



YML PAINT

MARK LEE: 0450 116 682

Email: info@ymlpaint.com.au

www.ymlpaint.com.au



POLICY MANUAL

Outlines

- Occupational health and safety standards
- Environmental policy
- First aid policy
- Hazardous substances policy
- Personal protective equipment (PPE) policy
- Risk management policy
- Step and extension ladder policy

- **Stress and fatigue policy**
- **Sun protection policy**

Occupational Health and Safety Standards

Aim

YML PAINT intends to operate our business in a manner that ensures the safety and wellbeing of our employees', clients and visitors.

It is our objective to ensure that all employees' are properly trained to operate in all areas of our business in a safe and professional manner.

YML PAINT seeks your co-operation in realizing our health and safety aims and objectives in creating a safe working environment for you.

General

Safety rules are introduced by the Company to ensure your safety and must be observed at all times.

All employees must familiarise themselves with the emergency response procedures.

Appropriate Personal Protective Equipment (e.g. hard hat, safety glasses etc) must be worn at all times. (Where applicable)

Jewellery and ties must be removed and long hair tied back before using machinery.

Employee's children are not permitted in the workplace unless management has granted prior authorisation.

No pets in the workplace.

Behaviour

Foolish or irresponsible behaviour, practical joking that may result in an accident is strictly forbidden.

If you consider any workmate or contractor to work in an unsafe manner, please contact the Manager immediately.

Climbing on chairs or on office furniture is strictly prohibited.

Tidiness

Work areas must be kept clean and tidy at all times.

Flammable materials and fire hazards must be eliminated or adequate protection taken.

Any spills in the workplace must be cleaned up immediately and floors kept clear of obstructions.

Incidents

ALL accidents, incidents, near misses and equipment malfunctions or necessary repairs must be reported and logged in the OHS diary. This enables modifications to be made to our policies and is a way of measuring our safety performance.

All persons requiring first aid treatment must contact the first aid officer who will render the appropriate treatment and enter the details in the OHS diary first aid register.

Plant and Equipment

Your manager must be informed immediately should you consider any work practices or equipment unsafe.

All plant and equipment is to be used in a safe manner and in accordance with the manufacturers recommended use.

Only drivers who have undergone the appropriate assessment can operate machinery. (E.g. forklift)

Seat belts must be worn where fitted.

Always use a ladder or appropriate access equipment to access high places.

Electrical Safety

Be mindful of electrical safety.

Always keep power leads and appliances away from water.

Do not overload power points by using multiple power boards or double adaptors.

Environmental Policy

Aim

YML PAINT is committed to conducting our business in an environmentally aware and responsible manner. We seek the co-operation of our employees in ensuring our work practices are conducted with minimal environmental impact.

Policy

YML PAINT will implement systems to decrease the volume of waste we generate. Where practical we will use environmentally friendly paint and packaging and we will recycle wherever possible.

We seek the assistance of our employee's to minimize our environmental impact by:

Wherever possible wash company plant and vehicles in the designated areas

Where there are no designated areas for washing plant and vehicles ensure it is done away from driveways, gutters and roads so the run off will not enter storm water drains

Where declared weeds occur on the job site ensure all soil and seeds are removed from plant and vehicles so transference of the weeds is avoided

Only mix paint and chemicals in the designated areas

Dispose of paint and chemicals as per the Material Safety Data Sheet (MSDS)

Never wash paint or chemicals down drains or gutters

Where a chemical spill has occurred contain and clean up the spill by following the directions on the MSDS

Remove all rubbish and waste from the work area and dispose of it appropriately

Where practical take steps to prevent soil erosion

Wherever possible reduce the impact of your work on native flora and fauna (e.g.- noise, dust)

Recycle at every available opportunity

YML PAINT seeks to identify our environmental impact and any potential risks at all our locations and implement control measures for any potential hazards.

First Aid Policy

Aim

Anywhere people exist, so does the potential risk for injury. **YML PAINT** is committed to the provision of effective first aid services that comply with current legislation. First aid involves the first response treatment and stabilization of ill or injured persons.

Policy

YML PAINT will ensure that it complies with current legislative requirements.

In particular:

- ☐ Risk assessments will be conducted and documented that take account of any particular hazards in the workplace.
- ☐ Suitable personnel will be trained to administer first aid.
- ☐ First aid cabinets and kits will be stocked appropriate to the type of injuries likely to occur as identified in the risk assessment. It will be kept in a prominent, accessible, clean location known to all workers.
- ☐ All company vehicles will be fitted with a suitable first aid kit.
- ☐ All First Aid incidents will have all the relevant details recorded in the First Aid log section of the OHS diary. The details will be recorded as soon as possible (usually by the First Aid Officer) and will be kept at the work place for 7 years. They will be kept strictly confidential.
- ☐ If required a First Aid Officer will be appointed and a first aid room will be provided.

Hazardous Substances Policy

Aim

At **YML PAINT** the safety of our employees' is of utmost importance. Strict adherence to this policy is essential to the health and wellbeing of our employees' as exposure to hazardous substances can result in skin complaints, breathing difficulties, allergic reactions, burns, cancer and death.

Policy

Each substance used in the workplace will have a MSDS (Material Safety Data Sheet). Even many common cleaning agents are classed as hazardous substances. MSDS's can be obtained from the supplier when purchasing hazardous substances or can be obtained from the manufacturer. Each workplace must have a register of all hazardous substances used and have the current MSDS for each. The MSDS's must be readily accessible to all employees'.

The MSDS's contain information such as the use of the substance, whether it is hazardous or not, emergency contact numbers, first aid measures if exposure occurs, handling and storage information, disposal information, personal protection measures needed and what to do if spillage occurs.

Procedures for handling substances

Ensure you have been trained to use the substance

If transporting the substance follow the transportation advice found on the MSDS and ensure the MSDS is in the vehicle carrying the substance

Follow the label, MSDS and risk assessment for the safe handling and personal protective equipment (PPE) needed.

Ensure the labels are fixed to hazardous substances containers and are legible

Follow the MSDS, label and risk assessment for the storage, disposal and use of substances

Follow your training and the information on the MSDS if exposure to hazardous substances occurs

Always wear PPE when opening, mixing or disposing of substances. The necessary PPE for the substance you are using is listed on the MSDS

Review the MSDS **at least** once in **every 5** years to ensure it contains current information

Non-compliance with this policy will result in disciplinary action.

Personal Protective Equipment (PPE) Policy

Aim

At **YML PAINT** we are committed to providing a safe environment for our employee's, clients and visitors. Personal Protective Equipment (PPE) is any piece of clothing or equipment which when worn and fitted correctly can protect the wearer from risks of injury or disease in the workplace. PPE includes but is not limited to protective footwear, gloves, hearing and eye protection, head wear, high visibility apparel, respiratory apparatus etc.

Policy

It is the policy of **YML PAINT** that PPE must be worn/used at all times it is indicated, without exception.

Issue and Maintenance of PPE

YML PAINT will ensure employees are issued with PPE on commencing employment

The PPE will be replaced when unserviceable due to damage or fair wear and tear

Employees are responsible for ensuring their PPE fits correctly so it offers maximum protection

All PPE remains the property of **YML PAINT**

On completion or termination of employment services all PPE items are to be returned to **YML PAINT**

All items of PPE are to be used according to the manufacturer's instructions and are only to be used for their intended purpose.

It is the responsibility of all employees to regularly inspect their PPE and ensure they are in full working condition. Advise your supervisor immediately if any items need servicing or replacing.

Do not use any item of PPE if it is not in full working condition. Always ask for and use a replacement item.

Employees are responsible for the correct storage of their issued PPE.

Specific PPE

Safety Helmets - are to be worn in designated areas or where there is a danger from falling objects. Safety helmets are to comply with AS1800, AS1801 and AS1698. Safety helmets are to be replaced after 2 years from the issue date or earlier if damaged.

Safety goggles &/or Facial shields - the eyes must be adequately protected where possible exposure to hazards exists. Potential eye hazards include chemicals, dust, foreign objects, radiation or other sources. All eye protection must comply with AS1336, AS1337 and AS1338.

Ear plugs and ear muffs - where the noise levels exceed 85dBA ear protection must be utilised. The appropriate ear protection to be used in each circumstance needs to be ascertained by qualified personnel. Ear protection needs to comply with AS1270. Don't share ear protection with other employee's due to the risk of infection.

Respiratory protection - respiratory protection must be used where indicated in the MSDS or where there is potential exposure to biological or atmospheric hazards including dust. The type of respiratory protection utilized is to be determined by your supervisor and must comply with AS1715 and 1716. Respiratory protection should not be shared amongst employees due to the risk of infection.

Gloves - gloves must be worn where there is risk of damage to the hands. The type of glove required depends on the task at hand and is to be determined by your supervisor. Hand protection must comply with AS2161 and AS2225

Steel Cap boots - are to be worn where there is potential for foot injury either from falling objects or stubbing injuries. Footwear is to comply with AS2210

High visibility clothing - must be worn if employees are working in heavy traffic areas or where you need to be visible to traffic.

Harnesses or lifelines - must be worn where there is a risk of falling.

The Sun Protection Policy constitutes part of this PPE Policy and clearly outlines what must be worn to ensure all outdoor employees are adequately protected from ultra violet radiation.

Risk Management Policy

Aim

To ensure the health, safety and wellbeing of our employees, clients and visitors whilst in our workplace. This will be done by identifying the risks that our company is exposed to and to implement control measures that will reduce these risks to an acceptable level.

Policy

Risk management will be embraced by our company as a core management tool in all decision-making.

Implementation of risk management will be through the existing management structure and will involve all employees of our company.

Implementation Process

Risk management will be actively supported by all managers / supervisors and staff.

The policy will be communicated to all staff and their involvement will be sought.

Management to ensure the process is implemented and continues will allocate adequate resources.

All risk will be identified. Risks will include but not be limited to economic, environmental, financial, security and occupational health and safety.

Risks will be evaluated against their likelihood of occurrence and the possible consequence of their happening. These evaluations will be used to prioritise action plans.

Control measures, where required, will be implemented and reviewed for their effectiveness.

Documentation will be maintained.

Step and Extension Ladder Policy

Aim

To prevent injury to employees and others while ladders are being used.

Policy

YML PAINT is committed to the safe use of ladders. Risk assessments will be conducted prior to the purchase of new ladders and will cover the use of existing ladders in all work situations. Employees will be required to follow the safe working procedures applicable to each type of ladder.

Implementation Process / Procedure

Purchase:

- ☐ All ladders will be of industrial strength with a load rating of at least 120 kgs.
- ☐ Single ladders will not exceed 6.1 meters.
- ☐ Extension ladders will not exceed 7.5 meters.

All ladders:

- ☐ Will be used to gain access, **or**
- ☐ To carry out work where the trunk of the body remains centred on the ladder and equipment can be used with one hand. That is the person on the ladder should have three points of contact with the ladder at all times. (Exception – Where additional controls such as harnesses are used.)
- ☐ Will be used only on a firm base and a level surface.
- ☐ Will not be used to support a platform.
- ☐ Will not be used on scaffolding or elevated work platforms to gain extra height.
- ☐ Will not be placed in access ways.
- ☐ Will not be placed where people will be forced to walk under the ladder or plant may collide with the ladder.
- ☐ Metal or metal reinforced ladders will not be used where there is a possibility of contacting live electrical power.

Step Ladders:

- ☐ Will be fully opened when in use.
- ☐ Locking spreader will be fully engaged.
- ☐ Makeshift spreaders such as rope and chains are **not to be** used.
- ☐ Employees must not stand on the top 2 steps of the ladder to work.

Extension Ladders:

- ☐ Will be erected at an angle between 70° and 80°.
- ☐ Will extend at least 1 metre above a surface being accessed.
- ☐ Will be secured against movement at or near its top **or** bottom. (Example – tied to a secure point or another person holding the bottom.)
- ☐ While in use the employee's feet must not be less than 900 mm from the top of the ladder.

Policy review date: _____

Stress and Fatigue Policy

Aim

At **YML PAINT** we intend to provide and maintain a working environment that protects the health, safety and wellbeing of our employees.

Background

We appreciate that due to client deadlines, the workload and workplace dynamics that stress can occur in the workplace. Everyone responds to stress differently. Excess stress can result in lower team morale, increased absenteeism, decreased productivity and increased accident rates. Therefore the way stress is dealt with is important. The most effective way of dealing with occupational stress is through open, honest communication with fellow employees and management.

Policy

At **YML PAINT** we commit to being open and approachable with employees.

We will adopt a positive risk management approach to occupational stress. Our approach will be to identify potential stressors, assess their effect, develop and implement suitable controls and we will review those controls to determine their effectiveness.

We will investigate workplace accidents or incidents to determine if employee fatigue is a factor.

We will look at absenteeism rates amongst our employees' and look for uncharacteristic behaviour, which can suggest employee stress.

We will encourage employees to participate in assessing their work situations, methods and pace of work.

If conflict arises positive steps will be taken to facilitate a resolution.

Sun Protection Policy

Aim

YML PAINT is committed to the health and safety of our employees' and has read the growing research on the detrimental health effects of sun exposure.

Any of our employees' who work outdoors need to take certain precautions to protect themselves from the harmful effects of the sun's ultra violet rays.

Steps that need to be taken to minimise your sun exposure:

Protect your skin before going outdoors- apply a broad spectrum, water resistant sunscreen with an SPF of 30+, at least 20 minutes prior to working outdoors. The sunscreen needs to be reapplied at least every 2 hours. Sunscreen will be kept in an accessible area to all outdoor workers.

Wear a HAT with a brim of 10-12cm. Where hard hats are required for outdoor workers they will be fitted with brim and neck flap attachments.

Outdoor workers will be provided with long sleeved, collared SHIRTS and trousers. These will be made of a tight weave fabric and will be loose fitting, giving the best sun protection whilst still being cool.

Sunglasses are to be worn and need to comply with the Australian Standard AS1067:2003.

Where safety glasses are required these need to comply with AS1337 and AS1338.

Where possible, you are to complete outdoor jobs early in the morning or late in the afternoon. This minimises ultra violet ray exposure during its peak between 10am and 3pm.

When working outdoors maximise the use of trees, buildings or umbrellas to provide natural shade.

Examine your skin regularly, taking particular notice of any sores or spots that don't heal within 4 weeks or any moles or freckles that change or look different. Have any suspicious spots checked by your doctor.

The implementation of this policy requires all outdoor workers to be responsible and vigilant in the protection of their own skin from skin cancer.