

INDUCTION PACKAGE

For employees of:

**Mangan Contracting Pty Ltd
64 George Green Rd
Nanango Qld 4615**

Ph: 07 41637176

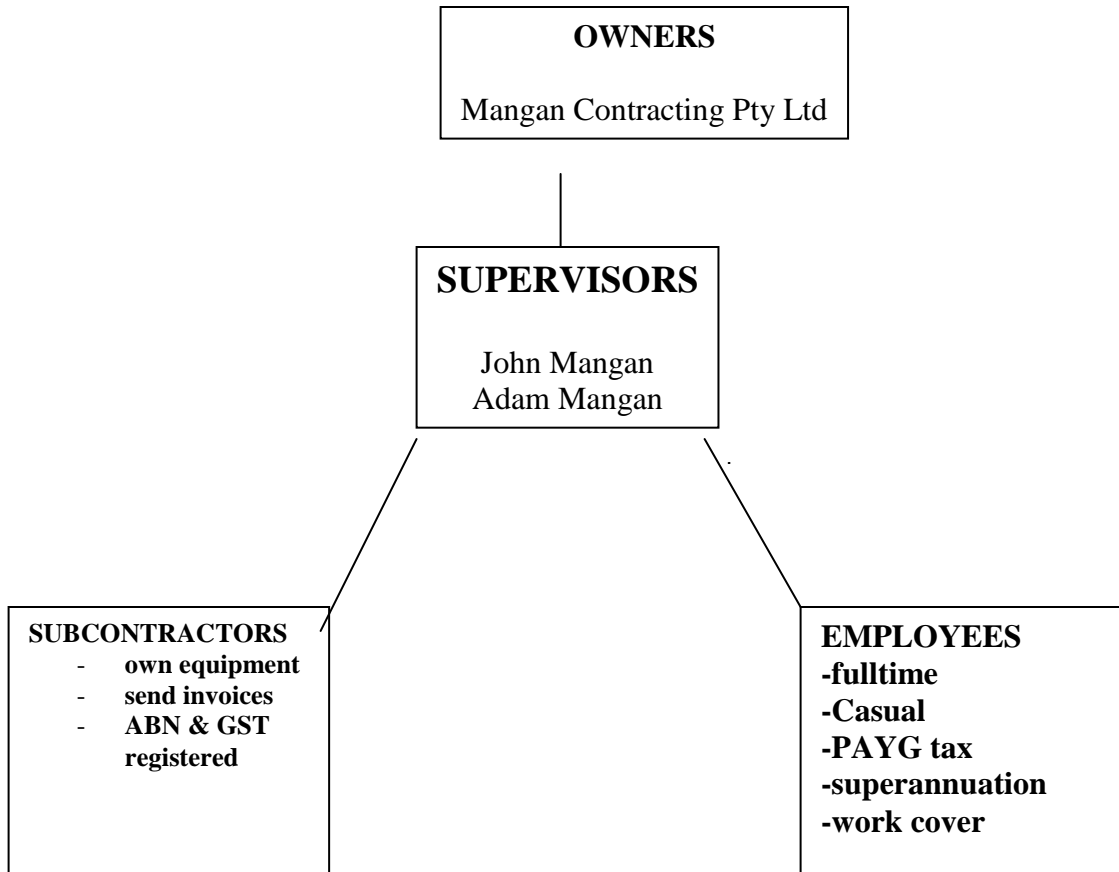
Fax: 07 41637178

Mob: John - 0427 807776

: Lyn - 0408 707470

Email: lyn.mangan@bigpond.com

BUSINESS OVERVIEW



John and I are partners, and we employ up to 15 employees, and subcontractors with individual ABN's to assist with work as necessary. John, Adam and Darryn are all tractor operators, and all of us are able to provide manual labour when required. Anyone with their own equipment, such as Lance, is a sub-contractor, and anyone hired for labour is classed as an employee (covered by worker's compensation, tax, superannuation). I also supervise the 'stand-down' area where seedlings are watered and cared for in the interim between shipment and planting. This allows the plants to harden off naturally before planting in the ground. We are also using our greenhouse (Redpath shed 15x45m, fully automated and climate controlled) to store seedlings, and when our pigs are sold, will be able to convert the pig sheds into seedling holding areas.

****WORKCOVER POLICY –WAA051229518 – EXP 30-6-06****

INDUCTION

PACKAGE

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MANGAN CONTRACTING PTY LTD
64 George Green Rd
Nanango 4615

PH: 41637176

Fax: 41637178

Mob: 0427 807776

:0408 707470

Email: lyn.mangan@bigpond.com

Welcome to our small operation. Please find included here, a basic information kit for you as well as some forms for you to fill out for our information.

You will find:

- Employee Detail Sheet
- Safety Plan - for Machinery Operations
- Safety Plan - for Pruning operations
- Spray record sheet
- PPE list and procedures
- Contacts
- First Aid Procedures and contacts
- WHS & OHS obligations
- Procedures

If you have any queries, we encourage you to contact either John or Lyn on any of the contacts above to sort out any problems as soon as possible. As a small operation, we will meet informally once a week to discuss any problems, queries or suggestions. Each morning there is a brief information session to discuss the day ahead.

The following page is a copy of the DPI Forestry Environmental Management Policy Statement which details the DPI's commitment to the care and management of our environment. Under this policy, we have our own commitment to provide an efficient and productive service to them that enhances the DPI ability to (d) prevent loss, waste and pollution, (e) use COMPETENT staff and contractors and to (g) gain recognition as a socially and environmentally responsible body. We must, therefore work within the AFS –Australian Forestry Standards.

EMPLOYEE'S DETAILS

(To be completed and returned)

GIVEN NAME/S: _____

SURNAME: _____

ADDRESS: _____

CONTACT PHONE NUMBER: _____

MOBILE NUMBER: _____

EMAIL: _____

MEDICARE NO: _____

HEALTH FUND MEMBER: YES / NO

MEMBER NUMBER: _____

ANY ALLERGIES or other MEDICAL CONDITIONS? PLEASE LIST. _____

MEDICATIONS: _____

DOSAGE: _____

DOCTOR: NAME _____ **PH:** _____

EMERGENCY CONTACTS:

NAME: _____ **CONTACT:** _____

NAME: _____ **CONTACT:** _____

Example only

CONTRACTOR SITE RISK ASSESSMENT
(Map provided for each area)

SITE NAME AND

LOCATION: _____

DATE: _____

The work we perform must be done in a variety of locations, conditions and circumstances. The purpose of having a risk assessment prior to beginning work in any given area is to minimise accidents to ourselves and to minimise damage to the environment. It is in our own best interests to survey the area before starting.

HAZARD	RISK RATING	LOCATION	CONTROL MEASURES	ACTION TAKEN Y/N
Debris, stump holes		Throughout block		
Slope and loose rock		See map		
Dangerous plants and animals		Possibly throughout		
Landslips				
Road network		See map		
Fire		Depends on current status		
High side cut roads				
Wet weather conditions				
Spot mounds		See maps		
Public use of roads				
Exclusion areas (eg:streams, Heritage sites,buffers)		See map		
Herbicide decanting		See map		
Endangered plants & animals				
Waste/rubbish				
Fuels/oils				
Recreation areas				
Adjacent land use				

COMPLETED BY: _____

SIGNATURE: _____

FIRST AID and SAFETY

All employees will be given first aid training through the Ambulance. A first aid kit is available in the back of all vehicles (behind the seat in the utility) and under the seat of each tractor. An excellent first aid book is also available with each first aid kit.

FIRST AID KIT INCLUDES:

- eye wash kit
- narrow bandages
- wide bandages
- triangular sling
- tweezers
- antiseptic cream
- antiseptic fluid
- safety pins
- sharps disposal
- disposable gloves
- gauze swabs
- resus-o-mask
- lancets
- tape
- bandaids
- eye pads
- steri-strips

FIRE

In case of fire:

1. Assess the situation. Ensure the safety of all involved. Do what is possible to remove risk or remove people from risk. If a small fire with no danger of explosion and no contact with fuels or flammables, then try to put fire out with water if available, or if a vehicle or mechanical apparatus, use the fire extinguisher. **DO NOT PUT YOURSELF AT RISK.** Notify DPI personnel immediately, your supervisor, and the local fire unit if in a remote area. Withdraw to a prearranged safe assembly area if you cannot control.
2. Wear protective rigger gloves (provided) headwear and mask where available. Avoid inhaling smoke. Keep low to remove yourself from smoky area.
3. If you cannot put fire out yourself, wait for help, prepare to report situation – **LOCATION, ASSESSMENT, ACTION TAKEN** to authorities.

There are treatments for minor burns in the first aid kits, but major burns need medical attention as soon as possible. Shovel and hoe are also provided in vehicle.

Fire extinguishers are also available in each tractor and each vehicle. Only tackle fire in early minor stages. Do not take unnecessary risks. **IN CASE OF FIRE CALL notify**

the DPI - 132523 and call 000 (or 112 on the mobile phone). A full list of local DPI & F offices is available in the glovebox (a copy is included in this package).

Some basic first aid steps are outlined below, however, your supervisor will carry out your personal training and guide you through the safety booklets.

SNAKE BITES

- * Keep the patient still and reassure him/her
- * Maintain vital functions if in danger (ie heart, breathing)
- * Immediately apply firm pressure bandage (or strips of clothing or pantyhose can be substituted) over the bite site, but do not block circulation
- * Apply bandage to remainder of limb as much as possible to immobilise it (easier to bandage over jeans, etc than to remove them)
- * Apply splint to keep limb still and the patient as still as possible
- * Call for medical assistance ASAP
- * If snake is dead, bring it for ID, but do not try to kill it
- * Do not wash the wound OR use a tourniquet
- * Do not suck or cut the wound
- * Do not give patient food or alcohol

SPIDERS

Funnel Webs – keep the patient still and calm
Immediately apply pressure bandage and immobilise patient. Do not elevate limb.
Seek medical assistance ASAP

Redback – Reassure the patient their life is not at major risk
Apply an antiseptic, then apply ice pack to site
Seek medical assistance and bring spider with patient if possible.
DO NOT use pressure immobilisation bandage.

Most other spiders do not create poisonous bites, but can create swelling and discomfort. Try to avoid being bitten by taking care as to where you walk, wear gloves, boots, protective clothing and try not to pick up items where spiders and other creatures may lurk without first turning over and inspecting where possible.

INJURIES AND ACCIDENTS

Contact First Aid officer. In case of breaks, lacerations, punctures and other major incidents, contact 000 immediately. Offer first aid to patient. Make patient as comfortable as possible. Do not move the patient in case more harm is done to them. Assess what damage has been done.

- 1) Clear airways
 - 2) restore breathing (resuscitate) immediately,
 - 3) stem any bleeding
- in that order before applying any further first aid measures (bandages, etc)

Complete an accident/incident report. One is included in this pack. Supervisor has more if needed.

FIRST AID OFFICERS

John Mangan 0427 807776 41637256

Darryn Kimlin 0427 41631003

Lyn Mangan 41637256 0408 707 470

IN CASE OF EMERGENCY DIAL 000

Contact your supervisor in the event of an injury and they will assess the most expedient many of action. Other emergency numbers are to be found in the first aid kits.

First aid book is kept with every first aid kit.

In every instance,

- make the area safe
- assess the situation
- call for help immediately
- administer first aid where applicable
- if unsure, wait for assistance
- administer CPR if necessary
- first aid is essential to protect the victim and promote recovery
- use common sense

*****POISONS INFORMATION CENTRE CALL 131126*****

COMMUNICATIONS

Every work team will be provided with hand-held two-way radio receivers with a radius of 12km. To operate, turn the top part of the button at the top right hand side of the handset in a clockwise direction until it clicks 'on'.

The station should be preset to Channel 29. If not, turn bottom half of button until Channel 29 appears on the screen.

To communicate, hold down toggle button at the left hand side of unit and speak clearly. Identify yourself – 'On air – Greg speaking ' and say 'Over' to indicate you have finished your message. Release button when finished, in order to hear incoming calls. Make sure the 2-way is fully charged – it comes supplied with its own charger.

Upon arrival, we share all our mobile numbers and store them in each others' phone. Please note, in the event of an emergency and you cannot reach 000, dial 112 in remote areas as this is picked up by satellite and relayed to emergency centres. Treat 112 as you would 000 – with respect. Do not waste their time on trivial matters, however, if in doubt as to the severity of an injury, illness or condition, call 000.

CHEMICALS

NO CHEMICAL OR CHEMICAL RINSATE, OIL OR FUEL IS TO BE DISPOSED OF (DECANTED) WITHIN 50M OF DRAINAGE LINES OR WATERWAYS.

We have an obligation to ensure the safety not only of ourselves but of the environment we are in, and must be mindful of the effect of disposing of waste into water collection areas as this can contaminate both groundwater and underground water supplies further on.

In the event of a chemical spill, a basic spill kit is included – bicarbonate of soda; bag of sand; shovel; plastic drum. Bags of hydrated lime will neutralise most chemicals. Cover chemical with lime, wait for it to neutralise, cover with sand and wait for it to be absorbed, and shovel into container for safe disposal.

PERSONAL PROTECTION EQUIPMENT (PPE)

Depending upon work being carried out, different PPE will be necessary.

Sunglasses are advisable in day time to prevent eye damage. Safety glasses may also be necessary when servicing tractors, when preparing chemicals or when slashing. When applying chemicals, a minimum of rubber gloves, masks, hat (cloth in order that it can be washed and worn again) and safety glasses are required. The more dangerous chemicals require more protective clothing, therefore it may be necessary to wear overalls and full face mask.

Hearing also needs to be protected, so steps need to be taken to reduce noise levels (operate equipment at appropriate levels) and to wear ear protection around noisy machinery and equipment.

MASKS, DISPOSABLE OVERALLS, RUBBER GLOVES, EAR MUFFS AND SAFETY GLASSES WILL BE PROVIDED.

SAFETY SIGNAGE

In the event of working where equipment may cause potential risks to other people, **SAFETY SIGNS** should be used to indicate a safe perimeter around your working area. Your supervisor will notify you when to use them and where to find them (supervisor will bring them to you).

INDICATORS/ SIGNS INCLUDE:

- safety cones
- “Hazard Ahead”
- “Slashing ahead”

WHEN TO USE:

- Slashing
- Pruning
- Machinery operation
- Possible hazards

ACCIDENT/ INCIDENT NOTIFICATION

LOCATION: _____

TIME: _____ **DATE:** _____

PERSON/S INVOLVED: _____

Description of terrain: _____

NATURE OF INCIDENT

DESCRIPTION OF EVENT (Where it happened, who is involved, any machinery or equipment involved – faulty, etc, any electrical apparatus involved, etc)

POSSIBLE CONSEQUENCES: _____

INITIAL STATE OF PERSONS AND EQUIPMENT AS FOUND (electrical appliance turned on, twisted ankle, tractor overturned, etc)

INJURIES RECEIVED (who is hurt, nature of their injuries) _____

ACTION TAKEN (removal of hazards, any first aid, pressure bandages, medication , compression, CPR, etc) :

TIME TAKEN: _____

ASSESSMENT OF SITUATION: _____

NAME (please print) _____ **SIGNATURE:** _____

NEAR MISS NOTIFICATION

LOCATION: _____

TIME: _____ **DATE:** _____

PERSON/S INVOLVED: _____

Description of terrain: _____

NATURE OF INCIDENT

DESCRIPTION OF EVENT (Where it happened, who is involved, any machinery or equipment involved – faulty, etc, any electrical apparatus involved, etc)

POSSIBLE CONSEQUENCES: _____

INITIAL STATE OF PERSONS AND EQUIPMENT AS FOUND (electrical appliance turned on, twisted ankle, tractor overturned, etc)

INJURIES RECEIVED (who is hurt, nature of their injuries) _____

ACTION TAKEN (removal of hazards, any first aid, pressure bandages, medication , compression, CPR, etc) :

TIME TAKEN: _____

ASSESSMENT OF SITUATION: _____

NAME (please print) _____ **SIGNATURE:** _____

Rural Fact Sheet: **TRACTOR SAFETY**

Tractors

The following tips on tractor safety can help avoid incidents.

Following general safety precautions

- Read and follow all of the manufacturer's operating instructions.
- A rollover protective structure (ROPS) must be fitted to the tractor in accordance with Part 16 - Roll-over protective structures for wheeled tractors of the Workplace Health and Safety Regulation 1997 (see fact sheet 'Wheeled tractors - rollover protective structures' for further information).
- ROPS must comply with the design and testing requirements specified in AS1636.
- Wear hearing protection when driving tractors without cabins.
- Keep children away from tractors and machinery.
- Wear comfortable close-fitting clothing and boots, not thongs.
- Keep an up-to-date maintenance schedule.
- Ensure tractor drivers receive specialised training for the particular needs of the farm.
- Take regular short breaks when working long hours (see Fatigue Management Guide on the department's website).
- Adjust seat so all controls can be operated comfortably and safely. Wear a seat belt where it is fitted, but only if a ROPS is present.
- Keep all guards in place, including power take off (PTO) and master shield guards.
- Start the tractor only from the driving position and not from the ground.
- Do not carry passengers unless there is a designated seat and seat belt within the protective zone of the ROPS.

Hitching implements

- Fit attachments according to the manufacturer's instructions.
- When attaching equipment, always use the mounting points or draw bar provided by the manufacturer. Do not use improvised methods.
- Do not alter, modify, or raise the height of the draw bar outside of those adjustments made by the manufacturer.
- When a power implement is attached to the tractor ensure all guards are in place before operating.
- Never hitch above the centre-line of the rear axle, around the axle housing or to the top link pin.
- Do not attempt to adjust or work on implements while they are in motion.
- Do not use or attach implements unless the power shaft or PTO shaft is guarded.

Stopping tractors correctly

- Do not dismount from a moving tractor.
- Ensure the park brake is on and operating effectively before dismounting.
- Do not park a tractor on a steep slope.
- Remove the starting key when the tractor is not in use.

Operating

- Drive at speeds slow enough to retain control over the unexpected.

- Reduce speed before turning or applying brakes.
- Watch out for ditches, embankments and depressions. Crumbling and slippery banks can cause overturns.
- When stuck in soft ground, back out. If unsuccessful, get help.
- On very steep slopes, if you have no trailing implements, reverse up the slope for greater safety.
- Use as wide a wheel track as possible when working on hillsides and sloping ground. Descend slopes cautiously. Keep the tractor in low gear and allow the motor compression to act as a brake.
- Follow the manufacturer's instructions for adding ballast to improve tractor stability.

Providing regular maintenance

- Service your tractor regularly.
- Check ROPS regularly, particularly after an incident.
- Do not remove or replace belts while the pulleys are under power.
- Stop the engine before servicing or greasing.
- Keep steps and working platforms free of grease and oil to avoid slips and falls.
- If the engine overheats, allow time for it to cool off before removing the radiator cap.
- Change wheels on flat surfaces only. Before removing any wheel, check the other wheels. Avoid improvised lifting arrangements. Use a wide-based jack of adequate lifting capacity. When the tractor is jacked up, block it up evenly for additional support.
- Ensure all the air pressure has been released before removing a tyre from the rim. Use correct procedures. Split rims can cause serious injuries. Tyres should be inflated in a cage for safety (see fact sheet 'Single-piece and multi-piece rim wheels' for further information).

Protecting your back

- Adjust the seat for yourself accordingly. Consider the type of seating when buying your next tractor.
 - A tractor with a seat that has vibration absorbing suspension is highly recommended.
- Prolonged exposure to vibration may cause back damage.
- Ensure there are adequate mirrors to provide all-round visibility.
 - Never jump down from the tractor.
 - Wear footwear that provides a firm grip when mounting or dismounting the tractor, or operating foot pedals.

Reducing the risk of tractor incidents

Ensure you train all operators on the safe use of tractors.

For further information visit www.deir.qld.gov.au or call 1300 369 915.

4. Tractors
V1.09-07

SAFETY PLAN For Machinery Operations

NAME OF OFFEROR:.....
ADDRESS:.....
.....
CONTACT PHONE:.....
CONTACT FAX:.....
Email:.....

LOCATION OF BLOCK
COUNTY:.....
LOT NUMBER:.....
ADDRESS:.....
.....
.....

OWNER'S NAME:.....
ADDRESS AND CONTACT
DETAILS:.....
.....
.....

SPECIES:.....
OPERATIONAL AREA :.....
APPROXIMATE TIME TAKEN:.....

DESCRIPTION OF

TERRAIN:.....
.....
.....

SOIL TYPE:.....
IDENTIFIED HAZARDS:.....
.....
.....

POTENTIAL HAZARDS:.....
.....
.....

LIST OF PERSONS OPERATING
MACHINERY:.....
.....
.....

EQUIPMENT
USED:.....
.....
.....
.....
.....
.....

SAFETY EQUIPMENT FITTED:.....
.....
.....

DESCRIBE GENERAL PROCEDURE:.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

FIRST AID KIT AVAILABLE:

OPERATORS TRAINED IN FIRST AID:.....

.....

ACCESS ROADS FOR EMERGENCY EXIT:.....

.....

MAP ATTACHED:.....

PAYMENT DETAILS

First Name: _____

Middle Name/s: _____

Surname: _____

Address: _____

_____ **Postcode:** _____

Date of Birth: ___/___/___ **Date commenced employment:** ___/___/___

**Employer Details: Mangan Contracting Pty Ltd
64 George Green Rd, Nanango 4615
ABN: 71 938 540 097**

Tax File No.	
ABN No.	
Superannuation Fund	
Superannuation no.	
HECS /Help debt	Yes No
HECS/Help no.	
Bank Account Name	
Bank account no.	BSB: ___ - ___ Acct. No.: _____

Rural Fact Sheet

13. **Chemicals** - protective equipment

Chemicals enter the body through:

- skin contact and the inhalation of fumes, vapours and dusts
- accidental ingestion, e.g. taken in with food, or absorbed following hand to mouth transmission through actions, such as smoking or nail biting.

Buying and using the personal protective equipment (PPE) is often not enough to ensure maximum health benefits. Equipment which is not properly fitted, maintained and cleaned can be hazardous.

Further information about PPE in the workplace is available from the department's website.

This information covers issues such as:

Selecting the correct protective clothing and equipment

Questions, which must be addressed when selecting protective clothing and equipment include:

- Is it suitable for the chemical and its concentration? Get advice from the MSDS.
- Does it fit the person properly? For respirators, does the wearer have facial hair?
- Is it comfortable and easily put on and removed?
- Are there sufficient resources and commitment to ensure equipment is maintained and in good working order?

Maintaining protective clothing and equipment

- Keep all items of protective clothing clean and in working order.
- Wash hats, boots, gloves, overalls, aprons and visors or goggles at the end of each day or after each spray operation, whichever comes first. Overalls should be laundered in hot water separately from the household domestic wash. Wash all other items in warm water and soap, rinsing well.
- Check gloves carefully for tiny (pinpoint) holes. Fill gloves with water and squeeze, discard glove if holes are evident.
- Keep eye goggles clean, especially if they have a head band. The head band is often made of material that absorbs pesticides and is in contact with the forehead, one of the most absorptive areas of the body.
- Keep contaminated clothing and equipment in a box, not loose in your vehicle. A spare set of protective clothing should be kept in your vehicle.

Maintaining respirators

- After use, remove filters and set aside.
- Wash respirators in accordance with manufacturer's instructions. Store respirators in a sealed plastic bag or box away from direct sunlight and extreme temperatures.

- Wipe the outside surface of respirator filters with a damp cloth, but do not allow water to enter the filter.
- Clean and store filters in a sealed container or a plastic bag to maximise their shelf life.
- Periodically check the one-way valves on your respirator to make sure that they are still soft, pliable and functional.
- Check that the face piece of the respirator has not deteriorated. It should be soft, comfortable and a good face seal.
- Ensure that filters are changed and used in accordance with the manufacturer's recommendations. They should be replaced when it becomes difficult to breathe through them.

Protective clothing or equipment is sometimes the only way you can protect your health and safety. Choose it carefully and keep it clean!

It is important to:

- Ensure that the correct PPE and respirators are available, correctly stored, clean and well maintained.
- Read labels on chemical containers and MSDSs.

For further information visit www.deir.qld.gov.au or call 1300 369 915.

13. Chemicals - protective equipment
V 1.09-07

PERSONAL PROTECTIVE EQUIPMENT CHART

For Employees and Contractors

This plan is a minimum set of requirements and should any additional protection be deemed necessary it shall be worn.
 When a supervisor directs the wearing of Personal Protective Equipment it shall be worn.
 An employee may request the issue of additional Personal Protective Equipment.
 Head protection shall be worn where there is an overhead canopy or where there is a danger from falling objects.
 Refer to Chemical Personal Protective Chart for additional PPE required for hazard that is chemical in nature.

MAINTENANCE							LEGEND									
PPE must be cleaned and checked when starting and finishing work. Report damaged equipment to your supervisor.								Mandatory	Must be worn							
							R	Recommended	If risk assessment indicates a low risk it may not be necessary							
If a box covers several columns choose one PPE within the box, either wear safety glasses or goggles.	FOOT	HAND	EYE		HEAD	EAR	LUNG	LEG	GENERAL		SKIN					
	Safety Boots - (*)Laced Safety Rubber Boots	Gloves	Safety Glasses	Goggles	Face Shield	Safety Helmet	Sunhat	Ear muffs/plugs	Dust Mask	Safety Chaps or Cut proof trousers	High visibility Clothing or Vest	Water Bottle	Seat Belt	Overalls	Long sleeve shirt/trousers/ shorts	Sunscreen (for outdoor work)
Axe work (ex tomahawk)									R			R				
Chain saw												R				
Power Tools						R	R	R				R				
Concreting		R	R					R				R				
Explosives		R										R				
Fire Arms			R									R				
Fire Fighting - prescribed burn		R						R				R				
Fire Fighting		R						R				R				
Tree Marking and Measuring												R				
Planting Machine												R				
Plant Operators - non a/c cab						R						R				
Plant Operators - a/c cab						R						R				
Pruning		R										R				
Stores						R						R				
Brush Hook/ Machete		R								R		R				
Mowing												R				
Whopper Snipper										R		R				

HERBICIDE & PESTICIDE SAFETY PPE GUIDE

PERSONAL PROTECTIVE EQUIPMENT GUIDE FOR DPI FORESTRY EMPLOYEES AND CONTRACTORS

- * This is a minimum set of requirements and should any additional protection be deemed necessary by the Supervisor, it must be worn.
- * An employee may, within reason, request the issue of additional Personal Protective Equipment

LEGEND		HANDS	EYES	HEAR	EAR	LUNGS	LEG	GENERAL		
		ELBOW LENGTH IMPERVIOUS GLOVES	GOGGLES	MOTORBIKE HELMET		PARTICULATE FILTERS	REVLAR CHAPS	IMPERVIOUS APRON	SHORTS + CHAPS (covering all exposed skin)	
HERBICIDE MIXING (HELICOPTER)						3				
SPLAT GUN								6		
HERBICIDE & WEEDING AGENTS	BASAL SPRAYING (DIESEL)		1			4				
	ROADSIDE SPRAYING									
	AG CAB TRACTOR BASED APPLICATION	7								
	BLOWER MISTER		1			4				
	FUNGICIDES & INSECTICIDES									

MANDATORY IN ALL CASES

- * Safety Helmet when overhead hazard present (except for around helicopters when the helmet is likely to become a hazard)
- * Sunhat/Safety Helmet when working outdoors
- * Work clothes (cotton long sleeved shirt and trousers or overalls) unless otherwise stated.
- * High Visibility clothing when working near helicopter operations
- * Safety Boots

MANDATORY UNDER CERTAIN CONDITIONS / CHEMICAL TYPES (Chart Explanatory Notes)

- Safety glasses are the minimum required. If there is more than a low chance of the chemical blowing into the eyes then goggles or a face shield must be worn.
- Hearing protection must be worn when using chainsaws
- Respirators with suitable filters must be worn when using S6 & S7 chemicals. Dust masks or better must be used with all dry formulations.
- Respirators must be worn with S7 sprays. Particulate filters or better (e.g. activated carbon filter or respirator) must be worn when there is more than a low chance of chemical blowing into the face.
- Inside the nursery compound at speeds of no more than 6km/hr a sunhat may be worn in place of a motorbike helmet.
- Impervious trousers or chaps must be worn when using Atazoxin. Shorts may be worn with chaps so long as all skin is covered.
- Air condition tractors fitted with suitable filters require no additional protection for the operator while in the cab. Outside of the cab, when there is a risk of exposure, PPE suitable for the conditions and the chemical type must be worn (minimum of safety glasses, work clothes &

FURTHER EXPLANATORY NOTES

Maintenance

- * PPE must be cleaned and checked in accordance with Storage and Maintenance guidelines

- * To ensure safety harness are kept relatively waterproof, a suitable wax based waterproofing agent, supplied by DPI/F (eg dubbin) must be used at regular intervals.

Technique

- * Most techniques are detailed in Manuals.

- * If any new techniques or chemicals are to be used, refer to the Senior Silvicultural Officer, Gympie for a risk assessment.

- * S7 Poisons must not be used without specific advice from the Senior Silvicultural Officer, Gympie

Good Hygiene

Good Hygiene is essential.

- * Carry a spare set of clothing & do not continue to wear contaminated clothing
- * Wash your hands, face and arms regularly when working in contaminated areas or with hazardous substances (e.g. before eating, smoking, toilet, knock off)
- * Change filters in respirators and machinery cabs regularly

All work undertaken will be done so strictly within the following codes of practice. **Full Codes are available from your** supervisor and a copy of each is held in the glovebox of each vehicle. It is **STRONGLY ADVISED** that you read them and become familiar with them.

A vehicle/tractor checklist book is located in each vehicle to be completed each day before operating the vehicle. REFER TO TRACTOR OPERATOR MANUAL for more details.

***DETIR workplace Health and Safety – The Storage and use of chemicals at rural workplaces industry code of practice.**

***Silviculture Supplier Code of Practice for chemical application, transport, disposal and safety.**

***QLD Govt WH & S Rural Safety Link**

tractor safety

chainsaw safety

machinery guarding

skin cancer

hearing

manual load handling

safe use of pesticides

chemicals – storage and disposal

chemicals – protective equipment

welding

Tractors –ROPS

Snakes

Spiders

Rural Hazards

Workplace incidents

Heat stress

4 wheeled ATV

Notification of serious bodily injuries, illnesses and dangerous events.

INDUCTION CHECKLIST

EMPLOYEE'S NAME: _____

START DATE: _____

Your employer or supervisor will sit with you and go through this package with you personally, to ensure you understand all aspects of the working conditions, and expectations. If you have any questions, please feel free to ask.

Your employer or supervisor will tick off each box below to ensure you understand that particular section, before moving through the remainder of the information.

INTRODUCTION

- The industry, nature and structure of the business
- Role of key people in the business
- Job, tasks and responsibilities
- List of contacts
- Introduction to other team members

EMPLOYMENT CONDITIONS

- Work times and meal breaks
- Rates of pay and payment options
- Superannuation, taxes and other deductions
- Leave entitlements
- Notification of sick leave or absences
- How to use communications/ 2-way

RECORDS

- Complete Employee/Subcontractor detail sheet
- Understand how to complete risk assessment
- Understand how to complete safety plan for machinery operation
- Understand how to complete safety plan for pruning
- Understand how to complete spray record sheet
- Understand how to complete weekly time sheet

FIRST AID AND SAFETY

- Understand the basic principles of first aid and safety
- How to treat snake bite

- How to treat spider bite
- How to deal with injuries and accidents
- Who the First Aid Officers are and their contact details
- Knows **POISONS INFORMATION NUMBER 131126**
- Communications - Practised how to use 2-way radio/ call sign/channels, etc
- Knows the importance of PPE, what it is and why we wear it
- Roles and responsibilities of people in the workplace
- How to report health and safety issues
- How to identify and control hazards in the workplace
- Worker's compensation claims

OTHER REQUIREMENTS

- Has read and signed employee/employer agreement
- Register of qualifications
- Understand how to use any equipment (eg: planting stick, spray pack)
- Ensure translation is available where necessary
- Weekly meeting to discuss any relevant issues

EMPLOYEE/EMPLOYER AGREEMENT

Working in the silviculture industry is a diverse and rewarding employment opportunity, however, several aspects of your working conditions need to be considered before undertaking work. These include: your safety; the safety of others; safe operational standards of any machinery or equipment and respect for the land and the landholders.

FOR YOUR OWN SAFETY:

I will need to wear STEEL CAP SAFETY BOOTS at all times, to protect feet from any potential hazards or bites.

Collared, HIGH VISIBILITY shirts must be worn (these are provided) so that I am readily seen to machinery operators and others.

Long trousers/jeans are preferable to shorts as these protect from scratches from shrubs, and bites from stinging insects, and are essential in tick country. Snug fitting underwear is also advisable in tick country.

Gloves are advisable but not compulsory except when mixing and handling chemicals, in which case they will be provided.

A wide-brimmed hat is a necessity – not a cap – to prevent heat related conditions such as heat stroke and sunburn.

When dealing with chemicals, appropriate masks will be provided, and must be worn.

HEAT AWARENESS

In the Australian climate, it is important to be aware of the risks associated with sunburn, heat exhaustion and in severe cases, heat stroke. These conditions are brought about by insufficient coverage against the sun and dehydration. Even though it may seem excessively uncomfortable in summer, I must drink plenty of water -not soft drink, power drink, or other beverages- to replenish lost fluids (at least 2 litres per day is a fair guide). I must also cover up in the sun by wearing collared shirt, protective footwear and long trousers, and a wide-brimmed hat – even when sitting in machinery.

SAFETY OF OTHERS

In order to take care of the safety of others, I need to minimise any potential risk. Drugs and alcohol are prohibited from my work environs, including any residual effects from before entering the site. Smoking may be permitted at appropriate breaks, but EXTREME care and consideration HAS to be taken regarding the disposal of cigarette butts and ash, ESPECIALLY in times of drought and HIGH FIRE DANGER. I will take special care to fulfil these obligations.

SAFE OPERATIONAL STANDARDS OF MACHINERY

Follow general safety precautions. ROPS are included on all machinery. Read and follow the manufacturer's recommendations and instructions for machinery operation. Wear hearing protection and hat. Wear comfortable clothing (not too loose) and steel capped boots. Maintain maintenance schedule. Training will be provided as to machinery operation. Adjust seat so you can operate it safely and in comfort. Wear a seat belt. Take regular short breaks when working long hours. Keep guards in place and do not take passengers.

Travel and operate within safe working speeds. Stop machinery correctly. Use only safe working practices. Protect your back – adjust the seat to suit your needs. Working long hours in a tractor can cause fatigue and pain. Take care and give your back a break.

Reduce the risk of tractor accidents.

A safety plan needs to be completed for each individual job. This entails writing the name and contact details of the contractor, the address and location of the block to be pruned/sprayed/etc. A description of the task is included to specify which trees are to be pruned, for example, and to what specifications. An assessment of the terrain, soil type and any potential hazards need to be done prior to completing the job.

Supervisors/workers also need to describe the equipment they are using for the particular operation. Personal protection equipment will be provided for all work, including gloves, eye masks, hard hats where necessary, disposable overalls (and/or aprons) and masks where necessary.

A first aid kit is available in all vehicles, along with eye wash kit, fire extinguisher and chemical spill kit. Please notify supervisor if any supplies are missing or needed.

Machinery has been provided with appropriate safety guards and ROPS, but care still needs to be taken when operating it. Do not drive in unsafe conditions – eg: too steep – in case of accidents. If in any doubt, consult with your supervisor. If there are any concerns, always consult with the supervisor.*

Consult the instruction manual for any given machine to drive at appropriate speed and gear for the task at hand. If in doubt, consult the supervisor.

I have read the induction material given and agree to work within the guidelines herein. I agree to act in a professional manner at all times. I agree to wear any safety equipment (PPE) provided, understanding that failure to do so may be grounds for instant dismissal, according to OHS and WHS standards. I understand that I am bound by environmental policies and must work according to these policies. I have read and discussed first aid and reporting procedures and understand them.

Employee Name: _____ Employer Name: _____

RECORD OF QUALIFICATIONS FOR _____

NAME OF COURSE	LOCATION OF RTO	QUALIFICATION CODE/NO.	DATE COMP.	DATE FOR RENEWAL
Snr First Aid & CPR				
ChemCert				
WHS				
OHS				
Chainsaw Operation				
Heavy Veh. License				
ACDC				

Employee Signature: _____ Employer Signature: _____

Date: _____

**CONTACT NUMBERS FOR DPI & F
Forestry Offices**

Call centre 132523

Beerburrum 54386666

Bundaberg 41315804

Gympie 54822244

Imbil 54843900

Kalpowar 41662020

Maryborough 41211833

Monto 41661433

Mundubbera 41655100

Toolara 54882112

Tuan 41214218

Yarraman 41638223

<i>Barry Darko</i>	<i>0428 773 163</i>	<i>(07) 54386666</i>
<i>Russell Garthe</i>	<i>0417 009 561</i>	<i>(07) 54820820</i>
<i>Neil Gourley</i>	<i>0427 123 771</i>	<i>(07) 32340198</i>
<i>Neil Halpin</i>	<i>0428 757 018</i>	<i>(07) 54386666</i>
<i>Paul Hesling</i>	<i>0427 729 126</i>	<i>(07) 54386666</i>
<i>Fred Langford</i>	<i>0428 192 364</i>	<i>(07) 54386666</i>
<i>Ian Robb</i>	<i>0407 379 058</i>	<i>(07) 54386654</i>
<i>Jade Thompson</i>		<i>(07) 54386653</i>
<i>Russell Vance</i>	<i>0428 157 773</i>	<i>(07) 54386666</i>

COURSE COMPLETED	TRAINER LOCATION	CODE/NO	JOHN	EXP	LYN	EXP	DARRYN	EXP	LANCE	EXP	MARIN
Snr First Aid & CPR	Nanango QAS		10/12/05	10/12/10	10/12/05	10/12/10					
ChemCert	Stephen Duff	52631	42621	24.8.09	25.7.05	25.7.10					25.7.05
WHS/OHS							10/2/03	10/2/08			
ACDC											
Heavy Veh. License	Nanango Police		4.6.86	4.5.07							
Chainsaw Operation	Steve Smith Tree Felling	CHC002 – A72 Tree Felling	11.6.04								
Bachelor of Arts					22/11/85						
Grad. Dip Teaching					25/11/86						
Board of teach Reg'n					2/2/05	2/2/06					

RECORD OF QUALIFICATIONS ATTAINED

NOTES FOR APPLICATION FOR PRE-QUALIFICATION

- *We have traffic control signs and safety cones*
- *All machinery is maintained according to manufacturer's specifications- log books are kept in vehicles*
- *All machinery legal load limits are operated under manufacturer's specifications*
- *I have changed the safety plan, and other sheets and hope they will suffice*
- *All employees will eventually do WHS & OHS training. We are enrolled for Jan 23, 06. (Specific Units to be identified – Course: Cert in Ag – Implement and Monitor OHS Program.)*

MAINTENANCE SCHEDULES

A separate sheet is provided, however all maintenance schedules for individual vehicles are kept within the glovebox of the given vehicle. We will keep a central record of all vehicles being maintained.

- * Tractors are all greased on a regular basis – every 40 hour working hours
- * Each vehicle has a maintenance check book to be completed each day
- * Slasher blades are changed as necessary, and shear bolts replaced as necessary
 - * Spray unit has just been repainted and repaired (December, 05)
 - * Fertiliser box has been repaired and repainted (November, 05)

LEGAL LOAD LIMITS

All legal load limits are maintained according to the vehicles manufacturer's specifications, written in the vehicular handbooks.

WORKPLACE HEALTH AND SAFETY and OCCUPATIONAL HEALTH AND SAFETY

In forestry work, we are frequently working in other people's property, crossing and traversing public roads and public and private land. It is important that we show a duty of care not only to ourselves, but to others around us, the public, private property and to the environment. Workplace health and safety is about making the workplace as safe as possible – a difficult task considering that our workplace is the wide open spaces.

- * *Assess the area – look for potential hazards before entering a place (your supervisor will already have done this)*
- * *Remove any obvious hazards carefully –eg: branch across a road, wires on ground.*
- * *Mark any other potential hazards – eg: potholes – with safety cones to warn others*
- * ***LOOK UP WHEN SHIFTING MACHINERY – ESP. high equipment such as augers, elevator belts – WATCH OUT FOR OVERHEAD POWERLINES***
- * *Wear safe clothing and footwear so that you are visible and you are protecting yourself against the sun, and other potential hazards and injuries.*
- * *Report any hazards to fellow workers, your supervisor and employer if necessary to make sure the area is made as safe as possible.*
- * *Use common sense when assessing hazards – do not panic, but do not ignore things either*
- * *On map provided for the site you are working, mark any potential hazards (eg: old chemical drums, fuel containers, electricity lines) with identifiable mark (red, large asterisk)*

FULL COPIES OF THE FOLLOWING SAFETY BOOKS ARE AVAILABLE FROM YOUR SUPERVISOR. THEY ARE KEPT IN THE SUPERVISOR'S UTE.

> FIRST AID BOOK

> QLD GOVT WH & S RURAL SAFETY LINK

> SILVICULTURE SUPPLIER CODE OF PRACTICE FOR CHEMICAL APPLICATION, TRANSPORT, DISPOSAL AND SAFETY

> DETIR WORKPLACE HEALTH AND SAFETY – THE STORAGE AND USE OF CHEMICALS AT RURAL WORKPLACES INDUSTRY CODE OF PRACTICE

EQUIPMENT

Each vehicle is equipped with the following:

- *first aid kit*
- *first aid book*
- *chemical spill kit (sand bag, shovel, lime, container)*
- *hoe and backpack spray kit for spot fires*
- *log book and maintenance record to be filled in*
- *the information books listed above*

REPORTING PROCEDURES

As this is a simple operation so far, reporting procedures are simple.

- Weekly meeting (informal)
- Report any potential problems
- Identify any potential risks or hazards
- Suggest any improvements in working equipment, schedules, procedures, etc.
- ANY IMMEDIATE RISK/DANGER needs to be reported immediately to:
 1. Supervisor
 2. Contractor (John or Lyn)
 3. DPI officer
 4. Emergency services as necessary

Discuss any concerns at any time with either supervisors or partners as we are all approachable. If there are problems, they need to be addressed as soon as possible. Similarly, it is also good to hear if things are going right and working well.

Fill out your employee detail sheet and hand to your supervisor (who will hand it to the contractor)

The following sheets need to be handed to your supervisor when they are completed:

- * *employee/subcontractor details(as soon as possible)*
- * *time billing (weekly)*
- * *spray record(as completed)*
- * *incident/accident notification (as necessary)*
- * *employee/employer agreement (as soon as possible before beginning employment)*
- * *record of qualifications (as soon as possible)*

We hope you enjoy your time of employment with us.