

## POLICY ON OCCUPATIONAL HEALTH AND SAFETY

### Invisage Creative Services

The Policy of Invisage is that each of its employees shall be provided with a safe, healthy place in which to work. To achieve this policy, management will make every reasonable effort in areas of accident prevention, hazard control and removal, injury protection and health preservation to every practical extent. These aspects of working conditions will be given top priority in company plans, procedures, programs and job instruction.

In conjunction with this policy, a series of safe working rules and procedures on specific individual safety and health matters has been established by Invisage and is issued to employees. Employees are instructed in these procedures. These rules are of primary importance when we are not working on a task that Requires compliance with their own safety procedures. Health and safety at work is both an individual and shared responsibility of all employees, thereby providing opportunities for employee participation in safety meetings which provide a means for a safety issues to be raised and resolved.

Accident prevention is strongly emphasised. The reporting of hazardous conditions is essential at the site, employees must ensure that they are not being exposed to dangers, which could result in injury. If they are, they should immediately contact their supervisor.

The success of our safety policy and program ultimately rests on the willingness of everyone to co-operate and work collectively with a team spirit and with open channels of communication.

**Darren Edwards**  
Principal

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## BASIC HEALTH AND SAFETY RULES

These basic health and safety rules apply equally to every employee of the organisation. As an employer we have obligations to provide a safe working environment as far as is practicable and in there are obligations on employees to co-operate with the employer in the employer's provisions for occupational health and safety in the workplace.

A breach of any one of these rules may result in serious injury of one or several people or may result in a cancellation of our contract on that site. Therefore, each site supervisor has the duty and authority to take appropriate disciplinary action after a violation of any of these rules. These rules apply equally to our subcontractors.

### 1. Know and observe the Operating Procedures at your site

Our workplace is the workplace of many other organisations and they will often have their own operating procedures in addition to these basic health and safety rules. Each employee must be aware of, and follow at all times, the procedures, which apply, to each workplace in which they work.

This is vital to their own safety and assurance of on-going work.

### 2. Observe all signs. Keep Guards and Barricades in Place

A warning sign, danger tag, safety guard or barricade is put there to ensure your protection from recognised hazards. This rule is necessary to protect everyone.

Do not remove or override any existing guarding or barricades. If you see this happen, report it to your supervisor immediately.

### 3. No Smoking in buildings. Smoke in Designated Areas Provided

Smoking can initiate a number of hazards at the workplace, including fire, and potential health problems. Smoking must be confined to designated areas as specified at the worksite.

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These designated areas are anywhere on site so long as you are away from any flammable liquids/goods or ignitable sources and away from other non-smoker.

#### 4. No Horseplay

Serious injuries and incidents can and often do result from horseplay or practical jokes. Horseplay sometimes involves equipment at the workplace, which may never have been designed for the uses it has been put to, and serious accidents may result.

Section 25, of the Occupational Health and Safety Act 1985, require that all employees take responsible care for their own health and safety of anyone who may be affected by his or her own acts or omissions.

#### 5. Use Personal Protective Equipment Where Required

Every employee owes it to himself or herself, their family and the company to use and properly care for the personal protective equipment provided for the on-the-job use.

Employees also have a duty to do so under section 25 (2) of the Occupational Health and Safety Act 1985. You are provided with correct personal protective equipment for the job, which includes:

- Respirators
- Gloves
- Safety glasses
- Safety boots
- Helmets (when necessary)
- Goggles (when necessary)
- Reflective Vests
- Ear muffs

#### 6. Observe Emergency Facilities and Procedures

The individual emergency procedures at the workplace should be learnt and followed automatically when an emergency of any kind arises.

Employees should actively seek involvement in emergency awareness training and instruction at the worksite and seek to understand the emergency procedure in detail.

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## 7. Store and Use Flammable Liquids Correctly

When using flammable liquids observe correct handling procedures and any other activities going on such as welding or grinding which may present a risk of ignition or explosion.

For any such activities 'hot work' permit may be required at the work site. It is essential to check with the supervisor prior to commencement of 'hot work'.

After using flammable liquids, facilities must be cleaned out to avoid any ongoing flammable vapours being released. Flammable liquids should be stored in approved flame-proof cabinets and flammable stores as outlined in AS 1940 The Storage and Handling of Flammable and Combustible Liquids.

## 8. Take Fire Safety Precautions

Employees should ensure that aisle ways and fire escapes are free from obstruction by your own doing. Work areas should be kept tidy particularly in areas that use both open flames and any forms of ignition sources.

These requirements are established by regulation and will also form part of the site's own safety procedures.

## 9. Obtain Licences and Certification when using Industrial Equipment

Never use any equipment until you have been instructed. The highest level of industrial fatalities in Victoria is associated with fork lift and heavy equipment. Prior to using industrial equipment and portable work platforms, ensure you are fully instructed in its use and ensure that you possess any licences, learner's permits, and/or certificates required for their use.

## 10. Observe Lifting Limits

Manual handling of excessive loads should be avoided. Where physical handling needs to occur, the job should be sized up. Where possible, reasonable loads should involve a team lift (with more than one person to assist with the lift and the lift should be planned). When one person is to do the job, the lift should be carried out by bringing the load as close as possible to the body, getting a good grip on the item and using the leg muscles to carry out the lift.

The size of the load handled by any one person shall be up to 50kg, depending on what the individual feels comfortable with lifting using the proper lifting techniques. Certain items of our plant do require more than one person to lift. If in doubt check with your supervisor first.

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The Manual Handling Regulations and Code of Practice 1988 set out the risk identification, assessment and control methods for manual handling tasks, which may be referred to if in doubt.

## 11. Plan Your Work to Minimise Overuse Syndrome Risks

Occupational Overuse Syndrome is a soft tissue injury of the hands and the arms and may occur where repetitive, usually short cycled operations occur. These operations involve the smaller muscles groups in the arms and neck. This can occur through the continuous use of hand tools or working in confined postures which restrict the use of your muscles.

Take small breaks from tiring work in confined postures, do other work or prepare for the next stage in the job. Raise the issue with your supervisor. When possible apply job rotation.

## 12. Take Precautions for Outdoor Safety

Personal protective equipment (PPE) forms a barrier between the person and the immediate hazard. Outdoor workers shall ensure that they have adequate personal protective equipment should also be considered for protection from the elements.

Skin cancer risks should be avoided by wearing appropriate clothing, hats, sunglasses and the application of sunscreen to exposed skin.

Employees should observe seasonal heat conditions and take appropriate drink breaks in shady areas when excessively high temperatures are reached.

## 13. Avoid Direct Exposure with Hazardous Chemicals

Chemicals can be harmful by inhalation, by skin absorption and by ingestion. Recognise that here is a chemical hazard by the signage. Read the material Safety Data Sheet (MSDS) of any new chemicals before you use them and observe the precautions for use and any clean up procedures related to that product.

Protective equipment must be worn ie, respirators, gloves, other clothing as required. The equipment you will need will be written in the MSDS. Chemical safety procedures as outlined at the work-site should be followed, in relation to the use of chemicals.

Always advise the shift supervisor before introducing a new chemical product on site.

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## 14. Be Seen

Reflective vests need to be worn wherever vehicle traffic is present.

## 15. Avoid Working with Asbestos

Friable (flaky or crumbly) asbestos presents long term health risks such as lung damage, which may lead to cancers of the lung and mesothelium. The Occupational Health and Safety (Asbestos) Regulations 1992 require asbestos to be handled and removed by licensed removalists. Asbestos is often handled and damaged in some way such as cutting, and removal to get parts of plant such as lagged pipes. Asbestos can be found in cement sheeting (prior to 1985) and in a variety of other circumstances.

The following are some areas where you might come into contact with asbestos:

- Pipe lagging (asbestos compound moulded around pipes)
- Water, sewage and Drainage pipes (asbestos cement)
- Roof sheeting (corrugated or slates) known as AC (asbestos cement) or super six sheeting
- AC Flashing, trims, gutters, downpipes and roof underlays
- Sprayed asbestos insulation (Limpet asbestos) usually found on Beams, ducts, trusses and in cavities
- Fire-proofing behind fire cabins and electrical boards

Do not disturb asbestos containing materials by using powered or hand held equipment on them for maintenance or construction purposes. If you are unsure about the materials you are working on check with your site supervisor

## 16. Avoid Excessive Noise Exposure

The Occupational Health and Safety (Noise) Regulations 1992 require noise exposure to be below 85db(A) over an 8-hour period. In areas where it is required at a work site, hearing protection must be worn. 85db (A) equates to the level of noise you may hear in a noisy factory, a busy school cafeteria with untreated floor surfaces or a noisy urban street. This level is considered to be very noisy.

If you are unsure about the noise level of certain equipment you or someone in the work area is using check with your supervisor.

The site may have it's own requirement for the order of hearing protection, in which case these will be adhered to.

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## 17. Beware of Electrical Hazards: Watch out for overhead power lines

Make sure your staff and equipment is not working anywhere near power lines.

There are no second chances with electricity. Only qualified electricians are permitted to repair or adjust electrical fittings.

The codes of Practice for Temporary Electrical Installations on building and construction sites provide practical guidance.

Every electric supply to which portable equipment or tools could be connected or which supplies power to such through flexible cords, should incorporate:

An earth leakage device so as to protect persons who may come into contact with the portable equipment or tools, against electric shock:

Temporary electrical supply switchboards on construction site should be substantial construction and not be affected by weather, and incorporate a stand for cables and flexible cords

When working do not use damaged power points on frayed light fixtures. Do not piggyback adaptors out of one power point.

Do not attempt to fix your own fuses

Be mindful of housekeeping and/or heavy equipment, which may damage electrical leads at the work site

If you feel a risk may exist contact your supervisor immediately

At periodic intervals a safety check will be conducted of electrical equipment and it will be tagged

## 18. Work Securely at Raised Heights and Work Platforms

Falls from a height lead to fatalities. Ladders must be tied off at the top. You must wear approved fall protection devices and follow an agreed procedure when working at heights, portable scaffolding, module booms, ladders, scissors, scissors and lifts and a variety of access equipment can be safely used under certain circumstances. However, access equipment must allow the employee to safely get to and be able to work at the site.

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The selected method of access must be able to provide access to the point of work and be appropriate for the type and duration of the work to be carried out there.

Ensure that work to be done at a height has to be planned for the agreed access equipment is used to perform the job. Rules may exist at the work site in relation to these matters in which case these must be followed.

The ' Safe Working on Roofs' Code of practice should be observed as an acceptable guide for safe access when working at heights.

## 19. Use Work Permits

For many operations where contractors are engaged to carry out work at different sites, a variety of "Permits to work" will exist. This is to safeguard against circumstances which may be commenced within the job that may increase the risk of other hazards which already exist in the workplaces, eventuating in an incident such as an explosion, spill, fire or health exposure to yourself or those around you.

Check to see if a 'permit to work' is required for contractors to commence work. For hot work or where ignition sources exist: for use of flammable materials or chemicals, for working at a height or for working in confined spaces where there may be unfavourable breathing environment or one which is flammable or toxic may lead to accidents.

It is essential that your supervisor observes the situation prior to signing and authorising the permit to work.

If unsure find out if a 'permit to work' applies for any of the operation you will be carrying out and see the supervisor about these before you commence work.

## 20. Observe and Work Safely Around Plant and Equipment

Keeping limited access to the hazard zone especially where plant is being operated is essential. The areas of work hazard zone will be barricaded off to prevent access from the public or other pedestrians.

Reflective vests must be worn by all in the hazard zone where machinery/ vehicles are operating. This includes outside contractors. This way you can easily be seen and bystanders immediately distinguished and removed from the area.

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## 21. LPG Gas Torch

When using the LPG Gas torch no flammable liquids should be used or be sitting nearby the area.

Any combustible materials should be wet down with water if the torch is to be used along edges to prevent fire. EG. Wetting down nearby sleeper walls or trees.

This should be evaluated to determine the risk taking level of our organisation and a site safety plan may be required of the contractors (if appropriate)

Contractors are not audited or inspected for safe methods or equipment once engaged. This is an issue of risk for larger contracts, which our organisation may undertake. (Further legal advice should also be sought in relation to contracts).

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