

## Work Health & Safety

### What Launch does for your safety

- We discuss the safety requirements of the job with the client.
- We select you on the basis of what we know about your ability and the requirements of the job.
- We follow up issues and problems you report to us.

### What your host client is required to do for your safety

- Provide you with a site and job induction including OH&S policies and procedures.
- Not change your duties without the approval of Launch.

### Your responsibility for your safety

By law you must:

- Ensure your own safety and that of your co-workers
- Cooperate with Launch Recruitment and your host client to follow all health and safety procedures given to you.
- Wear protective equipment where signs or rules say it is required.
- Report any workplace injuries, incidents, hazards or concerns if a work related injury or illness occurs; participate in rehabilitation and return to work programs.

You must also:

- Keep and refer to this document
- Advise Launch as soon as possible of any change to your health. For example, if you develop high blood pressure, diabetes or asthma.
- Ensure you are familiar with the first aid and emergency arrangements at your place of work, and the time of your work breaks.
- Ask for instruction before using any equipment you're not familiar with.

Refuse to do any work you feel is too dangerous or for which you don't have training or experience (contact your Launch consultant **IMMEDIATELY** if this situation arises).

## Reporting hazards to the client and to Launch Recruitment

If you have a safety concern in your work, discuss it with your supervisor on site. If you are not satisfied that the supervisor has taken the matter seriously; raise the matter with the health and safety representative for your work group.

**If you again aren't satisfied OR if you have an immediate concern for your health and safety and your supervisor is not responding to your concerns;** phone your Launch Consultant immediately. Launch Recruitment's policy is to support you in any reasonable concern you have for your health, safety and welfare.

### **If necessary:**

Use the Hazard Report Form (located at the end of this document) to record your concern. Ensure both your Launch Recruitment consultant and the client have a record of it.

## Manual handling

### **Manual handling is:**

- Any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move or restrain any animate or inanimate object.
- Your posture when you perform various tasks. That is, sitting at a desk or machine, how you lift things.

### **Examples:**

- Lifting carrying: moving furniture, carrying boxes of stationery or file boxes.
- Pulling, pushing: a trolley loaded with stationery and so on.
- Sitting and standing: working at a desk or counter.
- Hand and arm movement: using a keyboard or checking off dockets.

### **Hazards:**

- Sudden injury to the body e.g. pain or a strained muscle.
- Slow injury to the body e.g. from doing the same thing (such as standing, bending or doing the same movement over and over) for a long time. See also "Using Screen-Based Equipment (keyboards)".

### **Your Actions:**

#### **Lift, carry:**

Before considering any lifting, are there alternative ways to lift, carry or move the object using mechanical aids e.g. use a trolley, do the task for a shorter time,

#### **When you're lifting alone:**

- Bend your knees (but not beyond a right angle) and squat down.
- Place your feet to give you the best balance with the load. Wherever possible, straddle the load with one foot forward of the other.

- Secure your grip by wrapping your fingers firmly around the load; don't use just your fingertips.
- Keep your back straight, even if you're bending over. Keeping your head up will help you keep a straight back. Lift using your legs and thighs, and keep the load close to your body.
- Avoid twisting your body to move the load, move your feet instead.
- Get manual or mechanical help if the load is awkward or heavy (see above).

#### **In a group lift:**

- One person should be chosen to call out when to lift.
- This call should be in two stages 'ready to lift' and 'lift'.
- When group-lifting objects, the person at the rear of the object should call the lift. Remember, the same rules apply when you're lowering objects.

#### **Pulling, pushing:**

- Push, don't pull. For trolleys – large wheels, smooth floors, good handle heights.

#### **Sitting and standing:**

- Adjust your chair or worktable height to avoid bending or stooping.
- Layout your work to avoid constant twisting. See also "Using Screen-Based Equipment (Keyboards)".

#### **Hand and arm movement:**

- Arrange your work so that your shoulders, neck, arm and hand are in the most relaxed position. Same as for sitting and standing (above), or do the task for a shorter time.

***IF YOU FEEL PAIN, STOP WORK IMMEDIATELY AND SEEK TREATMENT AND ASSISTANCE.***

## **Using screen-based equipment**

**This includes using computers, word processors, keyboards, calculators etc.**

#### **Hazards:**

- Slow development of pain in your hands, wrists, arms, neck, shoulders, back or legs.
- Eyestrain.

#### **Precautions:**

- Adjustable furniture (desk, chair, document holder)
- Suitable lighting
- Awareness education
- Work breaks and variety

## **Your Actions:**

### **Adjusting furniture (Adjustable table height):**

- Adjust your chair height so your thighs are supported by your feet, not pressing against the chair.
- If you can, adjust the table height so your forearm can rest easily on it without your elbows being raised away from the side of your body.
- Adjust the screen position so that when you're sitting upright the centre of the screen is 60-70cm away from your eyes, or feels comfortable for your eyesight.
- Adjust the screen height so that when you're sitting upright, your eyes relax naturally downward to focus on the centre of the screen.
- Make sure you have at least 10cm free between the edge of your desk and the first row of keys on the keyboard.

**IF ACHES CONTINUE LONG AFTER WORK (FOR EXAMPLE, AT BED TIME), GET A MEDICAL ASSESSMENT AS QUICKLY AS POSSIBLE.**

### **Adjusting furniture (non-adjustable table height):**

- Adjust your chair height so your forearms can rest easily on the table without your elbows being raised away from the side of your body.
- If you can, adjust the seat of your chair to remove pressure from under your thighs, or use a footrest to lift up your thighs (phone directories are good for this if you can't find a proper footrest).
- Adjust the screen position so that when you're sitting upright, the centre of the screen is 60-70cm away from your eyes, or feels comfortable for your eyesight.
- Adjust the screen height so that when you're sitting upright, your eyes relax naturally downward to focus on the centre of the screen. Make sure you have at least 10cm free between the edge of your desk and the first row of keys on the keyboard.

### **Adjusting chairs:**

After making the height and seat adjustments indicated above, adjust the back support so it's firmly in the small of your back when you're sitting upright.

### **Workplace layout:**

If possible, position all work to be read directly in front of your body and close to the screen. If you have to position work to one side of the screen, keep it at screen height and close to the screen, then switch sides to avoid always twisting your eyes and neck to one side.

### **Illumination:**

Avoid glare. Try not to face bright windows by sitting side on to them.

## Using ladders:

### Hazards:

- While climbing up to storage shelves or changing light bulbs you may lose your balance and fall.

### Precautions:

- Ladders must be of the correct size and in good condition.
- Non-conducting ladders for electrical work.

### Your actions:

If you can't work safely with a ladder, DO NOT do so.

### Working safely means:

- There must be at least a metre of a rung ladder extending beyond the top support.
- If you're going to be working for less than half an hour, you can work from the ladder:
  - Without the need to lean sideways so your belt buckle is outside the styles,
  - Without leaning backwards more than about 15 degrees
  - And
  - Without standing higher than on the third highest rung.
- If there is any chance of contacting electricity (eg. Changing a light bulb), you must use a non-conducting wood or fibreglass ladder, not a metal ladder.

## Security:

### Examples:

- Working alone in a building
- Working after hours and having to walk through lonely places to public transport or your car.

### Hazards:

- Being assaulted
- Becoming sick or being injured and not being able to get help.

### Precautions:

- Not working alone
- Having a phone number to call if worried
- Not leaving work alone

**Your Actions:**

- If you're concerned about your security because of circumstances Launch may not have known about or foreseen, contact your Launch consultant.

**Chemicals**

If you are required to use chemicals, including copier and printer toners, cleaning solvents or paints etc, ensure you read the instructions prior to using them and follow them accordingly. If you are unsure about their use, advise your supervisor.

**Hazards:**

- Sudden or slow poisoning through skin contact, breathing or swallowing or sensitisation to a chemical.

**Precautions:**

- Provision of good ventilation for heavily used photocopiers.
- Protecting the skin from toners by wearing gloves when changing toner cartridges
- Good hygiene practices. For example, if you're handling chemicals, wash your hands and face before eating or smoking.

**Your Actions:**

- Use gloves when you're handling printing or copier toners
- Make sure ventilation is working in small rooms where there's a heavily used photocopier.

**Fire and building evacuation****Example:**

- Building fires
- Bomb threats.

**Hazards:**

- Burns
- Asphyxiation from smoke and lack of oxygen
- Being trampled in panic

**Precautions:**

- Removal of unwanted flammable materials such as papers.
- Removal of sources of ignition such as electrical sparks, smoking.
- Containment of fire in small areas with fire-rated walls and doors.
- Use of smoke and flame detectors.
- Fire alarms and evacuation procedures and practices

- Provision of hand held fire extinguishers, hose reels, fixed sprinklers and gas deluge extinguishers.

**Your Actions:**

- DO NOT smoke unless in a designated smoking area.
- Dispose of cigarette butts in containers provided, or ensure they are not smouldering.
- Obey instructions regarding fire and smoke control doors.
- Identify the fire extinguisher or alarm closest to you.
- Know how to select and use the correct type of hand-held fire extinguisher.
- Ask about fire alarms and evacuation procedures and practices on site. (You should be told about this in your site induction).

**If you're unhappy with the response contact your Launch consultant.**