

Whirligig Compliance Pty Ltd

New Workers Induction Booklet

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Whirligig Compliance Pty Ltd Details

Company Details	
Company name	Whirligig Compliance Pty Ltd
Trading Name	Whirligig Compliance Pty Ltd
ACN	345 678 910
ABN	12 345 678 910
Business address	123 ABC Lane Suburb STATE Post Code
Postal address	124 ABC Lane Suburb STATE Post Code
Other locations	Depot 3 Trade Lane STATE Post Code
Contact person	Admin
Phone number	1300 767 731 0412 345 678
email	WGDemoAdmin@pwcompliance.com.au
Website	https://whirligigcompliance.com.au

Welcome

Congratulations on your appointment and welcome to the team at Whirligig Compliance Pty Ltd. We are excited that you have joined us and look forward to a long, happy and successful partnership together.

We want to ensure that your interactions with other Whirligig Compliance Pty Ltd workers and our stakeholders will reflect the value that Whirligig Compliance Pty Ltd places on people, teamwork, two-way communication and our commitment to customer service.

The purpose of this Booklet is to introduce you to Whirligig Compliance Pty Ltd, and information about your terms and conditions of employment, our expectations around your behaviour, our policies and procedures and an overview of Work Health and Safety requirements.

This Booklet should be read in conjunction with your Contract of Employment.

This Booklet is by no means an exhaustive guide to your employment with us. It has been developed to act as a resource and reference for you.

The policies within this Booklet are easily listed and easily accessed via the contents page.

This Booklet will be updated as required and as our business evolves and grows. You will be notified of any changes as they occur.

Once again, we extend to you a warm welcome and we trust you will find your career with Whirligig Compliance Pty Ltd both rewarding and fulfilling.

Policies and Procedures

Our Policies and Procedures are contained in the MYHSEQ Management System. Your Supervisor will provide access to these as part of your Induction.

Whirligig Compliance Pty Ltd has adopted the following Policies to guide our business. The procedures associated with these policies are outlined in the Procedures manual.

- Fitness for Work Policy
- Work Health and Safety Policy
- Harmonised WH&S Legislation Policy
- Environmental Policy
- Drug & Alcohol Policy
- Fire Prevention Policy
- Staffing Policy
- Equal Employment Opportunities Policy
- Privacy Policy
- Rehabilitation Policy
- Transportation Policy
- Quality Policy

This Booklet is to be read in line with the Policies and Procedures.

Your Employment

Your employment with Whirligig Compliance Pty Ltd is essentially governed by your contract of employment and Whirligig Compliance Pty Ltd policies and procedures in conjunction with this Booklet. The following section provides general information regarding your pay, conditions and our expectations of you.

Position Statements define the scope of a position and the standards set for the employee in the role. They provide the guideline for performance and the basis for assessment of the employee's work performance. Whirligig Compliance Pty Ltd will provide written position statements for all positions and will review them regularly in consultation with Management and workers.

Titles given to positions may change from time to time. In these circumstances effected persons will be provided with a copy of any new or revised documentation

Confidential Medical Information

Air monitoring and personal health monitoring programs shall be undertaken from time to time. Your cooperation with such initiatives is required to meet legislative requirements, improve working conditions and to assess for early signs of adverse health effects. Whirligig Compliance Pty Ltd will arrange and pay for the medical assessments where required.

This confidential medical information gathered ensures Whirligig Compliance Pty Ltd is aware of any conditions you may have so we can manage your employment and ensure your health and safety is not placed at risk while at work.

Human Resources and Payroll

You will be given the following forms on the first day of starting your new role with Whirligig Compliance Pty Ltd. If you have not received them, please ask the person who is undertaking the induction process:

- Personal and Emergency Contact Details form;
- Bank Account Details form;
- Taxation Declaration form; and
- Super Choice form.

These forms must be fully completed together with other relevant employment documentation and returned to your employer. You can request a copy of the documentation if you wish to do so. The documentation will be kept securely in your employment file and available on request.

Changing of Bank Account or Personal Details

Please advise your in writing should you wish to change any pay details like changing or closing your bank account. Please ensure you notify us prior to the date you wish for the change to be active by or this may result in your pay not being correctly processed by the Bank.

Pay Days

You may be required to use time sheets to record your hours. These must be completed daily and signed off by your Supervisor and forwarded to Payroll each week.

Pays will be automatically deposited electronically into the bank account details provided by you to Whirligig Compliance Pty Ltd. Taxation payments are automatically deducted from your pay.

Incorrectly Paid

Upon receiving your pay slip and believing there to be an issue with the summary, you should immediately raise the matter with your Supervisor. Do not speak with other workers or staff about the issue. The matter will be reviewed, and any adjustments will be processed as quickly as possible.

Superannuation

Superannuation is paid in accordance with the relevant State/Territory and Australian Government's Superannuation Guarantee Legislation. A superannuation payment is calculated on your ordinary time earnings and is paid into your nominated superannuation fund of your choice. You may also choose to pay a portion of your wages into the superannuation fund.

Hours of Work

Whirligig Compliance Pty Ltd adopts a common sense approach to managing work hours. Your hours of work will depend on business needs and the requirements of the work you are assigned.

Your Supervisor will work with you to establish your standard hours of work, break and rest times.

Remuneration and Performance Review

Remuneration / Contract, salary or Wages are reviewed in line with the applicable award and / or annually. Reviews are conducted with General Manager/s and are strictly confidential.

Wages should only be discussed with your General Manager/s, not with other co-workers or staff.

Performance reviews focus on:

- Individual Performance;
- Skills and knowledge; and
- Level of decision-making.

Your performance is reviewed either 12 monthly. The reviews are designed to provide feedback on your strengths, weaknesses and any development needs identified by Whirligig Compliance Pty Ltd that will assist you to further your career and will be the basis for on-going negotiations for your remuneration.

Reimbursement of Expenses

Whirligig Compliance Pty Ltd will reimburse workers for pre-approved expenses properly incurred by workers in the proper performance of their duties.

Reimbursement will be subject to workers providing Whirligig Compliance Pty Ltd with receipts or other evidence of payment and of the purpose of each expense, in a form reasonably required by Whirligig Compliance Pty Ltd provided that all claims are made on the appropriate form, signed by the appropriate Supervisor and supported with the necessary substantiating documentation.

Leave Entitlements

Annual Leave

Full time and part time workers are entitled to annual leave, in accordance with your employment contract and is based on your ordinary hours of work. This is calculated on a pro-rata basis. Your accrued annual leave will be shown on your payslip.

Any accrued leave shall be paid out at the end of your employment in line with your contract of employment and award terms.

You do not have to complete twelve (12) months service before you can take annual leave. You can take it as it accrues in consultation with your Supervisor.

Casual workers are not entitled to annual leave.

Annual Leave Request

You are required to utilise your annual leave entitlements in consultation with your Supervisor. General Manager/s will inform all worker what the Whirligig Compliance Pty Ltd's trading hours over the Christmas / New Year period will be each year.

Your Supervisor will advise you of the time frames for annual leave over the Christmas break.

All workers should avoid accruing more than twenty (20) days annual leave without prior discussion with your Supervisor, e.g. planning a trip away. Annual leave is designed for workers to have a break from work, to relax and spend quality time with family and friends, but most importantly recharge!

Annual Leave Documentation

An Annual Leave request must be completed and submitted to your Supervisor and approvals obtained at least two (2) weeks prior to the annual leave request date.

Annual leave shall not be taken without the appropriate documentation completed and prior approval from your Supervisor.

Annual Leave Payments

There is no payment in lieu (cashing out) of annual leave. You will only be paid out your annual leave if you resign or the company terminates your employment.

Absence from work

Any absence or late arrival due to illness, injury or any other reason, and the expected duration of leave must be personally reported by telephone call to your Supervisor as soon as practical (prior to your normal starting time wherever possible). Email or text message in these circumstances is not acceptable.

If you are unable to do this personally, you are requested to ask someone to telephone on your behalf.

Subsequent to this, you must keep your Supervisor informed of your progress.

Wherever possible you should make dental, medical, business or other appointments outside your normal working hours.

It is essential that you are ready to commence work at your normal commencement time as other workers and the business depend upon you and your contribution.

Special leave without pay is available to workers in special circumstances when all current accrued leave has been taken. This leave is subject to the circumstances of all applications following consultation with the Supervisor/Manager.

Sick Leave

Sick and carers leave comes under the same leave entitlement. It's also known as personal / carers leave.

Full time and part time workers are entitled to sick leave and carers or compassionate leave. Workers are entitled to sick days based on your employment contract.

Example:

Tom is a full-time employee who works 38 hours per week. Aaron is a part time employee who works 19 hours per week. Tom gets 10 days paid sick and carers leave per year. Aaron gets 5 days paid sick and carers leave per year as he works half the hours Tom works.

Sick leave shall be used when a worker is unfit for work due to illness or injury.

Where a worker has no accrued sick leave left, it is left to the discretion of their Supervisor as to whether it is leave without pay or the worker can utilise other leave entitlements.

Sick leave is not to be taken without advising your Supervisor and the appropriate documentation forwarded to payroll.

Casual workers are not entitled to be paid sick leave.

Medical Certificates

A Medical Certificate is required stating that you are unfit for work when:

- You have two (2) days in a row absent from work due to sickness, and
- You are absent on either a Friday or Monday (first or last day of shift cycle).

Your Supervisor may also require a medical certificate that are not related to the above described.

Carers Leave

Carers leave should be taken when you are required to take time off work to care for an immediate family member or a member of your household.

Carers leave comes from your sick leave entitlement if / when you need to care for sick dependants. You are eligible for carers leave when a dependent child or family member requires care.

This type of leave is paid at the same rate as your usual pay and to be paid at the same time as your usual pay and cannot be taken on a public holiday.

You are also entitled to two (2) days unpaid carers leave on each occasion that you are required to care for an immediate member of your family.

Unpaid leave can only legally be taken when all paid leave is exhausted.

Casual workers are not entitled to be paid carers leave.

Compassionate Leave

You are entitled to two (2) days of paid compassionate leave when a member of your immediate family:

- Has a personal illness that poses a serious threat to their life; or
- Has a personal injury that poses a serious threat to their life; or
- Passes away.

You are required to give notice of your intentions to take compassionate leave as soon as practically possible, and you may be required to submit evidence of relevant illness or circumstances in which you've requested the leave. Without this evidence your employer has the right to refuse your leave application.

Unfortunately, casual workers are not entitled to be paid compassionate leave.

Maternity / Parental Leave

Workers can get parental leave when a child is born or adopted. Parental leave entitlements include:

- Maternity leave;
- Paternity and partner leave;
- Adoption leave;
- Special maternity leave; and
- A right to return to previous job.

Workers who are the primary carer of a newborn or adopted child get eighteen (18) weeks leave paid at the national minimum wage. Eligible working dads and partners (including same-sex partners) get two (2) weeks leave paid at the national minimum wage. These payments are made directly to the employee.

Workers with greater than twelve (12) months continuous service are entitled to twelve (12) months unpaid leave for the birth or adoption of their child.

Unpaid leave is a minimum of six (6) weeks and a maximum of twelve (12) months. You are required to utilise any annual leave entitlement prior to commencing maternity / parental leave entitlements.

You are requested to notify your Supervisor of your intention to take maternity / parental leave, but as a minimum, six (6) weeks' notice should be provided.

Whirligig Compliance Pty Ltd shall hold a position at the same level and wage for you whilst you are on parental / maternity leave.

For casual workers to be eligible for unpaid parental leave they need to have:

- Been working for their employer on a regular and systematic basis for at least twelve (12) months; and
- A reasonable expectation of continuing work with the employer on a regular and systematic basis, had it not been for the birth or adoption of a child.

Training and Development Leave

Whirligig Compliance Pty Ltd encourages and supports internal and external employee training to ensure professional development.

Training is important for all disciplines at all levels. Whirligig Compliance Pty Ltd encourages training for all employees throughout our organisation to ensure they are familiar with the most up to date methods of undertaking their roles.

Where there is a requirement to possess a licence or specialist qualification Whirligig Compliance Pty Ltd may aid enable workers to achieve these requirements.

Approval of this leave is at the discretion of your Supervisor or as directed by your applicable award and be approved by your Supervisor before the leave is taken.

Community Service Leave (Emergency Services and Jury Services)

Whirligig Compliance Pty Ltd recognises the valuable contribution made to the community by employees engaged in emergency service activities and Jury Duties. We are committed to providing employment continuity for employees who serve the community in this capacity. Employees have an obligation to notify Whirligig Compliance Pty Ltd of existing or new commitments to community emergency service agencies, and the expectation of time demands as a result of these activities. The spirit and intent of this policy is to provide the employee with support while not placing undue operational stress on the business.

In principle the minimum requirements and expectations associated with these activities are as follows:

- Employee will remain at work once commenced unless they have specific skills/qualifications placed on demand by an emergency service agency,
- Employee will provide appropriate notice (in advance where reasonable) of intended absence due to emergency service activities e.g. training, on-call, including recovery rest periods post events
- Absences due to emergency service activities will not interrupt employee entitlements or period of service.

Note: Community Service Leave is not a mandatory paid leave condition (excluding Jury Service – special conditions apply). However, a State or a Territory emergency service law may require an employer to pay an employee when absent on an emergency service activity. This will be addressed on a case by case basis.

In addition, there may be payment of this type of leave as a good will gesture by Whirligig Compliance Pty Ltd.

Conduct

Our workers are expected to behave in a manner that is safe and respects all people and property within the workplace. Any conduct which does not follow these principles is deemed unacceptable and will be dealt with accordingly.

Unacceptable Behaviour

Workers whose behaviour is unsafe or does not respect people and property within the workplace may be subject to disciplinary action, up to and including dismissal. Such incidents may include, but are not limited to:

- using obscene, inappropriate or harsh language or gestures towards fellow workers or visitors
- threatening, intimidating or coercing Workers while on duty, or while off duty if the conduct bears a relationship to employment
- showing signs of alcohol intoxication or appearing under the influence of drugs while on duty
- failure to comply with work time recording activities
- failure to observe safety rules or inappropriate use of safety equipment

- repeated lateness or absenteeism without just cause

Serious Misconduct

Incidents of theft, assault, fraud or other serious misconduct shall be deemed to be in violation of the workers terms of employment and will be subject to disciplinary action up to and including instant dismissal.

Probationary Period

The workers employment will be for a qualifying/probationary period as agreed at the commencement of employment and dependent on position. A probationary period allows both the workers and the PCBU to ascertain best fit.

If the workers conduct and performance is not satisfactory during that time, Whirligig Compliance Pty Ltd, as the PCBU, may terminate this Agreement at any time during the probationary period. In this event, the worker will receive notice or payment in lieu of notice at the election of the.

Sexual Harassment

Sexual harassment is unwelcome sexual conduct which makes a person feel offended, humiliated and/or intimidated where that reaction is reasonable in the circumstances.

Sexual harassment can take various forms and includes (but not limited to):

- unwelcome touching, hugging or kissing
- staring or leering
- sexually suggestive comments or jokes
- sexually explicit pictures, screen savers or posters
- unwanted invitations to go out or requests for sex
- sexually explicit emails or SMS messages

Conduct of this nature does not have to be repeated to be classified as sexual harassment; a single incident may be sufficient. Sexual harassment may also be a criminal offence in some cases.

We consider sexual harassment an unacceptable form of behaviour that will not be tolerated under any circumstances. Under the Federal and State anti-discrimination laws, sexual harassment in employment is prohibited.

It is our goal to create an environment free from sexual harassment and it is the responsibility of all workers to support this goal.

Managers and Supervisors must ensure all Workers are treated equitably and are not subject to sexual harassment. They must also ensure people who make complaints, or witnesses, are not victimized in any way.

If you believe you are being sexually harassed, you must act. Individual workers should appropriately and clearly discourage unwelcome attention at the time it occurs. Do not ignore sexual harassment thinking it will go away - often it just gets worse.

If you believe you are being sexually harassed, you should contact your Supervisor and outline the complaint. If your complaint involves your Supervisor or you are unable to contact your Supervisor, you should raise your complaint with the next level of Management.

Any reports of sexual harassment will be treated seriously and investigated promptly, confidentially and impartially. Complaints may be lodged verbally, but preferably in writing.

Disciplinary action will be taken against anyone who sexually harasses a co-worker, customer, supplier or any other person in the workplace. Discipline may involve a warning, formal counselling, demotion or.

Workplace Harassment

We are committed to ensuring a healthy and safe workplace that is free from workplace harassment. Workplace harassment is unacceptable and will not be tolerated under any circumstances.

A person is subjected to 'workplace harassment' if the person is subjected to repeated behaviour, other than behaviour amounting to sexual harassment, by a person, including the person's PCBU or a co-worker or group of co-workers of the person that -

- is unwelcome and unsolicited
- the person considers to be offensive, intimidating, humiliating or threatening
- a reasonable person would consider to be offensive, humiliating, intimidating or threatening

'Workplace harassment' does not include reasonable management action taken in a reasonable way by the person's PCBU in connection with the person's employment.

A worker who is being harassed can contact their Supervisor or the Senior Manager for information and assistance in the management and resolution of a workplace harassment complaint.

Disciplinary action will be taken against a person who harasses a Worker or who victimizes a person who has made or is a witness to a complaint.

Complaints of alleged workplace harassment or sexual harassment found to be malicious, frivolous or vexatious may make the complainant liable for disciplinary action.

Workplace Grievances

A workplace grievance is defined as a situation which involves two or more people with different expectations and views, each one taking a position and acting on what they believe is right. In addition, the organisation has a perspective that must also be considered. Grievances are often the result of unresolved issues, problems, or conflicts that have been avoided or not addressed to the satisfaction of those involved which results in one party making a complaint against another (often seeking the support of others in the process).

Most grievances can be resolved by communicating initial concerns with the other person(s) involved in a clear, timely and non-confrontational manner. Making a genuine effort to resolve the reason for any difference of opinion and/or conflict directly if possible is always the best option. If this is not possible or effective, then the process of conciliation through a supervisor/manager should be undertaken and must be submitted in writing.

In some situations, an external party may be required to facilitate conciliation activities. Anonymous complaints/grievances will not be supported. If you have a grievance your privacy and confidentiality will be protected as much as possible however, the process of natural justice will provide the other party a right of reply.

Work Environment

Equity at Work

We are an Equal Employment Opportunity PCBU.

All workers are treated on their merit, without regard to race, age, sex, marital status or any other factor not applicable to the position.

Workers are valued according to how well they perform their duties, and their ability and enthusiasm to maintain our standards of service.

Under anti-discrimination laws, discrimination in employment based on the following attributes is prohibited:

- sex
- relationship status
- pregnancy
- parental status
- breast feeding
- age
- race
- impairment
- religious belief or religious activity
- political belief or activity
- trade union activity
- lawful sexual activity
- gender identity
- sexuality
- family responsibilities
- association with, or relation to, a person identified based on any of the above attributes

If you have any questions or concerns about discrimination or inequity in the workplace you should bring them to the attention of Management immediately.

If you believe there have been breaches of this policy, you must address the situation. Do not assume the issue will resolve itself.

You should contact your Supervisor and outline the complaint (preferably in writing).

Your Supervisor will take appropriate steps to handle the complaint. If you are unable to discuss the matter with your Supervisor, you should raise your complaint with the next level of Management.

We are committed to workplace equity. Disciplinary action will be taken against anyone who breaches these principles.

Discipline may involve a warning, formal counselling, demotion or dismissal.

Working Ethically

Conflict of Interest

All business dealings and personal behaviour is to be in our best interests without favour or preference to third parties or personal considerations. If you engage in any activity which adversely prejudices your ability to carry out your responsibilities in the best interests of the organisation, or which benefits others in competition with the organisation, you will be considered to have a conflict of interest which constitutes serious misconduct subject to disciplinary action.

Workers must disclose any actual or potential conflicts of interest they may have in relation to Whirligig Compliance Pty Ltd business activities and their involvement with such as a private individual or otherwise interested party.

Gifts

Receiving gifts from current or perspective suppliers (including Contractors) can result in potential conflicts of interest and/or expectation of favourable treatment. Therefore, all workers must inform individuals and/or companies involved in business dealings of these potential risks. All gifts received valued at or over \$50 (individually or collectively) must be declared to your Supervisor.

This excludes give-aways and promotional items that are made widely available.

Contact with Media

To ensure Whirligig Compliance Pty Ltd presents a consistent and positive image in its dealings with the media the authority to speak with the media rests solely with Whirligig Compliance Pty Ltd nominee(s). This authority can be delegated only by the nominee.

All media enquiries shall be referred to the nominee without any personal opinion being expressed whatsoever.

Use of Technology Services

It is our policy that computers, software and other technology are resources to be used only for company purposes. Workers required to use computers and software will be given confidential passwords. It is the individual's responsibility to ensure these passwords are never left unprotected or unsecured.

Guidelines for Acceptable Use

Our technology, regardless of type (e.g. email, internet, company telephones and mobile telephones, software, discs, photocopiers, facsimiles), is not to be used in any unlawful manner or as a device for delivery of offensive or objectionable communications. It must not be used in any way that is or may be destructive to the organisation, its workforce or anyone associated with the organisation; nor to its clients or suppliers; nor to the general public.

Printing

Save costs on printing wherever possible by printing on both sides of paper. Please pick up all printed matter off the printer and ensure that the printer is stocked with paper at all times. Colour printing should be kept to a minimum.

Social media

Social media posts including photos of the workplace, workers, clients, or our Company logo ARE NOT PERMITTED unless approved **in writing** by Senior management.

Personal Mobile Telephones

We discourage the use of personal mobile telephones during work periods. Whilst we recognise that from time to time it may be necessary for Workers to be contacted through this medium Workers should keep the use of personal mobile telephones to a minimum. In consideration of others, before the commencement of duties, Workers should turn their phones to discreet mode and secure them.

Confidential Information

The worker acknowledges that through the performance of their obligations to or otherwise, the worker will or may obtain access to, or become aware of, (whether authorised or not) confidential information which is, or may be, of commercial value to

During the period of the workers employment with, and thereafter, the worker will not, without first obtaining the written consent of Whirligig Compliance Pty Ltd disclose, divulge, communicate to or otherwise place at the disposal of any third party, in any form whatsoever or by any means howsoever, and will keep in the strictest confidence all and any confidential information.

Nothing contained or implied in this Agreement will be construed as obliging as the PCBU to consent to such request

Where disclosure of any confidential information is permitted by to any person (whether subject to terms or not) and unless in writing expressly waives compliance with this clause, the Worker will be obliged, prior to making any disclosure of such confidential information, to advise each person to whom disclosure is to be made that the information is imparted in confidence

Confidentiality

Many workers have been placed in a position of trust because of their work and are therefore privy to confidential information regarding the organisation. You are reminded that revealing any type of confidential information to unauthorised persons or tampering with or altering organisation records and/or property is a violation of that trust, which can result in disciplinary action up to and including dismissal and may also be subject to civil and/or criminal proceedings.

If you have any doubts about what is considered confidential information or a breach of trust, you should seek advice from your Supervisor.

Use of Confidential Information

The Worker will use the confidential information solely for the purpose of performing the Worker's obligations under this Agreement.

Return of Information

The worker will, immediately upon request of at any time, disclose and deliver up to , or as may in writing direct, all or any confidential information which is in a physical form, recorded or stored by any electronic means or otherwise howsoever, including copies of the confidential information, whether such copies be in the same form as the original or capable of being recreated in to such or other form by any method or process.

Where requested to deliver up all or any confidential information:

- Workers will certify in writing to they have returned all confidential information, including copies of the confidential information, and that they no longer have any part of the confidential information in their possession, custody or control
- any part of the confidential information stored by such electronic means or in such similar manner, the worker will first create and deliver a copy to and then destroy such method or process to prevent the future recreation of such confidential information if required by
- Workers will permit and ensure, or its servants or agents will have access to the premises in which confidential information may be, or be or supposed to be, or has been kept from time to time

Intellectual Property

In consideration of the remuneration and any other benefits to which the worker is entitled under this Agreement the Worker agrees with the PCBU without further consideration that:

Any inventions or improvements that they may conceive, make, invent or suggest at any time during the period of the employment under this Agreement, whether during or outside business hours which may be connected in any way with the employment or with knowledge or information acquired during the employment or with work or tests carried out by the PCBU or with goods of a type made or sold by the PCBU and whether such inventions or improvements are patentable or not, will fully and freely and immediately be communicated by them to the PCBU and will belong to and be the PCBU absolute property, and, save as is necessary to comply with any of the PCBU requirements under the following paragraph, will not at any time, whether during the employment under this Agreement or after its cessation apply for any letters, patent, design, registration, copyright or other form of protection whatever in Australia or elsewhere for any such inventions or improvements

They will assign to the PCBU any right they may have to a grant of letters, patent, design, registration, copyright or any other form of protection whatever in Australia or elsewhere in respect of such inventions or improvements and they will at any time, whether during the employment under this Agreement or after its cessation, at the request of the PCBU, execute all documents and do all acts and things at the cost of the PCBU as the PCBU may reasonably request in connection with the obtaining of letters, patent, design, registration, copyright or any other form of protection whatever in Australia or elsewhere for such inventions or improvements and the vesting of same in the PCBU for its exclusive benefit, or in connection with any litigation or controversy relating to such inventions or improvements

If any letters, patent, design, registration, copyright or other form of protection whatever in respect of any such inventions or improvements are at any time whether during the employment under this Agreement or after its cessation granted to them, they will immediately assign them to the PCBU

Personal Appearance

Dress Standards

All Workers, without exception, are always to be neat and clean in person and wear appropriate attire. Dress standards affect both your ability to do your work safely and the impressions of customers and visitors to the workplace.

As guide you must ensure:

- hair is neatly trimmed or styled
- clothing and accessories are appropriate to the position held, and meet job requirements and professional capacity - footwear and head covering complies with Work Health and Safety requirements
- jewellery and body piercing must not pose a Work Health and Safety risk and must be business-like - externally visible body piercing is to be limited, except for bona fide religious or cultural requirements

Uniforms

Whirligig Compliance Pty Ltd provides workers with company uniforms to portray a professional image. When your probationary period has been completed, Whirligig Compliance Pty Ltd will issue you with a set of company uniforms.

As the apparel becomes worn out or damaged, you are to speak with your Supervisor who will arrange to replace the non-serviceable items. It is your responsibility to keep the uniform washed and presentable.

Footwear shall be issued to you, where your employment requires safety footwear, that is safe for the environment you are to be working in and shall be worn at all times.

You will need to comply with any further safety and personal protective equipment requirements of the site.

Work Areas

It is important that your work area (e.g. office areas, mobile plant, mobile cabins, control rooms and sites) remains clean and tidy at all times, free of boxes, papers and magazines. Our expectation is that your work area will be cleared and tidied at the end of every day.

Any items that require storage should be put away, hard copy paper files should be kept to a minimum, with soft copies of files stored on the relevant shared drive electronically. Laptops should not be left on desks overnight unless you have your own lockable office.

Mobile plant cabins shall be swept out at the end of every shift with any rubbish removed and placed in the relevant bins provided. Dash boards will be wiped over and windows and mirrors cleaned.

Amenities

Please keep the kitchen and bathroom areas clean at all times, cleaning up after use. You should be mindful that these are public areas and you should be respectful to others by always cleaning up after yourself. If you use dishes, then wash them immediately after use. Fridge contents (except condiments) will be disposed each Friday afternoon.

If there are any issues with these facilities, you should notify your Supervisor immediately.

Security

Workers within their area of control are expected to exercise proper care and use of Company property and equipment in the course of employment. We require all workers to report any damage to property and equipment to their Supervisor immediately, whether you have caused it yourself or not.

Workers within their area of control shall ensure all confidential / sensitive documents are locked away at night. You should make sure that your personal belongings and valuables are locked away and secured. Personal property is not covered by Company insurance.

The removal of Company products, materials or equipment from the premises without authorisation will not be tolerated and may lead to instant dismissal. Permission for the removal of Company products, materials or equipment can only be given by Management and must be in writing.

Whirligig Compliance Pty Ltd management reserves the right to inspect any vehicle, bag or container at its discretion upon a worker entering or exiting the company property.

Keys / Security Passes

It is the responsibility of every Whirligig Compliance Pty Ltd worker to ensure that keys / security passes issued to workers are kept in safe custody. Keys / security passes must be returned upon request from Whirligig Compliance Pty Ltd management. If building access devices are lost or misplaced, you must notify your Supervisor immediately so that they can be cancelled.

Entering Premises Out of Hours

There will be no entry into Whirligig Compliance Pty Ltd premises outside of normal business hours unless prior permission has been obtained from the Supervisor.

Recycling Bins

Please recycle where you can using the appropriate bins. Only paper and cardboard with NO company, client or candidate information is to be placed into these bins. NO general rubbish is to be placed in these bins.

Security Disposal / Shredders

Paperwork with any sensitive or confidential Whirligig Compliance Pty Ltd information needs to be disposed of by either being shredded or placed into the locked security disposal bin. The key for this bin will be the responsibility of the Supervisor. Documents to be placed in the security bins include but are not limited to:

- Company and Client Information;
- Forms and Policies; and
- Terms and conditions.

Waste Bins

Most individuals will have waste bins under their desk. These bins should be used for any items which are not recyclable e.g.; plastics, metal, pens, food scraps, etc. Please use your discretion and be mindful of disposing food scraps in the office. Liquids should not be poured / placed into bins.

Questions or Concerns

Your Supervisor is responsible for you when you are on site and any problem or change affecting your employment should be referred to them. If your Supervisor is unable to resolve your problem, they may direct you to an appropriate person or obtain the information and get back to you with an answer.

Work Health and Safety

Work Health and Safety Responsibilities

Whirligig Compliance Pty Ltd, as the Person Conducting a Business or Undertaking (PCBU) (your employer) shall ensure so far as is reasonably practicable:

- The health and safety of you and other workers while at work; and
- Other persons (visitors and volunteers) are not put at risk from work carried out as part of the business activities.

In addition, Whirligig Compliance Pty Ltd shall ensure so far as is reasonably practicable, that we supply and maintain:

- A work environment without risks to health and safety;
- Safe plant and structures;
- Safe systems of work;
- The safe use, handling and storage of plant, structures and substances; and
- Any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety at the workplace.

Managers, Supervisors, Superintendents and Team Leaders represent Whirligig Compliance Pty Ltd management to ensure that safe systems of work are implemented in the workplace.

As a worker, you have a duty and obligation to:

- Take reasonable care that your actions or words do not adversely affect the health and safety of any other person;
- Co-operate with any reasonable policy or procedure relating to health or safety;
- Comply with your roles and responsibilities as identified in Whirligig Compliance Pty Ltd Work Health and Safety Policies and Procedures;
- Follow any reasonable instructions designed to protect your health and safety and adhere to while at work;
- Not deliberately ignore, disable or damage equipment designed to protect your health and safety and the health and safety of others, e.g. guards, personal protective equipment etc.;
- Take part in rehabilitation and return to work programs; and

- Not endanger yourself or others through the consumption of drugs or alcohol while at work.

Note: Managers, Supervisors, Superintendents and Team Leaders are also workers and therefore must comply with the duties of workers.

Safety Roles for Workers

Whirligig Compliance Pty Ltd has implemented a safety role for the workers that allows you to be involved and contribute to the identification of Hazards and the consideration of control measures for risks associated with Principal Hazards, that are relevant to your work or the work you will be carrying out. Additionally, you will also be involved in the periodic review of Principal Hazard Management Plans.

Consultation and Communication

Consultation and communication involves the sharing of information and the exchange of opinions between management and workers.

Consultation between Senior Management, Work Health and Safety personnel, Managers, Health and Safety Representatives (HSRs) and workers on Health and Safety matters, can result in healthier and safer workplaces, improved issue or decision ownership, effective and robust outcomes, stronger commitment by everyone to implement decisions and greater cooperation and trust between all levels of the business.

General Manager/s or their delegate and/or Supervisor shall consult with workers who are, or are likely to be, directly affected by an issue relating to Work Health and Safety.

General Manager/s or their delegate and/or Supervisor shall ensure:

- Relevant information about the Work Health and Safety issue is shared with relevant workers and workers shall be given an opportunity to express their views; and
- Workers are encouraged to contribute to the decision-making process relating to the Work Health and Safety issues and views of workers shall be taken into account when making decisions.

General Manager/s or their delegate and/or Supervisor shall involve and consult workers in the following when:

- Identifying hazards and assessing risks to health and safety arising from the work carried or to be carried out and making decisions about ways to eliminate or minimise those risks;
- Proposing changes to the workplace that may affect their health or safety;
- Monitoring the health and or the conditions of workers at any Whirligig Compliance Pty Ltd site;
- Making decisions about the adequacy of facilities for their welfare; and
- Providing information and training for workers.

Consultation provides the opportunity for workers experiences and ideas to be considered in decisions which may affect their health and safety while at work. Managers and Supervisors will keep you informed by communicating Work Health and Safety information on issues and outcomes via:

- Pre-start and toolbox meetings;
- Directly to each worker, emails or memos on noticeboards; and
- Monthly Work Health and Safety statistics, safety alerts, bulletins and posters.

Work Health and Safety Committees (where in place otherwise remove)

A Health and Safety Committee (HSC) enables a Person Conducting a Business or Undertaking (PCBU) and worker representatives (on behalf of workgroup/s), to meet regularly and work co-operatively to develop policies and procedures to improve Work Health and Safety outcomes.

The function of Whirligig Compliance Pty Ltd Health and Safety Committee is:

- Facilitating co-operation between the Person Conducting a Business or Undertaking and workers to instigate, develop and carry out measures to ensure the health and safety of workers;
- Assisting in developing health and safety policies, procedures and systems for the workplace;
- Other functions agreed by the Person Conducting a Business or Undertaking and members of the Health and Safety Committee;
- Keep itself informed as to standards relating to health and safety generally recommended or prevailing in workplaces of a comparable nature and to review, and make recommendations to the company on the rules and procedures at the workplace relating to the health and safety of workers;
- Recommend to the company and workers, the establishment, maintenance and monitoring of programs, measures and procedures at the workplace relating to the health and safety of the workers;
- To consider and make recommendations to the company as the Committee sees fit in respect of, any changes or intended changes to or at the workplace that may reasonably be expected to affect the health safety or of workers at the workplace;
- To consider such matters as are referred to the Committee by a Health and Safety Representative; and
- To perform such other functions prescribed in the Work Health and Safety Regulations 2011 or given to the Committee, with its consent, by the employer.

Resolution of Work Health and Safety Issues

All hazards, issues and complaints are to be reported as soon as practicable or by the end of the shift in which they occurred, to your direct Supervisor or the .

Should the matter remain unresolved, it will then be addressed between the workers' Health and Safety Representative (if in place), and your direct Supervisor.

If still unresolved, it will then be referred to the General Manager/s to assist in resolution.

If still unresolved, it will then be referred to your General Manager/s.

All workers will be encouraged to discuss all Work Health and Safety matters with their direct Supervisor and any worker at any time in an informal manner; however, Work Health and Safety issues must first be directed through the individual's direct Supervisor as per the steps set out in the above procedure which shall be communicated to workers in writing.

Where attempts to resolve a Work Health and Safety issue at the workplace is unsuccessful and the steps of the resolution procedure have been followed a worker may notify the Regulator, SafeWork for resolution by an inspector.

Where a worker is dissatisfied with the outcome of an investigation into unlawful discriminatory behaviour and or sexual harassment, the complainant may lodge a complaint with the Human Rights and Equal Opportunity Commission at any time within their statutory limits.

Hazard Identification and Risk Assessment

A hazard is anything that has the potential to cause harm or long-term health effects to a person / animal, or damage to plant, equipment or the environment.

Whirligig Compliance Pty Ltd has assessed all tasks including the operation of plant and equipment in order to identify hazards and risks to the health and safety of the workers and others.

Whirligig Compliance Pty Ltd has taken steps to eliminate identified hazards where possible. Where this cannot be achieved, steps have been taken to control the risks using the "Hierarchy of Controls". In addition, personal protective equipment (PPE) is provided where required.

Job Safety Analysis

A Job Safety Analysis (Job hazard analysis, Task hazard analysis, etc.) are developed by work teams prior to commencing any task that is not already covered by a procedure, or where a task varies from the standard safe work instruction. The Job Safety Analysis identifies the specific job steps, potential hazards or risks associated with job step (including the immediate work environment) and control measures that reduce the identified risks.

Job Safety Analysis shall be developed by the personnel conducting the task, signed by the work group and reviewed by Supervisor prior to commencing the task.

Safe Operating Procedures (SOP)

Whirligig Compliance Pty Ltd has developed a number of Safe Operational Procedures for all regular performed high risk tasks. Safe Operating Procedures are designed to guide workers in safely carrying out specific tasks or operating plant and equipment, in line with manufacturer's instructions while undertaking their duties.

Your Supervisor will provide you with the relevant information, instruction and training on any Safe Operational Procedures to a level of competency so you can undertake your duties safely. It is your obligation to comply with any reasonable instruction designed to protect your health and safety and undertake this training and comply with the instruction contained in the procedures.

Safe Operational Procedures folders are stored in all company vehicles, office/depot and located next to the operational controls of fixed plant and equipment.

Safe Work Method Statements (SWMS)










Safe Work Method Statements (similar to Job Safety Analysis) are developed in consultation with workers who are experienced in the subject matter and have sound knowledge of the task, plant and equipment, this includes, but not limited to, the Safety Coordinator, Project Supervisors, Project Managers, Health and Safety Representatives and experienced workers. If you are involved in carrying out Construction Work, you will be provided with a Safe Work Method Statement.

Safe Work Method Statements steps out the process to complete the task, hazards are identified and associated with each step of the process and risk control measures are documented to manage the risks associate with the task.

Your Supervisor will provide information, instruction and training to you on any Safe Work Method Statements you are required to use. It is your duty to undertake this training and carry out each key stage and implement the risk controls contained in the Safe Work Method Statements.

Safety Signs

You must follow the requirements of all safety signs; these apply to all persons on site. Safety signs alert you to hazards or conditions where a person's health and safety may be placed at risk. If you're unsure or do not know the meaning of a sign, ask your Supervisor, who will explain it to you.

Sign Design & Meaning					
	Mandatory		Prohibited		Hazard Warning
	Danger Warning		Emergency Information		Fire Information
	Caution take care		Mandatory Speed Limit		Instruction

The signage above is not an exhaustive list just a sample

Personal Protective Equipment

Whirligig Compliance Pty Ltd shall provide personal protective equipment (PPE) for your protection where there is no other alternative in managing the risks to health and safety associated with exposure to hazards while performing your duties.

Whirligig Compliance Pty Ltd shall provide training in the use of the supplied PPE, once trained you are required to conduct a risk assessment and document that risk assessment and get approval from your supervisor PRIOR to changing any PPE as required by your SWMS or SOP.

All workers shall, when working in operational areas outside of the office buildings, wear the following minimum personal protective equipment:

- High Visibility long sleeve shirts with the sleeves rolled down at all times and cuffs buttoned (no short sleeve);
- Cargo pants or denim jeans (Hi-visibility overalls can be worn instead);
- Hi-ankle lace or zip up steel capped safety boots (no pull / slip on);
- Hard hat;
- Darkened safety glasses (for sun glare);
- Clear safety glasses (for night, overcast or inside buildings); and
- Glove belt clip with rigger or stinger gloves attached to belt.

Additional personal protective equipment shall be worn wherever indicated by mandatory blue and white signs, procedures or instructions from your Supervisor. It is your responsibility to wear any personal protective equipment provided and to ensure that it is maintained and kept clean.

Where your personal protective equipment becomes lost, damaged or malfunctions, speak with your Supervisor and obtain a replacement before returning to your work.

Speak with your Supervisor about any questions, concerns or if you have not been fit tested or instructed on the correct use and maintenance of personal protective equipment.



The signage above is not an exhaustive list just a sample of mandatory signage

Respirators

Health hazards can exist due to excessive levels or the accumulation of dust along with other risks, such as fumes, mist, or vapours which may present a risk to your health and safety.

Whirligig Compliance Pty Ltd has respiratory hazards relating to dust being generated from vehicle and mobile plant movement, mineral processing and crushing operations, maintenance activities and weather conditions.

These hazards have been identified and the risks to health and safety have been assessed and risk controls implemented. A key part to manage the risk of exposure is personal protective equipment in the form of respirators.

Respirators include:

- Dust and Fume masks;
- Cartridge type, half-face and full-face masks; and
- Air supplied full-face masks.

Workers shall be fit tested for respirators and required to wear either half or full face respirator equipment. Respirators must be worn where identified in Safe Work Procedures, in areas where identified by signage or where instructed by supervision.

Hazard inspections

Whirligig Compliance Pty Ltd undertakes a program of inspections and audits to ensure safety of workers and compliance with legislation. Workers must participate if requested.

Corrective Action

Whirligig Compliance Pty Ltd encourages and empowers all our workers and contractors to correct identified hazards and risks as soon as they become identified. Workers have an obligation to prevent potential harm where it is within their capacity, by eliminating the hazard or controlling the risk.

Where the hazard is beyond your control, it must be reported to your Supervisor. Your Supervisor and they will act take action to address the risks to health and safety.

Fitness for Work

It is a requirement that you present for work in a fit state to do the work expected of you. You must not place yourself or others at risk by being under the influence of drugs or alcohol at work. Where you have been found to be in possession or supplying illicit drugs or mind-altering substances in the workplace, you will be immediately removed from site and reported to the local authorities.

In addition, you will face disciplinary actions in accordance with the Whirligig Compliance Pty Ltd discipline and inappropriate behaviour policy, which may include termination of your employment contract.

Whirligig Compliance Pty Ltd has implemented a drug and alcohol policy to ensure a work environment free from risk to health and safety. You shall be required to comply with the Whirligig Compliance Pty Ltd policy and consent to random testing conducted by an accredited organisation.

Whirligig Compliance Pty Ltd reserves the right to assess your fitness for work based on your activities outside the workplace (e.g. sports or second job). If you are not considered fit for work due to tiredness or injury you may be sent home.

Whirligig Compliance Pty Ltd reserves the right to conduct testing for drugs and alcohol when they have reasonable grounds for believing that a person's behaviour is unusual or erratic at the workplace or that a person is impaired by a drug or under the influence of alcohol.

Whirligig Compliance Pty Ltd also reserves the right to conduct testing for drugs and alcohol on any worker who is involved in, or may have contributed to, any one of the following:

- An incident involving collision of any equipment or equipment damage; or
- An incident that results in the death or serious bodily injury of any person; or
- Requires a worker to receive medical treatment.

In line with the Whirligig Compliance Pty Ltd Alcohol and other Drugs Policy, where a worker refuses to give consent for screening, this will be deemed a non-negative result and the worker will be stood down and asked to immediately leave the workplace and not return until they have a certificate from a doctor of a negative test result.

Further information in relation to alcohol and drug screening is available in the Whirligig Compliance Pty Ltd Alcohol and other Drugs Policy.

Workers, contractors and visitors must not endanger their own or any other person's health and safety at work by consuming drugs or alcohol. If you attend work in an unfit state due to drugs or alcohol, arrangements will be made to convey you to your accommodation or home.

Prescribed Medications

If you are being treated with prescribed drugs, you must report this to your Supervisor at the start of the shift. Some drugs may make you drowsy and can prevent you from safely using mechanical equipment. Your Supervisor needs to know if you have been prescribed these kinds of medications. When reporting this information to your Supervisor you need to bring in the medication box / bottle and any other information supplied with the medication.

All information relating to any prescribed medication you are being treated with will be maintained in strict confidence.

Fatigue Management

Fatigue is more than feeling tired and drowsy. In a work context, fatigue is a state of mental and / or physical exhaustion that reduces a person's ability to perform work safely and effectively.

It can occur because of prolonged or intense mental or physical activity, sleep loss and / or disruption of the internal body clock.

Signs of fatigue include:

- Short term memory problems and an inability to concentrate, blurred vision or impaired visual perception; and
- Tiredness even after sleep, reduced hand-eye coordination or slow reflexes or a need for extended sleep during days off work.

Whirligig Compliance Pty Ltd has policies and procedures relating to fatigue management and designated work breaks which allow you to stop, rest, re-energise and recuperate.

To further reduce the risk of fatigue, you should:

- Understand your sleep, rest and recovery needs and obtain adequate rest and sleep away from work;
- Seek medical advice and assistance if you have or are concerned about a health condition that affects your sleep and / or causes fatigue;
- Assess your own fitness for work before commencing work and monitor your level of alertness and concentration while you are at work;
- Avoid alcohol consumption;
- Eat a balance diet; and
- Get regular exercise.

Talk to your Supervisor if you foresee yourself being impaired or experience fatigue which could cause a work health and safety risk e.g. because of a health condition, excessive work demands or personal circumstances.

In addition, keep a look out for signs of fatigue in your work mates and speak to them or your Supervisor should you have any concerns.

Smoking

Workplace exposure to passive smoking is a significant Work Health and Safety hazard. Smoking is banned in enclosed public places, workplaces or shared areas. NOTE: Some of our worksites may be designated as Smoke Free.

Smoking is only permitted in designated areas and during designated work break times.

It is Whirligig Compliance Pty Ltd policy that workers do not smoke at work in the interests of their own health.

Hazardous Manual Tasks and Musculoskeletal Disorders

Most jobs involve carrying out some type of manual tasks. However, some manual tasks are hazardous and can cause musculoskeletal disorders (MSDs), such as sprains and strains of muscles, ligaments and tendons.

A Hazardous Manual Task means a task that requires a person to lift, lower, push, carry or otherwise move, hold or restrain any person, animal or thing, either with high, sudden, repeated or sustained force, repetitive movement, awkward posture or exposure to vibration.

A Musculoskeletal Disorder means an injury to, or a disease of, the musculoskeletal system which can occur suddenly or over time (wear and tear).

This does not include an injury caused by crushing, entrapment (such as fractures and dislocations) or cutting resulting from the mechanical operation of plant.

The most serious musculoskeletal disorders are back injuries, often caused by poor lifting techniques. If your job requires you to perform manual handling, you will be provided with appropriate mechanical equipment and training in safe manual handling techniques.

If manual lifting of a load is required:

- Do not lift it if mechanical assistance is available – if mechanical assistance is not available, use team lifting where possible;
- Determine if the travel route is clear of obstacles and if you can reduce the frequency of this task;
- Avoid unnecessary bending - do not place objects on the floor if they must be picked up again later;
- Avoid unnecessary twisting - turn your feet, not your hips or shoulders, especially when bending;
- Keep the load close to the body - handle heavy objects close to the body. Avoid a long reach out to pick up an object;
- Lift gradually - lift slowly, smoothly and without jerking; and
- Keep in good physical shape - get proper exercise and maintain a good diet.

If during performing your duties you have indications of muscle strain or discomfort, contact your Supervisor immediately and report it.

Work Outdoors

Sunburn and Skin Cancer

Sunburn is the most common ill effect of over-exposure to the sun. It is well established that ultra violet radiation from the sun is a major cause of skin cancer particularly for people that work outdoors.

Exposure to ultraviolet rays from the sun in the short term may result in sunburn and an accumulation over a longer term may lead to solar keratosis and skin cancer.

It is possible to reduce the likelihood of sunburn as well as the possibilities of preventable skin cancers.

Sun Protection

Whirligig Compliance Pty Ltd has an obligation under the Work Health and Safety Act 2011 to provide a safe working environment.

To minimize your exposure while working in an outside environment, you shall:

- Wear darkened safety glasses with ultraviolet absorbing lenses;
- Wear a hard hat with a broad brim, it is a requirement that hard hats are worn in operational areas;
- Wear long pants and a long-sleeved shirt and roll your shirt sleeves down with the cuffs buttoned up to keep your skin covered;
- Where your skin is exposed to the sun, use a broad spectrum 30+ SFP sunscreen;
- Make sure the face, neck, arms and any other exposed parts are fully covered with sun screen; and
- Repeat application of sun screen every two hours, or more frequently if sweating heavily.

Heat Exhaustion and Heat Stroke

Heat exhaustion

This results in collapse of the affected person due to dehydration and overloaded cardiovascular system.

Symptoms include fainting, lethargy, headache, low blood pressure, nausea, clammy, pale or flushed skin and a normal to slightly elevated body temperature (>39°C).

Should heat exhaustion occur:

- Remove any heavy clothing;
- Immediately assist the affected person out of the hot environment;
- Rest the person in a cool place and sponge with cool water if skin is hot and dry;
- Give fluids; and
- Seek medical assistance.

Heat stroke

Heat stroke may appear similar to heat exhaustion, but the skin may be dry with no sweating and the person's mental condition worsens.

They may stagger, appear confused, fit, collapse and become unconscious. Heat stroke occurs when a person becomes dehydrated and their body temperature rises above 40.5C.

This is a medical emergency and can lead to death.

Signs of heat stroke include:

- Irritability, confusion, disorientation, incoherent speech;
- Hot, dry flushed skin;
- Convulsions;
- Loss of consciousness;
- Body temperature > 40°C; and
- Cardiac arrest.

Immediate first aid must be given, while awaiting transfer to hospital. It is essential to cool the person affected by removing heavy clothing, moving to a cool place, sponging with water and vigorous fanning.

Preventing heat stroke

- Drink plenty of water or other cool, non-alcoholic fluids;
- Stay cool and keep air circulating around you. Use air conditioning in a vehicle or room;
- Eat regular, light meals;
- Avoid drinking extremely cold liquids as they can cause stomach cramps; and
- If activity is unavoidable, try to schedule activity for the cooler part of the day and take rest breaks. Whenever possible, stay in the shade.

Electrical Storms

No place is 100% safe from lightning. However, being aware of, and following proven lightning safety guidelines can greatly reduce the risk of injury or death.

The key to this is "anticipating a high-risk situation and moving to and staying at a lower-risk location".

When you have been instructed to or you first see lightning or hear thunder, contact supervision and stop all outdoor activities. Where possible, go to the nearest covered building or enclosed car or truck.

All light vehicles, mobile plant and excavator operators shall cease operating, park up and head to the lunchroom / crib room and wait until the "all clear" has been given to return to operational duties.

Outdoor Personnel

If in a vehicle, stay inside the vehicle;

- Close all doors and windows;
- Do not touch any metal parts connected to the outside of the vehicle;
- Do not touch door / window handles;
- Do not touch radio equipment;
- Do not touch the steering wheel / controls;
- Stay seated with hands in your lap and feet together; and
- Never attempt to leave the vehicle.

Do not shelter inside a truck or vehicle carrying dangerous substances, such as explosives, explosive accessories, fuel, chemicals, etc.

Do not operate your vehicle if it has been struck by lightning, contact supervision and wait for emergency response.

If not in a vehicle or building, stay at the chosen safest location, avoid water, high ground, open spaces, solitary tall trees, and metal objects.

- Crouch down;
- Place feet together;
- Cover ears to minimise hearing damage from the thunder;
- Distance yourself from other people and structures (5m); and
- Listen for further advice.

Inside of a shelter, stay away from doors, windows and avoid water. Electrical appliances (e.g. computers, power tools) should be turned off and unplugged. If appliances can't be unplugged (e.g. telephones), then stay away from them.

Persons injured by lightning do not carry an electrical charge and can be handled safely. Administer first aid to a lightning victim if you're qualified to do so. Contact supervision immediately.

Personal Hygiene

Personal cleanliness is important to prevent work-related illness and the spread of infection. To reduce the risk of contact with hazardous chemicals through skin absorption or ingestion wash your hands before eating, drinking or smoking.

If working with hazardous chemicals, your work clothes should be kept separate from your other clothes and washed separately. Don't take the hazard home!

Loose Clothing and Jewellery

Where you are required to operate machinery, you must be aware that loose clothing or jewellery can easily be pulled into machinery. If you are using hand operated machinery, you shall not wear hand jewellery.

Loose jewellery shall not be worn around any machines. Work shirts shall be tucked into pants and the cuffs of shirts buttoned up. Similarly, if you have long hair, your hair must be tied back or wear a hair net around machinery.

Vehicles and Traffic Control

All drivers or operators of company-owned or leased vehicles and mobile plant must hold an appropriate licence or certificate of competency for that vehicle and obey all rules and regulations. The use of mobile phones while driving a vehicle is illegal unless approved 'hands-free' operation is available.

- Electronic, entertainment devices or mobile phones shall only be accessed during designated work breaks unless authorised by site management;
- Speed limits, stop signs and other road rules must be obeyed by all personnel at all times;
- Use 2-way radios with caution while driving;
- Where any vehicle is found to have a defect or other fault which creates an unsafe condition, it must be immediately repaired or brought to the attention of your Supervisor;
- Any damage to a company vehicle must be reported to your Supervisor as soon as possible; and
- Personnel shall wear high visibility clothing.
- If your licence to drive is suspended, cancelled, expired or downgraded you must inform your supervisor and DO NOT DRIVE. If the downgrade is to P-Plate or lower designation inform your supervisor and **DO NOT DRIVE A COMPANY VEHICLE.**

Traffic Control can only be performed by Licenced Traffic Controllers.

Vehicle and Plant Daily Pre-Start Inspections

All Whirligig Compliance Pty Ltd vehicles, mobile and fixed plant are provided with Daily Pre-Start Inspection checklists.

It is the operator's responsibility each day before using a Whirligig Compliance Pty Ltd vehicle or item of mobile plant, to inspect the vehicle or plant using the Pre-Start Inspection checklist to identify if it is safe for daily operation.

These inspections must be done at the beginning of the shift prior to the plant or equipment being released into production. Any problems identified must be reported to Supervisor so they can be repaired.

High Risk Tasks

Mobile Plant Operation

Do not drive or operate any mobile plant unless you are trained, hold the appropriate licence or certificate of competency and are authorised to do so by your Supervisor.

Only those persons authorised and licensed may operate or direct the operations of cranes and hoists, or operate forklifts. Each vehicle driver and operator of rubber-tyred plant shall comply with site speed limits and traffic control procedures. Personnel shall not use backhoe or excavator buckets to access excavations or machinery.

No person may be transported in a vehicle unless approved seating is available for that person.

Licences and Certificates / Verification of Competencies

Certain types of plant and equipment requires a specific licence and competencies for the type of work they are going to conduct or plant and equipment they are to operate. Licences are required for motor vehicles (car and road trucks) and high-risk work, such as cranes, dogging and rigging, elevated work platforms, scaffolding above 4 metres and forklifts.

Where Whirligig Compliance Pty Ltd requires you to operate certain plant or equipment or conduct specific work that requires one of the above licence requirements as part of your role, you will be required to undertake training and assessment to obtain the licence and competencies if you do not already have them.

Licences must be carried on the person at all times while operating specific plant and conducting certain types of work.

If you need to renew your licence or require a new one, please speak with your Supervisor.

Operators of load shifting equipment have competency requirements to verify they are able to safely operate the equipment.

Types of load shifting plant and equipment are front-end loader, skid steer loader, excavator and dozer.

Recognition of operator competencies can be in the form of:

- Previously issued Notice of Satisfactory Assessment (NSA);
- Statement of Attainment (SoA);
- Certificate of Competency (CoC); or
- Industry Competency Card (ICC).

For you to be able to operate any load shifting equipment on site, you must undergo onsite training and assessment (Verification of Competency) in the use of load shifting equipment in production activities.

Plant Maintenance

If you are authorised to carry out any maintenance or dismantle any plant or equipment you must follow the correct safety procedures. Never attempt to service or repair equipment unless you are trained and competent to do the necessary work.

In general:

- All electrical power, compressed air, water, steam or oil supplies must be turned off at the mains;
- All switches, taps and other controls must be turned off at the machine;
- All controls must be locked off and isolated;
- Isolate and lockout all energy sources and remove stored energy before commencing work, for example, airlines should be drained;
- Danger tags or out of service tags must always be used; and
- Try to start the plant or equipment to ensure it cannot be energised.

Plant and Equipment Isolation and Lock-Out

Isolation and lockout procedures are used to protect you! They are designed to prevent another person activating any equipment, valve, electrical supply, switch or tap that may place you in danger. A system of personal lockout padlocks, hasps, danger tags and out of service tags are used.

If you are authorised to service or repair machinery or equipment you must isolate the power or energy source and lock it in the off position using a lockout padlock on the main isolation switch, valve, etc. prior to commencing work.

Where two or more workers are working on the same equipment all workers must use a lockout hasp and place their own lockout padlock onto it.

The only person who can remove an isolation lockout padlock and danger tag is the person who placed it on the plant or equipment; however, in exceptional circumstances the mine / quarry manager may remove after consulting with the person who placed it and maintenance department and by following a Safe Work Procedure.

Any person found removing another person's isolation lockout padlock and danger tag without authority may be liable to disciplinary action.

Plant - End of Day



Plant shall be checked at the end of day and your supervisor informed if the item of plant you are operating is damaged or in need of service or repairs.

Plant shall be parked to ensure the following:

- Interference with Plant is minimised
- Plant is stored to minimise the potential for misuse of the Plant
- Parked plant will not obstruct traffic.

Danger and Out of Service Tags

Danger tags and Out of Service tags are designed to indicate that machinery or equipment is unsafe or out of service and must not be operated or used.

Danger Tag	Out of Service Tag
<p>Each person working on the plant or equipment shall place their own personal danger tag on the main isolation switch or valve once it has been set to the non-dangerous position and locked out.</p> <p>Make sure you have tagged the correct isolator / switch.</p>	<p>This tag does not offer any personal protection. It is primarily used to identify and warn others of faulty equipment or equipment that is being serviced.</p> <p>It can be placed and removed by anyone authorised to do so.</p>
	

Machinery and Conveyor Guarding

Serious personal injury can occur when people become caught in operating machinery. Machinery guards are designed to prevent access to moving parts where there's a risk of injury.

Therefore:

- Do not operate conveyors or machinery unless the guards are correctly located and appropriately secured;
- Guards should only be removed by authorised personnel after the machinery has been stopped and isolated (locked out);
- Guards must be refitted before machinery is restarted; and
- Report any faulty or defective guards to your Supervisor.

Noise

The effects of loud noise can result in short- and long term hearing loss and ultimately impact on your health and safety, not only in the workplace but also in day to day living activities.

Having damaged hearing will cause you to struggle to hear instructions, sounds or normal conversation and communication activities.

To ensure your hearing is not placed at risk of damage from the effects of work-related noise, hearing protection must be fit tested and worn at all times when working in noisy environments, where hearing protection is signposted or indicated in work instructions or as directed.

Hazardous Chemicals

The term Hazardous Chemical refers to those chemicals that have a potential to adversely affect your health or safety or that of other persons. Personnel shall be trained in the safe handling and use of hazardous chemicals.

Before using any chemical or substance refer to the Safe Operating Procedure or Job Safety Analysis for instructions on the safe handling, use and storage including the correct personal protective equipment to be used.

Care should be taken when using or decanting hazardous chemicals. Your work procedures shall ensure that these chemicals are labelled and stored appropriately. If you are unsure contact your Supervisor.

Make sure that the Safety Data Sheet (SDS) is available, read and a Risk Assessment undertaken with your supervisor. Ensure you understand what safety controls are required before using any hazardous chemicals.

Decanting of Hazardous Chemicals

Decanting of Hazardous chemicals must be undertaken in accordance with the SOP.

Storage of Hazardous Chemicals

Chemicals must only be stored in correctly labelled containers, not in used food or drink containers.

NOTE: Read SDS to determine any special storage requirements for specific classes of Hazardous chemicals. E.g. Class 5 & class 3 MUST NOT be stored together.



The signage above is not an exhaustive list just a sample of chemical signage

Chemical Spillage

Notify your Supervisor when any chemical spillage has occurred. Do not rush in to clean up a chemical spill. Ensure you are trained in the correct procedure for spillage clean up.

Use the kitty litter or absorbent granules to block storm water drains where present to prevent the chemical entering the storm water system.

Refer to the Emergency Management Plan, Safe Operating Procedure and Safety Data Sheet for the clean-up procedure and personal protective equipment to be used.

Hot Work

Hot work is any activity that can generate flame, sparks or heat. Hot work activities may include welding, oxygen acetylene cutting or grinding. This type of work should only be carried out if you are trained and deemed competent to undertake the task.

The main hazards are electric shock, toxic fumes, explosions, fire and burns from hot materials or Ultra Violet rays.

A hot work permit must be completed and signed off by your Supervisor before undertaking the task.

Precautions should be taken where hot work may lead to an increased risk of fire or explosion. An appropriate fire extinguisher must always be within easy reach and a fire watcher on standby in the event of a fire occurring.

Always wear the appropriate personal protective equipment when carrying out hot work. If you are not sure, speak with your Supervisor.

Working at Height

A safety harness and appropriate fall arrest device must be worn when working above ground where scaffolding is not provided. It is also required when working on platforms where there is a danger of falling, including elevating work platforms, such as cherry pickers and scissor lifts.

Hand rails, toe-boards and knee rails must be provided for work platforms over two metres high.

Safety harnesses and fall protection equipment shall also be used when working in tanks, silos, product bins and other places where falls may occur.

If you are required to work at heights, appropriate training will be provided to you. No persons are to work at heights without appropriate training and authorisation.

Ladders

Where work cannot be done at ground level or from an appropriate work platform and a ladder is required to be used. The following conditions apply.

A ladder shall be:

- In good condition and not painted (Paint can hide faults or fatigue fractures that may prove dangerous.);
- Able to extend at least one metre above the platform to be reached;
- Used at a slope no greater than one in four; and
- No metal ladders are to be used for live electrical work.

Place the ladder on a firm footing. Never rest a ladder against an unsecured or moving object. Securely fasten the top of the ladder to prevent sideways movement.

Use stepladders in the correct manner. Do not use machinery, crates or other objects as makeshift ladders.

Scaffolding

No work is to be carried out from any scaffold where a person or object could fall more than four metres (including mobile scaffolds).

An exception to this rule applies if the employer has obtained written confirmation from a competent person (such as a certified scaffolder) that the scaffold, or the relevant part of the scaffold, is complete. In such cases a scaff-tag will be attached to the scaffold at the entry point.



(Example of scaff-tags)

Confined Spaces

A Confined Space is an area with limited means of entry and exit and that may also have poor ventilation. It may be oxygen deficient (which is defined as an area with oxygen levels below 19.5 per cent of the atmosphere).

There may be a hazardous accumulation of gas, vapour, dust or fumes due to the location, contents, or work activity that takes place.

Confined spaces may include tanks, silos, product bins, excavations or areas under conveyors. It may also include other fixed plant and equipment, or any area which is not designed as a normal work area. These areas are appropriately signed.

No person shall enter a confined space unless they have been trained and deemed competent in confined space entry and there is rescue equipment provided and a confined space sentry in place. Confined space sentries are personnel trained in confined spaces and rescue equipment and procedures. A confined space entry permit shall be completed before any work commences.

No person shall enter a confined space until a formal risk assessment has been conducted to determine whether there is any hazard from:

- Lack of oxygen;
- Engulfment from a free flowing solid or liquid;
- Toxic contaminants;
- Flammable or combustible contaminants;
- Extreme temperature; or
- The work to be performed.

Compressed Air

Compressed air is not to be used for cleaning your own or any other persons clothing and shall never be directed at any part of the body.

When using compressed air:

- Secure all airline couplings with safety clips;
- Always wear safety glasses or goggles; and
- Do not indulge in horseplay with compressed air - it can cause serious injury or death if compressed air perforates the skin or internal organs.

Electrical Equipment (Portable)

Prior to using electrical extension cords and portable electrical power tools, inspect the:

- Cord to identify if it has an inspection tag attached and it has not passed its due date of inspection and testing; and
- Casing, cord and plug for any signs of damage.

Where the inspection tag is out of date or damage has been identified, remove from operations, fill out and attach an out of service tag and do not use the equipment.

Return the equipment to your Supervisor for inspection and testing or repairing.

Portable electrical equipment is required to be inspected and tested on a regular three-monthly basis to ensure that it complies with Australian Standards.

All portable electrical equipment shall be used in conjunction with a fixed or portable Earth Leakage Circuit Breaker (ELCB) also referred to as a Residual Current Device (RCD).

These protection devices must be used whenever mains electricity is supplied to moveable electrical equipment through a flexible extension cord.

Emergency Procedures

Emergency Response

Where there is an emergency and an evacuation is required, you will hear an alarm or receive instructions to evacuate the area.

Follow these steps:

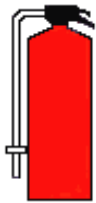
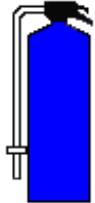


- Stop what you are doing and turn off any machinery (if it is safe to do so);
- Leave the area by the shortest, most practicable route (closing any fire doors along the way);
- Assist any injured people without placing yourself in danger;
- Assemble at the nominated area, or as directed by the Emergency warden / Supervisor;
- Remain in the emergency assembly point until you are told it is safe to leave or return to work;
- Do not re-enter the workplace until the all clear is given by the Emergency warden; and
- Supervisor are responsible for ensuring that all personnel are present and identifying those who may be absent.

Emergency and evacuation procedures and plans are located adjacent to emergency exits for quick reference in an emergency.

Fire

As in all emergency situations protect yourself and others. Never attempt to fight a fire if it puts you at risk of injury.

Portable fire extinguishers and hose reels are provided to extinguish small fires. They are the first line of defence in the event of a fire. Prompt use of the correct fire extinguisher can prevent serious injury or damage.

Know your portable fire extinguisher IMPORTANT: Read operating instructions on extinguishers Note that there is no single type of fire extinguisher that is effective for all fires.				
Portable Fire Extinguishers AS 1850 AS 2444 Suitable for Use On Fires Involving	WATER 	FOAM 	CARBON DIOXIDE 	DRY CHEMICAL 
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">ELECTRICALLY CONDUCTIVE</div>		<div style="border: 1px solid black; padding: 2px; display: inline-block;">NON-CONDUCTIVE</div>	
Wood, Paper, Textiles, Rubbish, etc.	YES <small>MOST SUITABLE</small>	YES	YES	YES
Flammable Liquids, Insoluble in Water, Petrol, Kerosene, etc.	NO	YES <small>MOST SUITABLE</small>	YES	YES
Flammable Liquids, Soluble in Water, Acetone, Alcohol, etc.	NO	YES <small>MOST SUITABLE</small>	YES	YES
Oils, Fats, etc.	NO	YES	YES	YES
Live Electrical Equipment	NO	NO	YES	YES
Motor Vehicles	YES	YES	YES	YES

Water extinguisher – Red

Water extinguishers are suitable for use on fires involving wood, paper, plastic and other solid combustible material. The stream of water should be directed at the base of the fire. Do not use water on electrical or fuel type fires.

Foam extinguisher – Blue

Use foam on flammable liquid fuel type fires such as petrol, oils, thinners and solvents. Do not use these extinguishers on electrical fires.

Dry Chemical Powder (DCP) – Red with a Horizontal White Band

These can be used on all fires, but mainly for flammable liquid fires and fires involving live electrical equipment. Dry Chemical Powder is a non-conductive extinguishing agent. It is best used by spraying in a sweeping motion across the flames. These extinguishers are provided in company vehicles and mobile equipment.

Carbon dioxide – Red with a Horizontal Black Band

Carbon dioxide extinguishers can be used on all types of fires but are not always effective. They are best used on electrical and electronic equipment because there is no residue. The carbon dioxide is very cold when released, so use with care. Do not hold the end nozzle when using the extinguisher and do not use in an enclosed space.

Incident Reporting

An 'incident' is any event that results or could have possibly resulted in injury, illness, disease or damage to property, plant and equipment or the environment, this includes near misses.

If you are involved in or witnessed a workplace incident, you must report it to your Supervisor immediately, no matter how minor. Unless instructed by your Supervisor, do not alter the site where the incident occurred, other than to prevent further injury or harm occurring.

Where an incident is reported, your Supervisor will investigate the incident and where applicable, determine the reasons how and why the incident happened. Your Supervisor shall implement (where required) control measures to prevent it from happening again. You may be asked to be involved in the investigation and complete an incident report.

Incident reporting helps to identify hazards in the workplace. Something which causes a minor injury, or a near miss, could cause serious harm if left unaddressed.

By reporting to your Supervisor, you are helping to look after your own safety and the safety of those around you. Reporting also covers you in case you need medical attention and it ensures you meet the claim requirements of workers compensation.

You must not leave the site due to illness or injury, whether personal or work related, without notifying your Supervisor first.

First Aid Treatment

You must report all injuries to your Supervisor immediately.

If an injury requires first aid treatment, it will be provided as soon as possible by a First Aid attendant.

The First Aid attendant will assess the extent and nature of the injury and determine if you require any further treatment at a medical facility.

A list of trained First Aiders is available in all of our site locations and site folders.

Medical Treatment

The First Aid attendant will assess whether you do require additional medical treatment at a medical facility. If so, the First Aid attendant will notify your Supervisor and make transportation arrangements for you.

Injuries that are not noticeable at the time of an incident, e.g. strains, must be reported to your Supervisor by telephone as soon as possible when they present.

If you get out of hours medical treatment for a work-related injury or illness, you must notify your Supervisor at the start of the next scheduled work day / shift. This action will help to avoid problems with workers compensation should you make a claim in the future.

Prior to returning to work after a work-related injury or illness, you will need to present to your Supervisor a medical or WorkCover certificate from your doctor stating that you are fit to return to pre-injury duties or able to undertake suitable / modified duties.

Workers Compensation

All workers have a right to claim workers compensation if they are injured at work or have a work-related illness. If you are injured at work, you must notify your Supervisor and complete an incident report.

To be eligible for compensation you will also need to complete the WorkCover Claim Form as soon as possible. The form includes a notice of work-related injury. Ask your Supervisor for the appropriate forms.

A Workers Medical Certificate must be provided to your Supervisor to cover all time lost from work due to the workplace related injury.

Note: It is illegal to provide any misleading WorkCover claim information.

Rehabilitation

You will be required to actively participate in a rehabilitation program to enable your safe return to work.

Your Case Manager and Rehabilitation and Return to Work Coordinator / Supervisor will develop Return to Work Plans for you and will continue to monitor your progress until a return to work on pre-injury duties is achieved.

Further Information

Please remember that the information provided in this document is only a summary of some of the policy and procedural requirements that may have an impact on you and your role in Whirligig Compliance Pty Ltd.

Stated leave arrangements are general conditions and should not be relied on without consulting your own award or employment contract.

Should you require more information please refer to the following sources:

- Your employment contract and/or award
- Policies, Procedure and Work Instruction Materials
- Systems Manuals
- Training Products such as
- Your direct manager/supervisor
- Departmental Manager relative to your query
- Your nominated Safety Representative

The Way We Do Business

Please review the following documents, be aware of those who impact our business and whose lives we affect by doing business. We are scrutinised by others daily, do your best to “DO IT RIGHT”.

- [R1. Goals, Objectives & Targets](#)
- [R 2. Hazard & Risk](#)
- [R 3. Internal & external factors](#)
- [R 4. Interested parties](#)
- [R 6. Training Matrix, Roles & responsibility](#)

Contact Details

Position	Name	Phone	Email
Managing Director	Manager		WGDemoManager@pwcompliance.com.au
Team Leader	Kate Team Leader		WGKateTL@pwcompliance.com.au
Team Leader	Kelly Team Leader		WGKellyTL@pwcompliance.com.au
First Aider	Jane Demo		WGJaneDemo@pwcompliance.com.au

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ACKNOWLEDGMENT OF RECEIPT OF NEW WORKER BOOKLET

The Booklet is designed to answer some of the questions which may arise in connection with your employment. It also provides information outlining processes and procedures affecting your employment.

Provisions of this Booklet may be modified, revoked or changed by management at any time and any changes will be communicated to workers.

Your signature below indicates that you have received, read and understood the contents of the Worker Booklet, and agree to abide by the policies.

Worker Name:

I acknowledge the Company induction on the above topics. I agree to work responsibly and to familiarize myself with the MYHSEQ Management System of Whirligig Compliance Pty Ltd Policies and Procedures, Safety Plan and any site/activity specific inductions.

1. I will abide by the spirit of the contents of the mentioned documents and I will accept the consequences of my actions.

I understand I am encouraged to discuss any concerns I have during my employment and to actively engage in continual improvement of the processes, tasks and activities of the organisation and professional promotion of our services.

Worker Signature:

Witnessed by Name:

Signature:
