

SWAN REGION

INDUCTION / INFORMATION

October 2000

INTRODUCTION

I warmly welcome you to the Swan Region and Forest Management Branch Kensington offices of the Department of Conservation and Land Management.

I strongly impress upon you from your first day of employment with us that the safety, health and welfare of our staff, including you, are of paramount concern and importance.

The Department of CALM has a proud record in safety performance and is regarded as a leader in both Government and private business circles in preventing accidents to its employees.

Point 7 of the CALM Safety Policy (see Appendix 2) indicates a requirement of all staff towards good personal safety practice and its importance in staff appraisal.

Under the Occupational Health, Safety and Welfare Act as employers and employees we mutually share a duty for the reasonable care for the safety of yourself and of others.

Our Kensington staff have an active safety committee with representation from all types of work, eg. inventory, clerical, regional roles. You will have an opportunity to participate on that committee and you are encouraged to contribute to it. Our Safety Co-ordinators are Keith Low (Region) and Derek Winters (Forest Management Branch) and should be your first point of contact on safety issues.

As well our group has a Regional Operations Officer who has responsibilities to the Regional Manager across the Districts and Section for safety, health and welfare.

The Regional Operations Officer (Keith Low) actively promotes good safety practice in the Region and can be consulted on safety matters.

At SOHQ Kensington we have Departmental Safety staff who also can be called upon to assist in their field of expertise and can provide training in this area.

I urge you to read, understand and use this document regularly whilst working with us at Kensington and I would welcome any suggestions you have to improve it.

In conclusion I wish you healthy and safe working with us as well as gaining enjoyment and satisfaction from your employment here.

Bruce Harvey
REGIONAL MANAGER
SWAN REGION

Per.....

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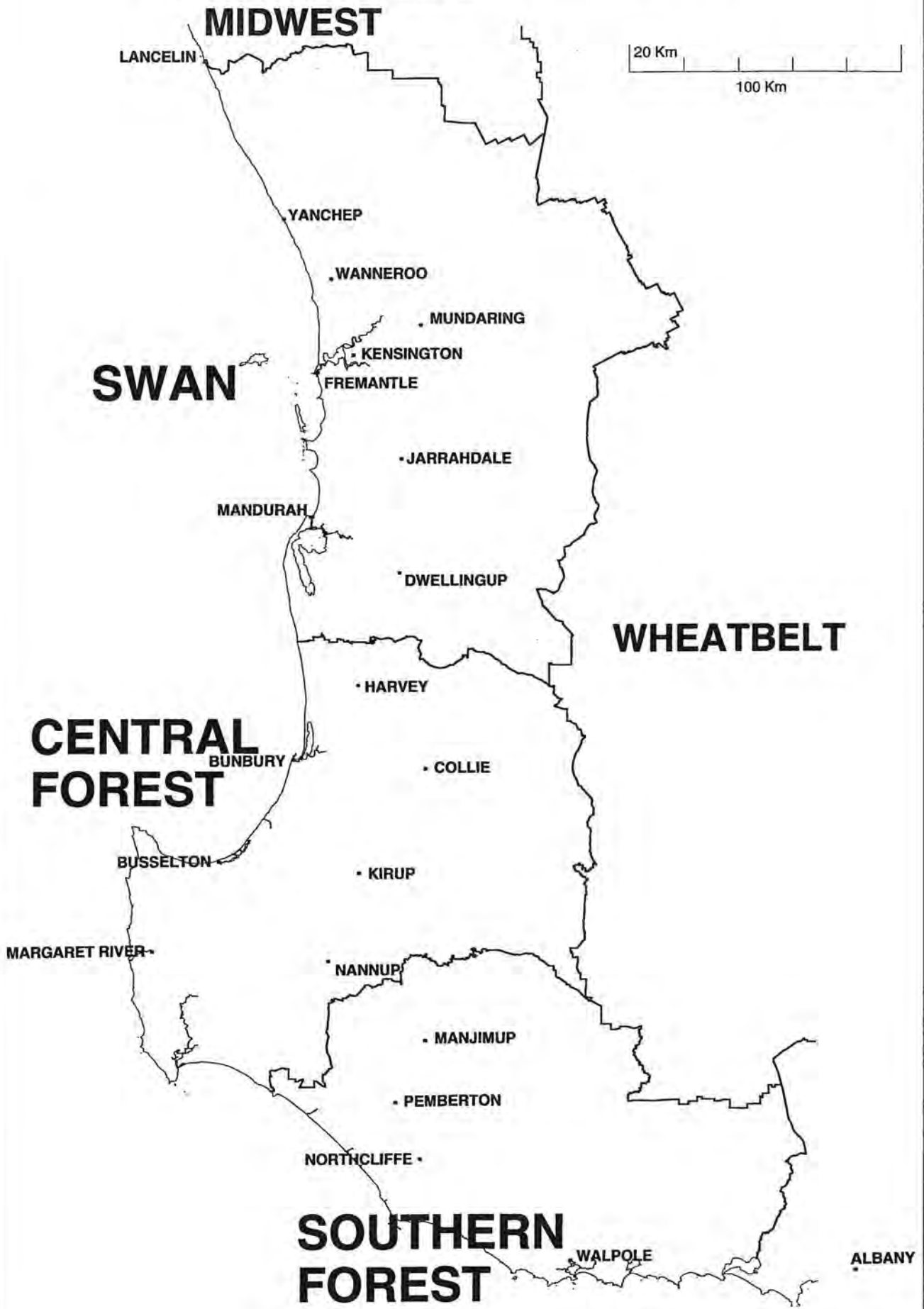
CALM REGIONS IN WESTERN AUSTRALIA

REGIONAL BOUNDARIES —————



REGIONAL ORGANIZATION

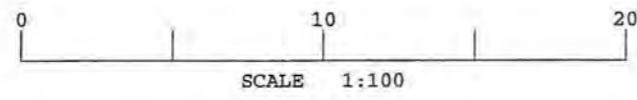
REGIONAL BOUNDARY _____



FOREST MANAGEMENT BRANCH

AND SWAN REGION HQ

KENSINGTON



GOVERNMENT POOL

DISABLED
PARKING

Mechanical Plant
Enclosure 2

BLOCK D

Courtyard

BLOCK C

Courtyard

BLOCK A

RECEPTION

Mechanical Plant
Enclosure 1

BLOCK B

Main Entrance

Undercroft Storage
/ Generator rooms

GOVERNMENT POOL

VISITORS PARKING

STAFF PARKING

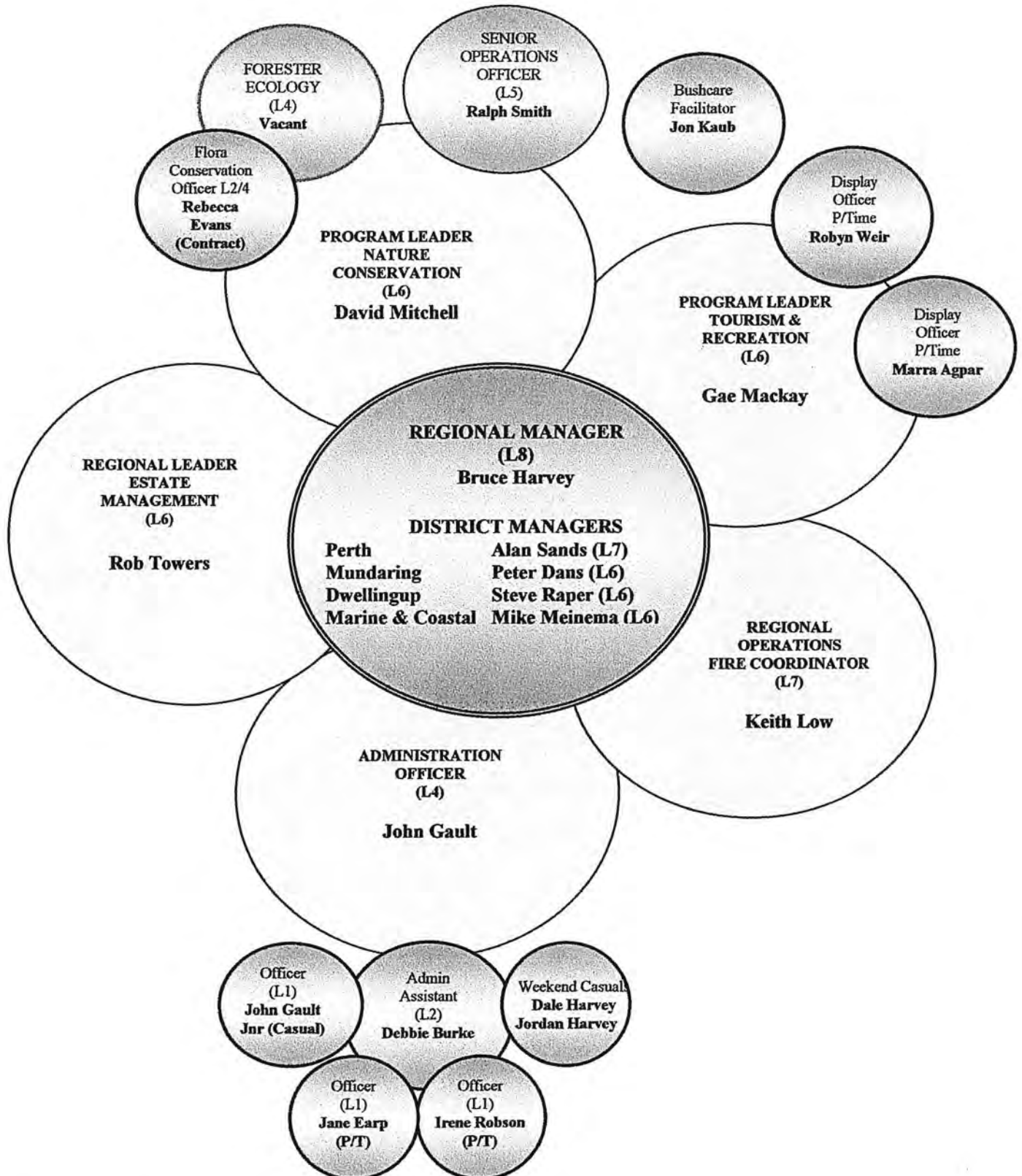
STAFF PARKING

20 DICK PERRY AVENUE

APPENDICES

1. EVACUATION PROCEDURES
2. HEALTH AND SAFETY POLICY STATEMENT
3. SECTION 20 OF OCCUPATIONAL SAFETY, HEALTH AND WELFARE ACT
4. INDUCTION QUESTIONNAIRE

SWAN REGION ORGANISATION STRUCTURE CHART AS AT October 2000



LIST OF STAFF AS AT OCTOBER 2000

REGIONAL STAFF:

Regional Manager	Bruce Harvey
Regional Operations Officer	Keith Low
Regional Leader Estate Management	Rob Towers
Regional Leader Nature Conservation	David Mitchell
Regional Leader Tourism and Recreation	Gae Mackay
Senior Operations Officer	Ralph Smith
Conservation Officer (Flora)(Contract)	Rebecca Evans
Displays Coordinator (Contract)	Robyn Weir
Displays Coordinator (Contract)	Marra Apgar
Administration Officer	John Gault
Administrative Assistant	Debbie Burke
Clerical Officers	Jane Earp (P/T)
Casuals	John Gault (Jnr)

CALM OUTDOORS (ARMADALE):

Clerical Officers	Irene Robson (P/T)
	Jane Earp (P/T)

CASUAL WEEKEND STAFF:

Dale Harvey
Jordan Harvey

FOREST MANAGEMENT BRANCH:

Inventory Leader	Peter Stirling
Senior Forester	Pat Collins
Forester	Abe van de Sande
Forester	John Meharry
Forester	Derek Winters
Forest Ranger	Elin Hantler
Project Leader	Mike Green
Contractor	Mark Leahy
Dieback Interpreter:	Leigh Trevorrow
	Mike Pez
Departmental Dieback Co-ordinator	Kevin Vear
Plantations Officer	Bruce Brand
Manager, Regional Forest Agreement	Geoff Stoneman
Bushcare Facilitator	Jon Kaub

4. WORK CONDITIONS

The following conditions apply unless otherwise specified in an individual Workplace Agreement or Enterprise Bargaining Agreement:

4.1 Office Hours

The Regional Office is open to the public between 0800 and 1700 hrs during normal working days.

The Forest Management Branch office provides no over the counter service to the public but maintains the regular weekday work hours of 0800-1700hrs.

4.2 Sick Leave

10 days per year accumulative.

5 days @ ½ pay per year accumulative.

Refer to relevant Public Service Instructions.

4.3 ARL (Annual Recreation Leave)

4 weeks

4.4 Long Service Leave

13 weeks after 7 years (after the age of 18)

13 weeks after 10 years (after the age of 18)

Refer to EBA or WPA

4.5 RDO (Rostered Day Off)

Applies to Field Staff and Clerical.

Fifteenth working day off when working 112 hours 28 minutes over the previous 14 days, otherwise flexitime at discretion of Regional Manager.

Refers to EBA only.

4.6 Fire Duties

Apply to rostered Regional-on-call (ROC) Officers and to those placed on-call. ROC officers are Bruce Harvey, Keith Low, Rob Towers and Ralph Smith.

Any CALM employee may be required to be On-Call to assist with Fire Suppression activities.

5. ACCESS AFTER HOURS

Access is restricted to personnel who have immediate needs:

- (a) Duty Officer has access to the entire complex.
- (b) Other staff have limited access to their particular section.
- (c) Admin Officer & Senior Forester, FMB have access to the entire complex.

It is essential that no additional keys of any description be cut without authorisation of Admin Officer or Forest Management Branch Senior Forester (Merv Smith).

6. SWAN REGION PARKING

Swan Region office has parking bays available for Departmental vehicles in the CALMscience security yard.

Personal vehicles may be parked in the SOHQ parking area on the south side of Dick Perry Avenue. Please note that no valuables should be left in the vehicles and they should be securely locked. If a Departmental vehicle is taken from the CALMscience security yard it should be replaced by your personal vehicle.

7. ACCIDENT PREVENTION

The Department of Conservation and Land Management has a well developed accident prevention and industrial safety programme, with the principal objective being to ensure the welfare of all personnel.

At Kensington a high priority is given to accident prevention and safety awareness.

The most important single factor in any safety programme is that each of us accept personal responsibility for ensuring the safety of ourselves and our workmates. This is important, particularly in the natural environment, as there are many hazards we can't control. On the other hand, we can and do control many other aspects of our work environment.

The duties of employees under the Occupational Safety, Health and Welfare Act are set out in Section 20.

Any allergies or medical conditions that may affect an employee's health while at work, with possible serious consequences, should be reported to your employer and workmates, eg bee sting allergy, asthma, diabetes, epilepsy.

Inducting officers should elaborate on each of the following aspects of the accident prevention programme.

7.1 Specific Hazards

7.1.1 Local Office Environment

Vehicles should move at minimal speed in entrances, exits, and parking areas. Drivers and pedestrians should be cautious especially near blind spots (corners of buildings etc).

Refer to Office Procedures Job Safety Analysis for other possible office hazards, eg extension cords, open drawers.

7.1.2 Natural Hazards

Slippery conditions, uneven ground, falling pine cones etc, are natural hazards around the site generally.

Refer to Bulletin No 71 "Safety in Forest Fire Control" Job Safety Analysis for relevant field work jobs and for driving.

7.2 Fire Extinguishers

Note the location of fire extinguishers in the offices (the small BCF extinguishers may be used on all types of fires but have only about 20 seconds supply, avoid inhaling fumes). Be familiar with office emergency evacuation procedures.

7.3 Safety Committee

7.3.1 Role

Forum to discuss, examine, monitor and direct the local safety programme.

7.3.2 Composition

- (a) Chairperson - ensures meetings are properly run and guides the safety coordinators as needed.
- (b) Two Safety Coordinators - one each for FMB & Region. Deal with any day to day safety matters for Kensington personnel eg, Hazard Reports, First Aid Slips and Accident Reports.
- (c) Two Representatives from each of Region and Forest Management Branch, rotate to ensure all staff have an opportunity to participate.

7.3.3 Meetings

Meetings of the committee are held every 3 months or may be convened at any time by the Chairperson should circumstance require input/discussions by the committee.

7.4 Hazard Report Form

This brief written report is the best way of communicating the presence of a hazard to the Safety Committee via the Safety Co-ordinator. Action is then taken to fix the problem (see page 11 - 'Hazard Report').

7.5 Job Safety Analysis Form

This form is used to detail proper working procedures and identify ways of avoiding potential accidents and hazards. Some examples are attached.

DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT

HAZARD REPORT

To Manager, _____ District/Branch/Section

Date: ____/____/____

The following hazard has been noted that, in my opinion, requires corrective action:

LOCATION: _____

HAZARD: _____

Signed By _____

Action to be taken (nominate responsibility) Report No _____

Signed By _____
Manager

Date ____/____/____

Action completed on ____/____/____ Signed By ____/____/____

Person making this report has been advised of action taken as follows:

Officer Advising _____

Date ____/____/____

Discussed by Local Safety Committee on ____/____/____

COMMENTS: _____

SIGNED: _____ SAFETY OFFICER

8. ACCIDENT REPORTING

Reporting an accident may involve details of a minor injury, a Medical Treatment Incident, a Lost Time Incident or a near miss (potentially serious accident). The following forms are used:

8.1 The First Aid Treatment Slip

This easy to fill out note is a written record of any injury be it a small cut or a severe wound. First Aid Treatment Slips may also provide information indicating a particular problem area or activity which requires remedial action. These forms should be available in each first aid kit or ask the Safety Co-ordinator where spare booklets are stored. Upon injury you should fill out one of these forms.

The original slip is passed on to the Safety Co-ordinator to highlight local problem areas and filed. The duplicate stays in the book. It is important that you hand in a First Aid Slip within 24hrs of your accident otherwise it may not be recognised as a compensable injury.

8.2 Personal Injury Accident Investigation Report - CLM6 and Guide for Identifying Causal Factors and Preventative Actions - CLM8

These two forms are used for investigating and reporting Lost Time Incidents (LTIs), Medical Treatment Incidents (MTIs) and Near Misses.

It is very important to report all types of accident and you should complete the forms together with your OIC and the Safety Co-ordinator. Reasons why the accident happened will be discovered so preventative action can be taken to reduce the risk of similar accidents occurring.

An example of a blank First Aid Treatment Slip is attached:

- 8.3** If possible, prior to receiving treatment from a Doctor for a work related injury, your supervisor should be advised. Your supervisor can then suggest other duties which you may be able to carry out should the Doctor consider you unfit to perform your normal tasks. These options can then be discussed with the Doctor who may allow you to continue on with productive work rather than having to take time off.

FIRST AID TREATMENT SLIP

No 34301

Date _____/_____/_____

Name _____ Occupation _____

Date of Accident _____/_____/_____ Time _____

Place _____

Injury _____

Description of Accident _____

Witness _____

Signature of Witness _____

TREATED BY FIRST AID

SENT TO DOCTOR

AMBULANCE

SENT TO HOSPITAL

RETURNED TO WORK

Supervisor _____

First Aid Officer _____

- Original medical accounts must be attached.
- If no witness to incident, statement from employee or the officer to whom the incident was reported to.
- SGIC FORM 1B to be signed District/Branch Manager.

All NEW claims - MTA/LTA require:

- 1st Medical Certificate
- SGIC FORM 1B (employer's report)
- SGIC EMPLOYEE'S REPORT FORM
- SGIC FORM 5 (witness report)

All RECURRENCE claims:

- If in doubt - liaise with W/C section
- SGIC FORM 3A (recurrence form)
- SGIC FORM 5 (witness report)
- Progress Medical Certificate

Claims involving vehicle accidents:

- SGIC FORM 1B (employer's report)
- SGIC EMPLOYEE'S REPORT FORM
- SGIC FORM 4A (journey report)
- SGIC FORM 5 (witness report)
- 1st Medical Certificate
- MVPID FORMS

Spectacles Claims:

- SGIC FORM 1B (employer's report)
- EMPLOYEE'S REPORT FORM
- SGIC FORM 5 (witness report)

9. PERSONAL SAFETY EQUIPMENT

The department requires staff and wages employees to wear protective equipment for their personal safety. Some equipment may be specific to a particular work environment or task.

- . Helmets must be worn when working under the forest canopy (Timber Industry Regulations).
- . Steel toe-capped footwear is recommended to staff for field work. A subsidy of is provided for one pair of safety boots per year.
- . Eye protection is available on request and must be worn in hazardous situations.
- . Ear protection should be worn when working near noisy machinery, eg when using a chainsaw, wash-down pump, whipper-snipper etc.
- . Non synthetic long sleeve shirt and long trousers or overalls must be worn when working on fire fighting duties in the field. Fire resistant leather boot are also required.
- . Sun cream is provided for each vehicle.

First Aid Kits are available for every vehicle and in the main offices. These kits are made up of several packs which should be replaced by the user when necessary. Replacement packs are available from the office.

First Aid Kits are to be checked for complete contents on a regular basis.

KENSINGTON REGIONAL OFFICE EMERGENCY PROCEDURES IN CASE OF A FIRE

These guidelines are to direct people to necessary duties in response to a fire.

1. PERSON FINDING THE FIRE

1.1 Small Fires

If the fire is small then some attempt should be made to extinguish the fire before it spreads. Using the appropriate extinguishers -

- . cover the flames
- . close the door
- . contact the brigade by phoning 000

Beware using water reel on electrical fires - switch off mains power. Main switchboard in each module.

After a small fire has been extinguished the Chief Warden (John Gault) may still contact the brigade.

1.2 Large Fires

Larger fires are better left for the professionals. Restrict the spread of the fire and smoke by closing doors and windows. Notify the brigade by phoning 000. If the Hose Reel is used the power must be switched off.

ACTION: CHIEF WARDEN

1.3 Fire Alarm

If the Fire alarm is activated then the cause must be immediately investigated by the chief or section wardens. Once activated, the alarm is only to be turned off by Fire Brigade personnel or on Fire Brigade personal instruction.

2. EVACUATION PROCEDURES

Action taken once notified of a fire.

The chain of communication is Chief Warden < - > Section Warden < - > Personnel (Region and Forest Management Branch).

1. Chief Warden notifies sections of fire drill verbally or sounds alarm and Section Warden evacuates the building - fire location - safe route to main car park. Section Wardens ensure all their personnel are accounted for.
2. An attempt to extinguish the fire should not involve more than three people.

3. People assembled outside in the main car park will be allocated duties by the Wardens only, otherwise remain together out of the smoke.

Smoke and other gaseous emissions are very dangerous. The assembly area must be in a smoke free area.

DUTIES OF THE CHIEF WARDEN (currently John Gault)

1. Notify all Section Wardens of the fire drill. Tell them:
 - . where the fire is
 - . where to assemble - main car park or area out of the smokeor sound the fire alarm.
2. Notify the brigade if it hasn't already been done. In the case of a small fire it may not be necessary to call the brigade.
3. Switch off power supply to that area or whole complex if necessary.
4. Check if Section Wardens have accounted for all personnel. If someone is missing, find them!
5. When brigade arrives:
 - . meet Chief Fire Officer - inform him of fire position and access, any chemicals, cylinders or other hazards in that area. Tell him the power has or hasn't been turned off. Location of power switches and fire alarm control box.
 - . delegate people to assist brigade if required.

DUTIES OF SECTION WARDENS (currently Derek Winters, David Mitchell)

1. Once notified of a fire drill, evacuate Section Personnel by safest route and assemble in main car park.
2. Account for all that day's personnel.
3. Contact Chief Warden at assembly area to notify him/her all present.
4. Chief Warden may delegate duties to you or your section personnel.

HEALTH AND SAFETY POLICY STATEMENT

The Department of Conservation and Land Management is committed to the provision of a safe and healthy environment as a prime priority for both its employees and for the general public using its facilities.

The accepted responsibilities of CALM Management are to establish and maintain safe working environments, safe plant and equipment and safe work systems.

Where necessary, the appropriate protective clothing and equipment will be provided and the use and maintenance of this will be constantly monitored.

CALM is also totally committed to training of its employees in the skills and knowledge necessary to ensure they are not exposed to injury or illnesses from lack of health and safety awareness.

One of the cornerstones of CALM's Health and Safety Programme is to ensure that all incidents or significant incidents are fully investigated in order to eliminate or reduce the possibility of a recurrence of the circumstances.

Active Health and Safety Committees and Supervisor safety contact with employees will remain an integral part of CALM's Health and Safety Programme.

All employees have a personal responsibility to adopt and maintain safe work practices, use protective clothing and equipment as directed and to comply with all rules, regulations and Codes of Practice established to enhance their safety.

The Department's Health and Safety commitment is not only to its workforce but also to the general public, who are constantly moving through our areas of control and using the facilities we provide. This commitment is total and procedures are under constant review to ensure that public safety is not prejudiced.

CALM's aim is to promote and constantly aim for the highest possible standards of health and safety, by the combined efforts of management and employees.

- (c) *misuses or damages any equipment provided in the interests of health, safety or welfare; or*
 - (d) *fails to report forthwith to his employer:*
 - (i) *any situation at the workplace that he has reason to believe could constitute a hazard to any person and he cannot himself correct; or*
 - (ii) *any injury or harm to health of which he is aware that arises in the course of, or in connection with, his work.*
- (3) *An employee shall cooperate with his employer in the carrying out by his employer of the obligations imposed on him under this Act.*

KENSINGTON SAFETY COMMITTEE

ROLE OF THE CHAIRMAN

1. To chair the Kensington office safety meetings.
2. To ensure that dates are set for regular meetings - approximately every 3 months, and that approx.6 personnel attend, each section and functional group being represented.
3. Ensures that minutes are prepared as soon as possible following the meeting and distributed to all OICs and those who attend.
4. Ensures that all relevant matters are followed up with positive action in subsequent meetings.
5. Ensures that satisfactory agenda is distributed to those who are to attend one week prior to each meeting.
6. Is chairman for 6 months and then nominates an appropriate person to chair for the next six months.

ROLE OF THE SAFETY CO-ORDINATOR

1. Coordinates safety matters for Forest Management Branch or Regional staff - including first aid kits, first aid slips, hazard reports, safety gear, record board, correspondence, vehicle accidents etc.
2. Ensures that Safety meetings are well planned, organised and regular in occurrence.
3. Ensures that staff within the Kensington office are listed to attend at least one local meeting per year, and if possible 2 consecutive meetings.
4. Organises minutes to be taken at meetings and distributed as soon as possible following the meeting to those attending and OICs of sections.
5. Arranges satisfactory agenda to be distributed 1 week (minimum) prior to meeting, to those who are to attend.
6. Briefs chairman prior to meeting on the subjects to be discussed at meeting including:
 - . Business arising from previous meeting
 - . Correspondence
 - . Hazard reports
 - . Likely general business
 - . Accidents since last meeting.
7. Arranges venue to be properly booked and prepared.
8. Reports during meeting on action taken from last meeting.
9. Qualifications:
 - . Should have attended a Safety Supervisor's course during past 3 years.
 - . Position to be rotated on about 12 month basis, between willing staff from any section.
10. Ensures all medical treatment accidents (and LTAs) and potentially serious near miss or minor accidents are fully investigated using the Systems Approach.

SAFETY INDUCTION QUESTIONNAIRE

Rec'd / / (date)

Due: / /
(2 weeks from day 1)

This questionnaire is designed to help you learn the Safety programme as run here in Kensington and throughout the Department of Conservation and Land Management.

The answers you provide to these questions are confidential and will be discussed between yourself and your Inducting Officer (Safety) around the due date above.

Enquiries from some of your workfellows will be necessary to answer some questions.

1. What is the principal objective of the Department's Safety programme?

2. What is the most important single factor in making this Safety programme work?

3. List 10 possible hazards to be aware of in your work environment.

4. How many items are listed in the Departmental Safety and Occupational Health Policy? _____
Do you see staff of this office following it? _____
5. Who keeps a First Aid Kit in or near your work area?

6. 6.1 How many fire extinguishers are in the section where you work? _____
6.2 Where are they?

- 6.3 Do you know how to operate a fire extinguisher? _____
7. Who do you work with or near who holds a First Aid qualification?

8. (a) When did the Safety Committee (Kensington) last meet?

- (b) Have you read the Minutes of the last Safety meeting? _____
9. What is a Hazard Report form used for?

10. What is a NEAR MISS?

11. Do you have footwear supplied? (YES/NO)
If NO, how much subsidy is available for you to buy Safety Shoes/Boots? \$ _____

12. What sort of accidents should you report?

13. Who should you report an accident to? (Names)

14. When should a First Aid Treatment Slip be completed?

15. Where are First Aid Treatment Slips Kept?

16. Should you have to visit a Doctor about a work-caused injury, what forms must be collected?

1. From your Supervisor: _____

2. From the Doctor: _____

17. Have you had your driving skills evaluated by a Departmental Officer? (YES/NO)

If YES, when? _____

Did you learn anything new? _____

18. Please comment on the Safety programme, your work environment, etc as you have experienced it to now (eg. have you noticed anything hazardous or in need of improvement?)

19. (a) There is a rubbish bin fire in the office next door. What will you do?

(b) The operations room air conditioner is on fire and burning in the roof. What should yourself and other staff do?

20. I submit this completed questionnaire to my supervisor

_____ on _____ for discussion.

Signed: _____