



Occupational Health and Safety Handbook

Introduction

This booklet contains important Safety information for Aurora Resourcing and Talent employees.

You have been issued this handbook for your personal safety and the safety of others, so please take the time to read through the information contained in this guide.

Our main aim is that when you have completed your induction, you are equipped with the health and safety knowledge of your workplace. There should never be any misunderstanding on the employee's behalf.

If you lose your Aurora Resourcing and Talent Safety Handbook, please contact your Recruitment Consultant and request another copy or download one from our website.

We hope you enjoy working for our organisation.

Kieron Ansley

General Manager

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General Information

Aurora Resourcing and Talent Pty Ltd is a wholly Australian-owned company. Built on a foundation of quality, trust, and reliability, we have a long-standing reputation for delivering a service specifically tailored to the needs of both clients and candidates.

Astute recruitment and retention are critical to the success of every business. With businesses striving to achieve greater efficiency and competitiveness in a challenging marketplace, it is essential to have the best people.

Using some of the most advanced systems and techniques available, our expert consultants are equipped to determine the skills, knowledge and experience required to produce a positive and rewarding outcome for both client and candidate.

It must be understood that Aurora Resourcing and Talent will not tolerate any of the following practices in any workplace:

- Working under the influence of alcohol or other drugs
- Theft from the workplace of any property or equipment
- Wilful damage or destruction to your workplace or any other property or equipment belonging to work mates
- Entry into areas that are restricted
- Not following safe work procedures or standards
- Failure to wear, use or maintain personal protective equipment or clothing
- Unauthorized use of equipment and machinery.

Your First Day

Aurora Resourcing and Talent will ensure you are provided with all necessary information prior to the commencement of an assignment. We expect that on the acceptance of an assignment with Aurora Resourcing and Talent, you commit to the full length of the assignment. As a representative of our company, we also expect that you are punctual, presentable, and reliable.

Running late or sick

If you are sick and unable to attend work or you are running late, please contact your Aurora Resourcing and Talent consultant as soon as possible so that we can inform our client of the situation.

Internet & email use

Aurora Resourcing and Talent employees are expected to adhere to proper use of communication systems whilst on assignment. The communication systems are owned and operated by our clients and should be used solely for the purpose of the assignment. Our clients may monitor Internet and email activity. We also expect that during working hours, private phone calls will be restricted to emergencies only.

Payroll

You are required to fill in a timesheet for each week detailing the hours in which you have worked. Some clients may have a clock-in card system instead of timesheets; however, you will be advised of this prior to the commencement of your assignment.

It is your responsibility to complete your timesheet correctly. It should include your work hours, approved breaks and be signed off by your supervisor. Dependent on instructions given to you, you will either leave the timesheet with your supervisor for email to our office or do this yourself.

Timesheet completion is essential because without them your pay cannot be calculated.

When do you get paid?

Payment will be made into your account by midnight on Thursdays (unless it is a public holiday in which pay will be made into your account by midnight on Wednesday).

Please note that your first pay may not go in until Friday as sometimes our bank holds first payments for 24 hours

Pay will be deposited directly into your bank account on a weekly basis via electronic funds transfer

Office Hours

Office hours are from 8.30am to 5pm. For more urgent enquires call your consultant or the office number as we provide a 24-hour answering service for emergencies. See the front page for contact details.

Sick & annual leave

As casual employees you are not entitled to holiday pay or sick leave. If you have any further pay queries, please see your recruitment consultant or email accounts@aurres.com.au.

Sexual harassment & bullying

We expect that you act in a manner that does not give rise to:

- Workplace bullying or violence
- Sexual harassment and discrimination of another employee

Any incident involving bullying, violence and/or sexual harassment is to be reported to your on-site supervisor and to your recruitment consultant.

Travelling to & from work

When travelling to and from an assignment please consider the following:

- Always leave in good time so that you don't have to rush
- Plan your trip if you are travelling to a new site
- Use hands free devices when talking on a mobile phone in a vehicle
- If you are running late, please call your supervisor or recruitment consultant

Changes to your Work Assignment or Work Equipment

We must be notified if your job changes or new materials, processes or machinery are introduced. This is important because new hazards may arise, and your consultant may need to determine whether additional training or skills may be required.

Safety in our workplaces

Included in this Safety Handbook is information on the way our company manages safety in the workplace. In saying this, we have developed a comprehensive “Occupational Health Safety & Environment Policy” and expect all our employees to understand and comply with the policy requirements.

We have developed policies, plans and procedures with the aim of providing and maintaining a safe work environment for our employees and contractors.

Effective safety and health management, along with productivity and quality, is a critical factor for the overall efficiency of our company.

Our safety program is very much a JOINT effort. We encourage and appreciate your contribution to our safety initiatives.

This may require you:

- Being advised of Occupational Health Safety and Environment hazards and receiving training about safe working conditions, safe work procedures and personal protective equipment
- Participating in any task specific training conducted by the company when you are requested
- Providing information to us about safety hazards and requesting information or making safety suggestions without fear of reprisal in any form
- Being involved in an injury management and rehabilitation program if you suffer an injury at work

Occupational Health & Safety Policy

We understand Occupational Health Safety and Environment is an integral part of its business operations. We believe no business priority comes before safety.

We will strive to continually improve our systems and processes. This will be done by continually monitoring our business activities, and implementing beneficial changes when needed.

Aurora Resourcing and Talent is committed to the health and safety of all our employees.

Our team is actively involved in the management and planning of Occupational Health Safety and Environment.

We encourage our employees to be active in observing and recommending changes in the workplace to reduce exposure to any risks and hazards.

Aurora Resourcing and Talent expect all our employees to accept responsibility for their actions, to report unsafe acts and working conditions, and behave in a manner that reflects safe work practices and standards.

Your Safety Responsibilities

It is your responsibility whilst working for our company that you:

- Look after your own safety and the safety of others around you
- Undertake that all work conducted as directed by your supervisor will be done in the safest possible manner and follow the site or task safe work procedures
- Obey all verbal and written safety instructions relayed to you by your Supervisors / Managers
- Never conduct an activity if you do not feel safe or you are unsure of the safety procedures. If this occurs report your concerns to your supervisor or safety officer for safety directions
- Report all accidents, near misses or illnesses to your site first aid officer, medical officer or supervisor immediately
- Highlight tasks that require safe work procedures, before starting the job.
- Report any hazards you identify or create
- Correctly use all personal protective equipment required to perform the task
- Ensure that all your personal tools and working equipment are in good working order and will not pose a hazard to you or any others who may encounter them
- Ensure that your work area is kept clean and tidy
- Become familiar with the location of all emergency life-saving facilities such as first aid boxes/facilities, firefighting equipment, and emergency evacuation procedures. If you cannot familiarise yourself with these within your first 12 hours of employment, ask your supervisor for direction
- Only perform work that is within your competence, qualification, and authorisation

Your Personal Protective Equipment (PPE) Checklist

Before you commence work for the company, refer to the checklist below to ensure you are well prepared for your duties.

You may be required to wear the PPE listed below. Your supervisor as required for your job will issue additional specific PPE and safety equipment tasks.

- Safety footwear (i.e., steel capped boots and/or shoes)
- Long sleeve shirt with collar (KING GEE industrial style)
- Full-length pants (KING GEE industrial style)
- Prescription safety glasses (if required)
- Gloves

Safety induction

As a new employee of you should be given a site induction and familiarisation when you arrive on your first day and it should occur before you commence any work duties.

Ensure you ask any questions if you are unsure and if you are still unsure, please contact your recruitment consultant who will follow up on your behalf.). Long sleeve shirt with collar (KING GEE industrial style) Full-length pants (KING GEE industrial style) Prescription safety glasses (if required) Gloves



How to Report a Hazard in the Workplace

Our company recognises the importance of timely hazard reporting as a major component of the accident prevention program.

If you see a hazard, which can be identified, from observation, inspection, task observation, because of an accident investigation or unsafe condition make sure you report to your supervisor immediately and do not attempt to fix or eliminate until you have authorisation, and it is safe to do so.

Should you have any concerns do not attempt to fix and either rediscuss with your supervisor or call your recruitment consultant.

Reporting Accidents and Incidents

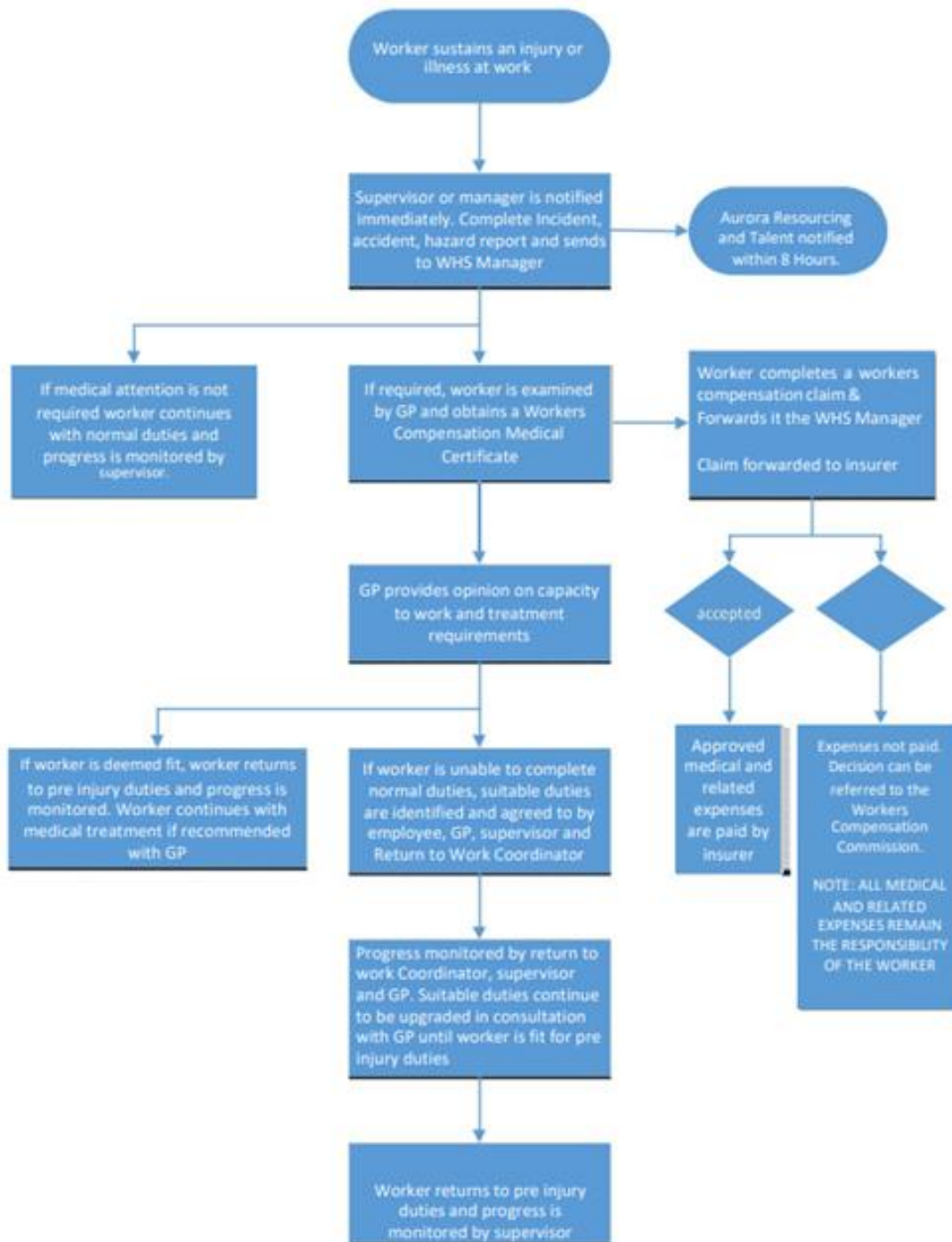
It is very important that we know about all injuries immediately they happen.

We have a responsibility to manage all injuries to Employees. We cannot do this if we do not know about them.

Your conditions of employment require you to immediately notify your supervisor no later than 8 hours from the time of the injury.

The chart on the following page shows the steps to take in the event of an injury.

Injury Management Flowchart



Manual handling - Correct lifting

The physical handling of materials often involves activities requiring the use of personal force to lift, push, pull, carry, or restrain an object.

Almost any part of the body can be affected unless these activities are conducted correctly.

Back and muscle strain injuries can be avoided by using the correct techniques.

- Plan the lift by estimating the load and knowing exactly where it is to go
- Think and plan any lifting you perform
- Bend your knees.
- Check the load
- Make sure you have a sure grip on the object
- Tighten your stomach muscles
- Keep your back straight
- Lift the load smoothly and slowly

Fire Protection

The basic elements necessary to produce fire are fuel, oxygen, and an ignition source. Prevention means keeping any of these three elements away from the other two.

Various first aid and back-up firefighting facilities are available on all sites. You must not interfere with this vital equipment. Ensure that any empty or faulty equipment is handed to your supervisor

FIRE HYDRANTS, HOSES AND EXTINGUISHERS ARE EXCLUSIVELY FOR THE FIGHTING OF FIRES.

Make yourself familiar with all the firefighting appliances. Check procedures with your supervisor and learn how to use the fire extinguishers in your work area. Never use conductive extinguishers, such as water or foam, on electrical fires

REPORT ANY FIRE THAT YOU SEE, IMMEDIATELY. FIRE HYDRANTS, HOSES AND EXTINGUISHERS

If you discover a fire and it is safe to extinguish it then please do so, then advise your supervisor. If you cannot extinguish it, raise the alarm immediately. **ARE EXCLUSIVELY FOR THE FIGHTING OF FIRES.**

REPORT ANY FIRE THAT YOU SEE, IMMEDIATELY.

Working in Confined Spaces

A confined space is defined as a space of any volume which:

- Is not intended as a regular workplace
- Has restricted means of entry and exit
- May have inadequate ventilation or a contaminated atmosphere
- Is at atmospheric pressure during occupancy.

SAFE WORK PROCEDURES MUST BE FOLLOWED WHEN ENTERING CONFINED SPACES, OR SERIOUS INJURY OR DEATH MAY RESULT.

ENTERING CONFINED SPACES, OR SERIOUS INJURY OR

All personnel directed to work in a confined space must be aware of and understand the following procedures: a confined space entry permit must be sighted and signed by all persons on entering and leaving the confined space.

- A proper means of entry and exit is to be provided
- 240-volt electrical cables are not to be fed into vessels through access openings
- Only 32-volt lighting is to be used
- Appropriate personal protective equipment, in accordance with the material safety data sheets for products in use, is to be worn
- Adequate ventilation is to be always provided
- An observer is to be stationed at the point of entry
- An appropriate fire extinguisher is to be available
- On completion of work the confined space entry permit must be checked and signed by the supervisor

Danger Tags

A danger tag is designed for your personal protection. It must be attached to the main isolating switch, valve, etc of equipment whenever there would be danger posed to someone if that switch was turned on. If during your course of duties, you come across a danger tag that prevents you from performing your duties do the following:

- Do not proceed and report your findings to your supervisor
- You must not under any circumstances remove the danger tag, tamper with the danger tag, or attempt to operate the machine that the danger tag relates to.
- Your supervisor will be responsible for conducting any on-site removal policies of the danger tag if deemed necessary.

Out of Service Tags

Out of service tags do not replace or mean the same as danger tags. These tags indicate that a piece of machinery is not to be used until the nominated component has been repaired. When to place an out of service tag:

- If you come across equipment, machinery, power tools, etc that are faulty, inoperable, unsafe or the continued use of the designated piece of equipment would cause further damage or create a hazard you must tag it with an out of service tag
- Always apply the tag in a prominent place for all other personnel to clearly see e.g., a tag at the bottom of a ladder is not easily seen by someone who may proceed to climb the ladder.

Removal of an out of service tag

The following personnel can only remove this tag from a piece of equipment:

- The person who completes the repairs or component replacement
- The supervisor upon satisfaction that the equipment is now safe and operational

Safety Procedures

Persons falling Falls are usually serious - if not fatal.

- Be conscious of your surrounds to prevent overbalancing, slipping, or tripping
- Be aware of slippery boards, the absence of guardrails, holes and penetrations not properly protected
- Climbing supporting framework is prohibited
- Ladders must be used for access to and from any work platform or supporting surfaces
- Persons who are required to work from a mobile aerial work platform must always wear an approved safety belt.

If there is any necessity for persons to exit a working platform to conduct works whilst aloft, a safety harness must be worn and be connected to a safe anchorage prior to moving off the working platform. The safety harness shall not be disconnected for any reason whatsoever until the person has returned to the working platform and is protected by the guardrails

Electric shock

Before attending to a person who has received an electric shock, make sure that the POWER IS TURNED OFF.

DO NOT TOUCH THE INJURED PERSON BEFORE THE POWER IS TURNED OFF.

If you cannot turn the power off, use heavy-duty PVC gloves or something made of rubber, dry wood, or cloth to remove the wire or free the injured person.

If the injured person has stopped breathing, apply artificial respiration immediately. ONLY to be done by competent accredited CPR officer or first aider.

Hot work

Welding and Cutting Persons conducting welding and cutting operations can be exposed to the following hazards:

- Electric shock due to contact with electrically live components
- Radiation burns to the eyes or body due to the welding arc
- Body burns caused by weld spatter or hot or molten materials setting fire to clothing
- Fire and explosion due to arc, flame, sparks or spatter or electrical faults in combination with flammable materials, gases, or liquids
- Eye injuries caused by foreign matter, such as, chipped welding slag
- Sickness due to inhalation of fumes from welding or cutting or from surface coatings on the materials being dealt with, such as, galvanising or paint, and asphyxiation due to displacement of oxygen by non-toxic gases.

Hazardous substances

There are FIVE types of Hazardous Substances.

- ASPHYXIANTS Substances, such as cyanide, which prevent the body absorbing oxygen
- TOXIC Substances, such as pesticides, which can cause serious injury, major organ damage and death
- FLAMMABLE SUBSTANCES Liquids and gases, which form a combustible mixture with air
- EXPLOSIVES Mixtures and compounds, that cause explosions
- CORROSIVES Substances, such as acids and caustic soda, which breaks down human tissue and other substances.

Compressed air safety

Injuries from compressed air can result in the following:

- Ruptured internal organs
- Noise induced hearing loss
- Fractures and bruises
- Loss of an eye
- Ruptured ear drums
- Puncture wounds

COMPRESSED AIR ENTERING THE BLOOD STREAM CAN CAUSE DEATH.

NEVER use compressed air to clean dust or other matter off your or any other person's body. Contact with your skin can be fatal.

- Never use compressed air to clean your hair or clothes
- Never direct compressed air at a person
- Never clean a bench, machine tool or a floor with compressed air
- Never drive vehicles over compressed air hoses
- Never attempt to catch a hose that has become detached from a connection.

Overhead travel cranes

Pre-use crane checks

Check:

- You are authorised and competent to use the crane
- Pendant controls are clearly marked
- Emergency stop is functional
- Crane path is clear
- Rollers, drums, and sheaves rotating freely.

Check the crane hook for

- Stretching or distortion
- Missing or damaged safety latch
- Failure of latch to lock in position.



Any Questions

Aurora resourcing and Talent prides itself on how we treat our employees and how they are treated whilst on assignment with their host employer. This relationship must be based on mutual respect, professionalism, and courtesy.

If you ever feel you are not receiving the service, you expect from any member of our staff or whilst working for us on assignment then please tell us so we can try and resolve the issue.

All grievances about working on assignment should be reported to your recruitment consultant and any involving our service directly to me so that I can investigate personally.

We value all our employees and want to ensure that we all work safely and enjoy our work environment.

From the Aurora team we hope you have a long and rewarding relationship with us

Kind Regards

Kieron Ansley

General Manager

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