

REVISION
2024



 BAYSIDE GROUP

 **acclaimed**
workforce

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Introduction

As part of the same group, Bayside Group and its affiliate brand, Acclaimed Workforce, work together to provide streamlined services to our clients. Bayside Group focuses on professional recruitment and Acclaimed Workforce for semi-skilled, trades, and regional recruitment.

We are committed to your continued wellbeing and safety in the workplace and ask that you take the time to read this book prior to starting work.

Contact Us

If you have any questions or concerns regarding your safety in the workplace, please contact your Recruitment Consultant immediately.
For further information about working with us:

Bayside Group

03 9864 6000

www.baysidegroup.com.au

Acclaimed Workforce

1300 119 229

www.acclaimedworkforce.com.au

Online Safety & Equal Opportunity Induction

WorkPro is a simple induction and training solution that reduces the time and effort spent completing general safety and equal opportunity inductions.

Once you have registered on WorkPro and completed your induction, the results of your assessment are permanently stored in a central database for reference by a future employer. This means you only need to do the induction module once, even if you change jobs or recruitment agencies/employer.

You will, however, be required to undertake refreshers from time to time. Hundreds of recruiters are already using WorkPro as their induction solution, and tens of thousands of individuals have already been 'WorkPro inducted'.

To complete your induction, [click here](#)

Definitions

Employer:	Bayside Group or Acclaimed Workforce are your employer.
Host Employer:	Our client, and the Company at which site you are currently working.
On-site Supervisor:	The Host Employer representative your Recruitment Consultant has told you to report to on-site.
Employee:	Any reference to employees in this publication refers to yourself and/or your co-workers.
Hazard:	Anything in the workplace that has the potential to harm people.
SOP:	Standard Operating Procedure; sometimes known as Safe Operating Procedure.
PPE:	Personal Protective Equipment.
Recruitment Consultant:	Your Bayside Group or Acclaimed Workforce representative that has either been nominated as your direct point of contact, or provided you with the information for the work you are currently performing.

Workplace Health & Safety Policy Statement for our Workforce

This information does not contain any contractual terms nor does it form part of your employment contract or contract of engagement, as the case may be, and it may be revised from time to time.

Bayside Group and Acclaimed Workforce are committed to providing and maintaining a safe and healthy work environment, both physical and psychological, for their workforce. Bayside Group and Acclaimed Workforce are also committed to ensuring all on-hired workers are in a safe work environment when working on-site for our clients.

Our Responsibilities:

- » Establish measurable safety objectives and targets, and continuously review these to improve our WHS performance.
- » Perform regular workplace inspections, identify and promptly eliminate or control workplace hazards and reduce health and safety risks.
- » On-hired workers are trained on all relevant work health and safety matters.
- » Contractors working on our premises are fully aware of the hazards associated with their work and implement appropriate hazard control measures.
- » On-hired workers are inducted into the requirements of the WHS Management System and are held accountable for enacting their roles and responsibilities as defined in the WHS management system.
- » Effective consultation on health and safety matters includes two-way communication of relevant information relating to hazards and OH&S risks, relevant incident outcomes and other safety information. This is achieved through toolbox meetings as required for the industry, reporting, regular health and safety meetings and feedback mechanisms.
- » Adequate resources are provided to enable full implementation of the WHS Policy and WHS management system. Where Bayside Group and Acclaimed Workforce do not have the necessary in-house knowledge or expertise to enable them to meet their work health and safety objectives, they will ensure that advice and guidance are obtained from competent work health and safety professionals.
- » Senior managers and supervisors are responsible for the implementation and dissemination of all matters dealing with the health and safety of on-hired workers and contractors under their control.

Workplace Health & Safety Policy Statement for our Workforce

Your Responsibilities:

- » All employees, on-hired workers, visitors, and contractors are required to comply with the WHS Policy and the WHS management system.
- » Compliance and improvement to the WHS management system benefits all stakeholders. Non-conformance can potentially lead to serious harm to employees and others.
- » On-hired workers must cooperate with the employer regarding WHS actions taken by Bayside Group and Acclaimed Workforce to maintain health and safety.
- » On-hired workers shall take reasonable care of their own safety and not adversely affect the safety of others at the workplace.
- » You can remove yourself from work situations that present an imminent and serious danger to your health and safety without undue consequences of doing so.

Frequently Asked Questions

What do I do if I think my workplace is unsafe?

You are not expected to work in an unsafe environment. If you think your workplace is unsafe, discuss the issue with your on-site Supervisor. If the issue is not resolved to your satisfaction, contact your Recruitment Consultant.

What do I do if I am asked to change work sites?

Contact your Recruitment Consultant immediately.

Who provides Personal Protective Equipment (PPE)?

When briefing you on a job, your Recruitment Consultant will let you know what PPE is required and who is responsible for providing it. You will generally be expected to wear your own steel cap boots if they are required. For further information or if you are unsure, contact your Recruitment Consultant.

What do I do if I am injured in the workplace?

Immediately report your injury to your on-site Supervisor, and seek first aid if necessary. Contact your Recruitment Consultant as soon as possible to discuss injury management. They will assist you through the process. See page 11 for further information.

What if I am called into the workplace and I haven't had a ten-hour break between shifts/assignments?

You need to notify your Recruitment Consultant and they will instruct you on what to do.

Your First Day on the Job

When you work in a new location for the first time, it is important that you:

- » Are inducted into the workplace and are properly instructed and trained on the equipment you will be using and emergency procedures.
- » Familiarise yourself with the safety rules, requirements and procedures in your work area.
- » Don't use equipment or do anything you consider to be hazardous without maximum and reasonable protection.
- » Observe safety signs – they are there for your protection.

We do not expect you to work in unsafe conditions. If you are asked to work in unsafe conditions, advise your on-site Supervisor. If the situation is not resolved, contact your Recruitment Consultant immediately.



The Correct Attitude

We expect you to be alert and apply common sense when at work. Most accidents can be avoided.

Make sure you are aware of the situation, conditions and people on the job and if you see something wrong, fix it or report it. Remember, you have a duty to act in a manner that doesn't endanger your health or that of others in your workplace.

Your attitude to safety will make the difference.

Changes to Your Workplace or Job

Your Host Employer has an obligation to notify us of any proposed changes to the nature of your job or workplace.

However, we also need you to let us know if anything changes so that we can conduct a review and discuss the changes with you. An OH&S site evaluation may also be necessary.

If you are asked to carry out a different job or to work in a different workplace by your on-site Supervisor, please discuss this with your Recruitment Consultant.

Fatigue Management

It is your responsibility to:

- » Ensure you are fit for your duties and have had sufficient rest to fulfill your work requirements.
- » Identify and acknowledge your feelings of fatigue and inform your manager or consultant of your fatigued state.
- » Not accept shift of work if you have not had a 10-hour break from work (With our Company or others).
- » Comply with any reasonable instruction, policy or procedure issued by your manager or consultant relating to preventing and managing fatigue.
- » Consider the safety of other employees and identify fatigue risks in colleagues and encourage them to inform their supervisor of their fatigued state.



First Aid

In case of an injury in your workplace, you should report the injury, no matter how minor, to your on-site Supervisor.

If you require medical treatment seek attention from the First Aid Officer at your workplace. If further medical treatment is required, your on-site Supervisor or First Aid Officer will arrange this.

All incidents must be reported immediately to your on-site Supervisor and Recruitment Consultant.

Reporting Hazards or Hazardous Situations

Please report all hazards or hazardous situations to your on-site Supervisor. If matters are not resolved, please contact your Recruitment Consultant immediately for further advice.



What to Do if You Are Injured at Work

As your employer, it is our legal obligation to register any injuries you sustain in the workplace. If you are injured at work:

1. Immediately report your injury to your on-site Supervisor, and seek first aid if necessary.
2. Contact your Recruitment Consultant as soon as possible to discuss injury management.
3. An Injury or Incident Report must be filled out using the link sent to you by your consultant. They will contact you as soon as possible to follow up with the Incident Report.

Your Recruitment Consultant will assist you with all elements of WorkCover, so please direct all questions to them. This is important because all documentation must be completed correctly before we can forward to our WorkCover agent.

For after-hours injuries, call 1300 22 98 32 or report through our website.

Rehabilitation & Return to Work

Normal practice and our expectation is that rehabilitation and your subsequent return to work will commence as soon as possible.

Suitable duties which do not jeopardise your wellbeing will be provided where possible as part of this process. An appointment to see a doctor may be arranged for you, so please follow the workplace injury guidelines for your state or territory.

All employees have a duty and responsibility to take reasonable care for their own health and safety, and that of others in the workplace.

Pre-existing or Non Work-related Injuries, Illnesses & Health Conditions

You need to notify your Recruitment Consultant should your health change during the course of employment with Bayside Group. If your health is affected by injury or illness, it's important for us to determine that the work we provide you with won't adversely affect your wellbeing.

It may be necessary to get a clearance from a medical practitioner to resume your normal duties.

Good Housekeeping

Follow these simple guidelines to avoid unnecessary accidents:

- » Keep all floors free of spills, especially oil.
- » Return tools and equipment to their designated storage places as often as possible, and after each shift.
- » Keep materials stacked properly in their correct location.
- » Keep cords and wires neatly rolled up and well away from walkways.
- » Make sure power tool leads, blades, etc. are well protected.
- » Store chemicals in appropriate and clearly marked containers.

It is your responsibility to help keep your work area tidy.

Harassment & Bullying

Everyone has the right to work in an environment free from harassment and bullying. Please note:

- » You must conduct yourself appropriately and respect fellow employees at all times.
- » You have a duty to report to your on-site Supervisor and Recruitment Consultant all cases of harassment and bullying, either witnessed or directed to you personally.

Harassment takes on many forms and includes sexual harassment. Harassment is any behaviour or conduct that makes someone feel offended, humiliated or intimidated.

Examples of harassment may include:

- » Public display of offensive or pornographic material.
- » Continued use of jokes containing sexual innuendos.
- » Unwanted and uninvited sexual advances.
- » Obscene gestures.
- » Unwelcome physical contact.
- » Inappropriate use of power to force or influence a person/s decision.
- » Insulting jokes about particular races/religions.

Bullying is repeated unreasonable behaviour directed toward a worker, or group of workers, that creates a risk to health and safety. Examples may include:

- » Verbal abuse.
- » Intimidation.
- » Giving someone the majority of unpleasant tasks.
- » Excluding someone from workplace activities.

A worker who is found to have been responsible for harassment and bullying may face instant termination.

Drugs & Alcohol

You are expected to report for work in a fit state and able to perform your assigned duties safely and acceptably without limitations due to the effects of alcohol, illicit drugs, non-prescription drugs, prescribed medications or any other substance.

You must comply with Bayside Group and Acclaimed Workforce drug and alcohol policy and procedures, as well as any client site policies and procedures that may apply. Testing may be required, including pre-employment, cause (incident), challenge (reasonable suspicion) and random testing.

It is your responsibility to ensure you are not under the influence of alcohol or any substance that adversely affects your performance while at work. If you are taking non-prescription or prescribed medications that may affect your performance, you must notify your on-site Supervisor immediately.

Office & Workstation Safety

Please adhere to the rules and guidelines in each workplace and carefully read instructions when using office equipment. If you're unsure, ask!

Each workplace has its own physical challenges. Some actions that appear harmless may have implications if not undertaken correctly. The basic office ergonomic guidelines are:

- » Make sure the top of your computer screen is level with or slightly lower than your eyes and the screen is at arm's length from your seated position.
- » Adjust your chair so your feet are flat on the floor, your thighs are horizontal, and your lower legs are vertical.
- » Fit the backrest of your chair to the curve of your lower back, making sure you are comfortable.
- » Place your keyboard directly in line with your seating position and the screen, making sure you don't have to stretch to reach it.
- » When using your mouse, let the desk support the weight of your arm, keep your wrist flat and rest your fingers on the mouse between actions.

Regularly shift to a neutral position making sure your arms and shoulders are relaxed and your back and neck are straight. Take task breaks regularly to change body posture.

Slips, Trips & Falls

- » On wet surfaces, shorten your stride to keep your centre of balance and wear footwear with appropriate slip resistant soles.
- » In the case of other hazards like loose mats, changing surfaces, etc. be observant and take care.

Avoiding Trips and Falls:

- » Clean up clutter and cover electrical leads.
- » Make sure your view is unobstructed and you have adequate lighting (carry a torch if necessary).
- » Be careful on ladders, steps and stairs - don't use makeshift ladders and platforms.
- » Make sure when using ladders, you have 3 points of contact at all times (either 2 feet and 1 hand or 2 hands and 1 foot).

Manual Handling & Lifting

Lifting, pushing, pulling, stacking and packing are all examples of manual handling. Incorrect methods used in handling materials cause the greatest number of workplace injuries.

Before lifting any object ask yourself:

- » Must the object be moved or lifted?
- » Can the object be moved mechanically?
- » Can the object be reduced in size or weight?
- » Can anyone assist me?
- » Is the object too heavy to lift?

The following basic rules should be observed when lifting:

- » Stretch and warm up prior to any manual handling tasks.
- » Make sure each load is within your lifting capacity.
- » Clear the path you need to travel of obstructions.
- » Place feet shoulder width apart in a good balanced position.
- » Bend knees as you grasp the weight and keep your back as upright as possible.
- » Lift gradually by straightening your legs.
- » Never twist while lifting or carrying.

Personal Protective Equipment

- » Arrive for work wearing the appropriate clothing and footwear. Do not wear loose or torn clothing.
- » Do not commence work unless wearing the correct personal protective equipment.
- » If you accept a role requiring personal protective equipment or safety gear, you are expected to comply.

If you have any questions at all regarding PPE, please contact your Recruitment Consultant.

Eye Protection

You must wear your safety goggles or glasses when required and:

- » Always look downwards when taking them off.
- » Keep your safety goggles and glasses clean.
- » Know where the emergency eyewash area is located.

If you do get something stuck in your eye, seek first aid treatment straight away. Do not try to remove the object.

Hearing Protection

Hearing loss caused by noise can't be cured, so you must protect your ears. Basic types of personal hearing protection include:

- » Ear plugs: Inserted into your ear to seal your ear canal.
- » Earmuffs: Clam cushions over your ears.

If there are signs in your workplace requiring you to wear hearing protection, you must wear it!



Skin Care & Sun Protection

If you are working outdoors:

- » Head protection (hats) should shade the head, face, neck and ears. Hats should have a broad rim.
- » Sunglasses should fit closely to the face and meet Australian standards. Wrap-around glasses provide the best protection from UV rays.
- » A broad-spectrum water-resistant sunscreen with a 50+ SPF should be applied generously 20 minutes before exposure to the sun. Re-apply sunscreen as required.
- » It is important to keep hydrated, so remember to drink water regularly.

Hand Protection

Wearing protective gloves when required is essential to protect your hands from injury. However, the best way to prevent hand injuries is to know the hazards involved in your job and how to avoid them. Common hazards are detailed below.

Pinch Points:

Avoid placing your hand in danger zones, which are found between a moving and stationary object or between two continuously moving objects.

Hot Spots:

It is essential to wear protective gloves to shield your hands from hot machinery, which can cause serious burns.

Blades:

Make sure you wear appropriate gloves at all times when using knives, blades, scrapers etc. Make sure blades are kept sharp at all times.

Jewellery & Loose Clothing

Jewellery and shirt sleeves can easily get caught in moving machinery. Always remove all jewellery, scarfs and other loose clothing prior to commencing work with moving machinery.

Working at Heights

Falls from heights are the most common cause of fatalities on building and construction sites. Please be aware of the following:

- » Perimeter edges of buildings and structures
- » Penetrations and voids
- » Lift wells and stair wells
- » Roofs
- » Formwork decks
- » Incomplete scaffolding
- » Unsecured ladders
- » Trenches
- » Excavations
- » Drilled or bored piling holes

Fall protection should be provided for all persons exposed to a fall of 2.0 metres or greater. However, a risk assessment may suggest that fall protection is needed at a lower height.

For your own safety when working at heights, remember:

- » You are not expected to work anywhere you are at risk of falling.
- » You have the right to remove yourself from hazardous work situations.
- » Report any fall hazards you see on site.
- » When using a ladder, have 3 points of contact, always use both hands to ascend/descend, face the ladder when working and don't over-reach or use the top three rungs.



Confined Spaces

Vats, tanks, pits, pipes, ducts, flues, ovens, chimneys, silos, sewers, shafts, trenches, tunnels or similar enclosed or partially enclosed structures are generally defined as confined spaces if entry or exit is restricted, the atmosphere is hazardous or there is a risk of engulfment.

Your Host Employer should undertake a documented risk assessment which takes into account the following:

- » Physical nature of the confined space.
- » Level of oxygen and the presence of any contaminant in the atmosphere.
- » The safe method of work to be adopted in the confined space.
- » Any work to be performed outside the confined space that may be associated with a hazard.
- » Means of entry to and exit from the confined space.
- » The type of emergency procedures required.

Do not enter confined spaces unless you are trained and accredited to do so.

Machinery Safety

Please adhere to the following when operating fixed machines:

- » Don't operate unless you are trained and authorised to do so.
- » Always wear the correct PPE.
- » Do not wear loose or flapping clothes or jewellery.
- » Keep the work area clean.
- » Only operate a machine if it is safe to do so.
- » Follow all safety instructions or SOP's for the machinery.

Don't remove a safeguard or operate machinery with guards removed.

Hand-Held Power Tools

Using the wrong tools for the job, or using the right tool in the wrong way can result in serious injuries. Inspect your tools before using them, don't use any tools that appear unsafe and never apply unnecessary pressure.

Electrically powered tools and equipment must be earthed at all times when in use (excluding double insulated tools). Angle grinders used as a cutting tool must also be fitted with a 'D' handle (or similar approved), dead man's switch and safety guards.

All electrical equipment and leads on sites must be inspected and tagged by a qualified electrician. Operating switches or levers requiring constant pressure for operation must not be tampered with to make the tool operate without constant hand or finger pressure. Grinding wheel speeds need to conform to the manufacturer's recommended speed.

Do:

- » Always check the cord is not damaged before use.
- » Switch off power and remove the plug from the electrical socket before making adjustments, or blade or tool changes.
- » Keep guards in place.
- » Ensure cutting edges are sharp.
- » Wear eye protection and appropriate PPE.

Don't:

- » Use saws or other power tools unless fitted with correctly adjusted guards, cut outs or other appropriate safety devices.
- » Use cords that are frayed, damaged or with the insulation cut.
- » Pull cords over sharp edges.
- » Run cords through oil or water.
- » Use electrical equipment if hands are wet or if you're standing on a wet surface.



Vehicles / Forklifts / Mobile Plant

Basic Vehicle Safety

Information, instruction and training on specific use of vehicles, plant and equipment in the workplace is to be provided by your Host Employer. If you have any doubt about correct procedures, immediately seek further information from your on-site Supervisor. You must follow all of the safe operating procedures of your Host Employer and the vehicle / plant manufacturer and adhere to all on site traffic management plans.

Don't operate any vehicle, plant or equipment if:

- » You are not licensed, ticketed or competent to operate it.
- » You don't know the correct safe operating procedures.
- » You are not confident that you can effectively control it.

Pre-start checks should be done on a daily basis, or when taking over a vehicle, plant or other equipment from another operator. Check with your supervisor what rules apply on the site.

Forklifts

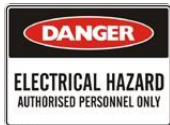
- » Passengers must not be carried on forklift trucks.
- » The operator should wear a seat belt if provided.
- » A person should never be lifted on the tines of a forklift, unless an approved cage is attached.
- » When travelling, the forklift tines should be lowered as close to the ground as practicable.
- » Forklifts should only be operated in designated areas.

When not in use, the tines must be on the ground, gas bottle turned off, and the key removed and held only by the operator or stored as per the on site rules.



Electrical Safety

- » Only qualified electricians can work on electrical wiring or apparatus.
- » Keep electrical apparatus or surrounding floors dry.
- » Never turn on a switch while standing in water.
- » Don't pull cords over sharp edges.
- » All electrical equipment and leads on site must be inspected and tagged by a qualified electrician.
- » Only fire extinguishers of the non-conductive type should be used around electrical fires ie. dry chemical type (red extinguisher with white band) and carbon dioxide type (red extinguisher with black band).



Dangerous Goods & Chemical Storage

Chemical Safety

- » Treat all chemicals, regardless of concentrations or volumes as hazardous.
- » Chemicals of different Dangerous Goods Class must be segregated.
- » All chemicals should be kept in a secure lockable store or area.
- » Acids should be kept on lower shelves of store and in trays.
- » All containers of liquids should be stored on lower shelves.

Flammable Liquids

When handling flammable liquids the following points should be followed:

- » Flammable liquids must be kept away from all sources of ignition.
- » All electrical equipment used near flammable liquids should have spark proof wiring.
- » When heating flammable liquids use only steam or water baths or heating mantles.

Extreme care must be exercised to ensure that there is no source of ignition.

- » Appropriate fire extinguishers and fire blankets must be easily accessible when handling flammable liquids. (See Portable Fire Extinguisher Guide on page 30).
- » All flammable liquids should be stored in appropriately designated cupboards and cabinets. Consult your on-site Supervisor to determine storage.

Flammable liquids are classified under the Dangerous Goods Act, further information about these classifications can be viewed on the relevant state or territory websites.

Unknown Substances

- » All substances should be labelled correctly. Treat all unlabelled substances as hazardous.
- » Seek advice from your on-site Supervisor about identifying and disposing of hazardous substances.

Before using any product that may contain chemicals, ask your on-site Supervisor for all relevant information. This may include requesting a safety data sheet (SDS), which provides identification, health hazards, precautions, safe handling and first aid information.

Spills

Chemical and biological substances require special consideration if spilt. Please ensure you notify your on-site Supervisor immediately and follow the appropriate spill procedure, utilising the correct spill kit and PPE, remembering to:

- » Consult the appropriate SDS to ensure all hazards are accounted for.
- » Ensure the spill kit is relevant to the hazard identified.
- » Dispose of absorbent and contaminant materials correctly.

Biological Hazards

Biological hazards exist in many laboratories and include micro-organisms, toxins, blood and bodily fluids, tissues and wastewater as well as genetically modified organisms.

- » Assume all samples and substances contain a biological hazard unless otherwise notified.
- » Use aseptic technique at all times to minimise contamination.
- » Wash your hands thoroughly before eating meals or taking a break.
- » Ensure all biological hazardous substances are kept within the appropriate contamination zones.



Needle-Stick Injuries & Other Exposures

In the event of exposure such as needle-stick or a cut, or a mucous membrane exposure to blood or other body fluids, follow the appropriate site safety procedures. It is recommended that you:

- » Treat the puncture wound or cut by liberally washing with soap and water and seek medical advice.
- » If the face is splashed with blood, rinse eyes and mouth gently with water to minimise the risk of infection.
- » Ensure all incidents are reported to your on-site Supervisor, and your Recruitment Consultant as soon as possible, as per the incident report procedure (See page 11 of this document).

Autoclaves

- » Follow all operating procedures when utilising autoclaves, ensuring that temperatures and times are correct.
- » Do not open autoclaves until the appropriate cooling temperature has been reached.
- » Wear appropriate heat resistant PPE when operating autoclaves (including gloves and eyewear).



Work Safety in the Laboratory

The following safety recommendations, extracted from AS2243 Safety in Laboratories, outline the standard behaviour for all personnel working in a laboratory.

Safe Conduct

- » Never adopt a casual attitude in the laboratory. Always be conscious of the potential hazards.
- » Ensure personal clothing is suitable to laboratory conditions, e.g. non-slip, closed-in footwear. Do not wear open-toed shoes in the laboratory.
- » Always wear eye protection when in the laboratory area.
- » Do not handle, store (including in the refrigerators) or consume food or drink in the laboratory.
- » Take additional care when carrying any potentially hazardous substance.
- » Never store mutually reactive substances in the same area. (See relevant State Authority Guidelines for more information).
- » Always use a fume cupboard, fume cabinet or glove box when working with highly toxic, volatile or odouriferous substances.
- » Wash areas of skin that come in contact with chemicals, irrespective of concentration.
- » Keep all fire escape routes clear at all times.
- » Label all safety equipment and maintain it in good operating condition.
- » Check and inspect safety equipment for correct operation in accordance with the manufacturer's instructions and report to your on-site Supervisor any faults or required maintenance.
- » Ensure that all safety equipment remains accessible to the laboratory personnel at all times.
- » Clean up spills immediately.
- » Dispose of specialised wastes (e.g. broken glassware, biological and radioactive substances) in containers reserved for the particular type of waste.
- » Always wear appropriate eye protection and a laboratory coat in the laboratory.

Fume Cupboards

To avoid exposing yourself and co-workers to dangerous fumes, fume cupboards are provided and must be used when operating procedures dictate.

- » Check that the previous user has cleaned and decontaminated the fume cupboard.
- » Make sure there is adequate space in the cupboard for the proposed work to be carried out.
- » Position the apparatus and material to the centre-rear of the fume cupboard to minimise any disturbance to the air flow at the face. Wherever possible, place all the required equipment in the cupboard before commencing procedure.
- » Keep the sash of the fume cupboard as low as possible when working at it.
- » At completion of the procedure, remove all waste from the cupboard, clean and decontaminate.
- » If hazardous chemicals are to be stored in the cupboard, then the exhaust fan should be kept continuously running.

Glassware

The largest single cause of injury in the laboratory is broken glassware. The following precautions should be taken:

- » All glassware must be securely stored to minimise the risk of breakage.
- » Do not use broken or chipped glassware.
- » When cleaning glassware: protective gloves should be worn; commercial cleaning agents should be used; and chromic acid should only be used as a last resort.
- » All broken glass should be placed in bins that are marked broken glass only; broken glass should not be placed in normal waste bins.
- » Pipetting by mouth is not allowed; pipette pumps must be used.

Working Alone

Working alone refers to situations where people may be exposed to risks because the area they are working in is remote from others or isolated from the assistance of others because of the nature, time or location of their work.

Bayside Group and Acclaimed Workforce recommend you follow the site *Working Alone Procedures* and where possible, always work within sight and hearing range of your colleagues. If you are not sure contact your Recruitment Consultant for further advice.



Emergency Procedures

Your site or workplace should have an emergency plan which addresses:

- » Fire
- » Bomb threats
- » Gas and chemical leaks
- » Structural collapse This plan should include:
 - » Emergency evacuation procedure including designated exits and safe assembly point.
 - » Warning device for evacuation.
 - » Nominated employees responsible for managing emergencies.
 - » Contact information for emergency rescue services.

Make sure you know the emergency plans and procedures in your workplace.

Portable Fire Extinguisher Guide

T +61 3 9890 1544
 F +61 3 9890 1577
 E sales@fpaa.com.au
 E technical@fpaa.com.au
 W www.fpaa.com.au



Type of Fire, Class and Suitability

Pre 1997	Current	Extinguishing Agent	Type of Fire, Class and Suitability					Comments	D Metal Fires
			A Wood Paper Plastic	B Flammable & Combustible Liquids	C Flammable Gases	E Electrically Energised Equipment	F Cooking Oils and Fats		
		Water	✓	✗	✗	✗	✗	Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires	Use only special purpose extinguishers and seek expert advice.
		Wet Chemical	✓	✗	✗	✗	✓	Dangerous if used on energised electrical equipment	
		Foam*	✓	✓	✗	✗	LIMITED	Dangerous if used on energised electrical equipment	
		Powder	(ABE) ✓	✓	✓	✓	✗	Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different	
			(BE) ✗	✓	✓	✓	✓		
		Carbon Dioxide	LIMITED	LIMITED	✗	✓	✗	Not suitable for outdoor use or smouldering deep seated A Class Fires	
		Vaporising Liquid	✓	LIMITED	LIMITED	✓	✗	Check the characteristics of the specific extinguishing agent. 5 Yearly servicing must be done by ODS & SGG licenced persons.	
		Fire Blanket	LIMITED*	LIMITED	✗	✗	✓	* Fire Blankets may be used as a thermal barrier against radiated heat and to control a fire in clothes being worn by a person.	

LEGEND

✓ = the class or classes in which agent is most effective

✗ = not recommend for these class of fires

For more information go to: www.fpaa.com.au

LIMITED = indicates that the Extinguishant is not the agent of choice for the class of fire, but it may have a limited extinguishing capability

* Solvents such as alcohol or acetone mix with water and therefore require special foam.

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 Safety is everyone's responsibility

