipment**

Managers must:

- ensure all electrical equipment purchased has appropriate certification and is suitably tagged at the next electrical inspection unless a risk assessment identifies that tagging should take place before any use;
- ensure all electrical equipment hired or leased for use is inspected by a competent person and suitably tagged;
- conduct a risk assessment prior to purchase and when equipment has been modified and implement appropriate controls following consultation with those affected;
- Ensure warning signs are displayed, for overhead or underground powerlines; and
- Contact 'Dial Before You Dig (phone 1100)' if any works are planned near underground electrical cables or if you are not aware of where cabling may be located.

Employees must:

- Use electrical equipment in a safe and responsible manner;
- Not use personal items (such as electric fan heaters, phone chargers) unless the item has been tested and tagged and prior approval has been received from their manager;
- Operate only equipment for which they have been trained;
- Conduct pre-use visual checks of electrical equipment, including the lead and plug connections, ensuring tags are in place and that equipment is safe prior to commencing use;
- Not making any alterations or repairs to electrical equipment unless they are authorised by ForestrySA to make such alterations or repair;

- Conduct pre-use tests of in-built test facility of portable RCD's;

### **Faulty Electrical Equipment**

- Unsafe electrical equipment must be disconnected or isolated from its electricity supply. It must not be reconnected unless it is repaired by a competent person or tests by a competent person have confirmed it is safe to use. Alternatively, it could be replaced or permanently removed from use.
- Any faulty equipment which remains in the workplace must have an out of service tag attached to alert others to the faulty nature of that equipment

### **Contractors performing electrical work**

- Managers are responsible for ensuring a High Risk Work Safe Work Method Statement (as part of the Regular Visitor / Minor Contractor Induction) is completed prior to any electrical work being completed;
- All new electrical work must be performed in accordance with the current WHS Regulations, Australian Standards and related legislation and guidelines
- Those people carrying out inspection and testing of electrical equipment must be a person who has successfully completed a structured training course and been deemed competent in the use of a pass-fail type portable appliance tester and the visual inspection of electrical equipment;
- A permanent record of inspection and testing must be provided and retained by ForestrySA;
- A Certificate of Compliance must be obtained and retained for all new electrical work performed

### **WORKING ALONE, AFTER HOURS OR IN ISOLATION**

For employees working outside normal business hours, alone or in isolated areas certain hazards may be increased due to the reduction in immediate assistance in the event of an accident or incident.

The health, safety and welfare of employees and others directly supervised by ForestrySA working alone or in isolated areas are the responsibility of Managers.

Some work is classified as too hazardous to be undertaken after hours or in isolation and should be undertaken during normal working hours or when qualified assistance and supervision is available.

Work in this category includes:

- Use of hazardous substances where there is a significant risk of injury or exposure to the hazardous substances being used;
- Working at heights;
- In areas where power tools or hand tools (inc welding) that could cause injury are used;
- Areas where moving machinery is used; or
- Any task assessed as high risk.

### **After Hours Work**

Any period of time outside of the span of ordinary hours established by the Enterprise Agreement are known as 'After Hours'. This includes:

- A Forest Maintenance Worker is required to perform their normal hours of duty between the hours of 6:00am and 6:00pm Monday to Friday; or
- All other employees are required to perform their normal hours of duty between 8:00am and 6:00pm Monday to Friday.

### **General Procedure for Working Alone**

Before any work is carried out remotely, alone or in isolation, it must be approved by a Manager and the following need to be established:

- A means of communication for the individual to call for help in the event of an emergency; and
- An agreed procedure for regular contact between a contact person and the worker. The amount of contact required whilst working alone depends on the hazard potential of the work and the experience of the individual undertaking the work. Caution should be used when choosing a mobile phone as the means of

communication. Coverage in the area where the individual will work should be confirmed before work commences.

The designated contact person receives contact calls from the individual working alone and is responsible for:

- Being available when the worker contacts them at pre-arranged times;
- Attempting to contact the worker if they fail to make contact at pre-arranged time; and
- Notifying their direct manager or an appropriate person (e.g. another supervisor/manager or police) if contact cannot be made with the worker.

It is the responsibility of the individual (employees, labour hire, visitors, contractors) working alone to ensure:

- They do not place themselves at risk;
- the Contact Person has suitable location information that will enable the tracking and location of the person working alone;
- They contact the contact person at the pre-arranged times and they communicate the expected time of completion of the working alone task;
- They make contact with the contact person to advise of any location changes;
- They assess the risks, using the notion of 'Take 5', to safely complete the task at hand; and

## WORKING ALONE PROCEDURE – RANGES REGION

### Emergency Contact List:

1. Direct Supervisor
2. C & R Ranger on Duty
3. Ops Coordinator / Team Leader
4. District Manager
5. Adelaide Fire - use the emergency button within the GRN and wait to be called.

### ALL STAFF WORKING ALONE MUST BE IDENTIFIED BY 9:00AM

- At 9:00am every morning a list of all personnel and their specific location working alone from Operations, Harvesting, Technical Services and C+R must be provided to Mt Crawford Depot. This can be done by the direct supervisor of the staff working alone, or by the staff themselves, via GRN radio.
- These names will be kept on a board next to the GRN radios at Mt Crawford
- The GRN must be monitored at Mt Crawford and contact must be made by employees working alone
  - At 9.00am
  - before and after any unplanned stoppage in work
  - when changing location
  - between 12:00 -12:15pm (use hand held GRN if away from cab)
  - at 3pm
  - and at return to work depot
- The board will be updated once contact has been made.
- In the event that contact is not made at these times the following procedure will be followed:
  - The Contact List above will be consulted and the Emergency Contact Person (ECP) will be notified.
  - The ECP will then attempt to make contact with the employee, via either GRN radio or mobile phone.
  - In the event contact still cannot be made with the employee, the ECP will arrange a physical search **immediately**.

### After Hours and Weekend Work

- After hours and weekend work will be covered in a system of contact as follows:
  - The direct supervisor must provide a list of names to the Ranger on Duty at the relevant reserve by 4pm Friday.
  - The Ranger on Duty must monitor the GRN radio at the relevant reserve and contact must be made by employees working alone
    - at 9am
    - 12 – 12:15
    - 3pm
    - on return to depot
- In the event that contact is not made by the employee, the Ranger on Duty will become the Emergency Contact person (ECP) and follow the procedure above.
- Rangers at each reserve **will call each other at start up and shut down on weekends and Public Holidays.**