



Rotary Club of St Peters Inc., SA

Risk Management Guidelines
January 2009

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Executive Summary

1.1 Purpose

The reason for the development of the *Risk Management Guidelines* is for the Rotary Club of St Peters Inc., S.A. to mitigate risk and prevent the occurrence of injury for both the general public and Volunteers whilst they are in attendance at their Rotary events.

1.2 Objective

In fulfilling these guidelines, the Rotary Club of St Peters Inc., S.A will:

- help prevent the occurrence of injury;
- require Volunteers to identify, assess and control risks arising from running events whether the event are purely for Volunteers or involve the general public;
- identify a Risk Mitigation officer who will be responsible for monitoring the identified risks and updating the guidelines;
- the Risk Mitigation officer will ensure new and existing Volunteers receive and read a copy of the guidelines; and
- Volunteers are required to read and gain a full understand of the Risk Management Guidelines and adhere to these guidelines whilst in attendance at the club events.

1.3 Areas of Concern

The areas of concern in regard to the general public and Volunteers, is the attendance at events organised by the Rotary Club of St Peters Inc., S.A, namely:

- Vocational Visits
- Fellowship Events – Breakfasts, Xmas, Progressive Dinners
- Community Projects
 - Rotary Shed
 - Rotary Shop
 - Barbecue
 - Jumble Sale

1.4 Ways to Mitigate Risk

The approach the Rotary Club has taken to mitigate risk is to identify all risks and develop procedures to alleviate the risk. This could be as simple as introducing a new rule or the development of a procedure or the development of an instruction specific to the identified risk.

The following *Summary of Risks and Mitigation of Risks* is a summary of the identified risks and the proposed procedures.

2. OHS Policies

2.1. OHSW and Injury Management Consultation

All club members are expected to take all practical measures to ensure a safe and healthy work environment.

2.1.1. Shop and Shed Convenors Safety Responsibilities

The Shop and Shed Convenors will:

- induct each new volunteer to ensure they are aware of and fully understand the relevant safety procedures which the club have implemented;
- keep information and records relating to work related injuries suffered by volunteers or customers;
- investigate all work related accidents.

2.1.2. Heat Wave

The Shop and Shed Managers has the right to close the Shop / Shed if the inside temperature becomes unbearable. Adequate cool water, fans and evaporative coolers must be provided. Adequate cool water is to be taken in the truck for pick-ups and deliveries on hot days. Adequate hats and sunscreen are to be worn if working outside.

Given that the Jumble Sale may have to continue even though the heat is unpleasant, it is essential that all workers are made aware of the precautions to be taken in hot conditions (see

2.1.3. Fire

If a fire is discovered:

- ensure the safety of customers and staff by evacuating the building;
- rescue any person from danger if safe to do so;
- call the Fire Department immediately on 000;
- close doors;
- alert people nearby;
- evacuate to assembly point:
 - a. shed – car park
 - b. shop – the closest car park to the shop
- contact the relevant convenor immediately i.e. Shed or Shop.

2.1.4. First Aid

First Aid Kits are located in the shed near the kitchen and in the back room of the shop:

- all incidents must be reported to either the Shed Convenor or the Shop Convenor;
- a written report must be filled out outlining the incident;
- all major accidents which involve hospitalisation must be reported to either the Shop or Shed Convenor;
- a copy of “Use Your First Aid Kit” is located at the shop and the shed. It has several modules relating to Burns / Eye Injuries / Severe Bleeding / and other helpful information.

2.1.5 Hold Ups

One of the hazards in running any retail outlet is the threat of robbery. If a robbery does occur, the clubs prime concern is for the safety of its customers and volunteers.

Remember:

- remain calm;
- do not argue with the robber(s);
- always comply with the robber(s) request, robbers seldom hurt people who co-operate with them;
- pay particular attention to what the robber(s) touch or handle
- observe what the robber(s) look like:
 - height of the offenders
 - hair colour
 - face if not covered
 - clothing
 - type of shoes
 - speech – accent or high pitched voice for example
 - what they say
- getaway car
- as soon as it is safe to do so call the police on 000;
- lock the shop door and wait for the police
- do not touch anything and leave everything the way it is.

Remember your safety and the safety of the clubs customers is of paramount importance. Do not try and be a hero.

2.2. Manual Handling

Rotary Commitment

Rotary will provide training and assistance to Volunteers who are re required to manually handle goods. Refer to *Appendix J Safe Listing*.

2.3. Electrical and Tagging

All electrical goods which are to be sold either at the Rotary Shop, the Rotary shed or a Jumble Sale are required to be initially sent to the Rotary shed to be checked that they meet the Australian Safety Standards.

Four to five Volunteers are to be trained at any one time to externally inspect electrical goods using the club's tester, and then tag them as goods that are safe to sell. Refer to *Appendix E Electrical Tester Instructions*.

Volunteers will only sell electrical goods which have been tagged as safe, and therefore have met the Australian Safety Standards.

The PAC500 AS/NZS Portable Appliance Checker instructions are as follows:

To Earth Test on Extension leads

Plug male end of extension lead into test's socket. Plug extension lead adapter into extension lead's socket and the adaptor's 4mm earth plug into test's green 4mm socket (in place of earth clip)

2.4. Workshop Safety

All staff using tools in the Rotary Shed are required to undertake relevant training. The details of the training are in *Appendix I Workshop Safety*

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2.5. Safe Lifting

All staff who lift loads in the Rotary Shed are required to undertake training. The details of the training are in:

- *Appendix B Electric Stacker Instructions*
- *Appendix D Guidelines for the Four Step Safety Platform*
- *Appendix G Mini Stacker Operating Instructions*
- *Appendix H Stacking Pallets*
- *Appendix I Workshop Safety*
- *Appendix J Safe Lifting*

2.6. Insurance Cover

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3. Summary of Risks and Mitigation of Risks

Function	Risk	Public	Volunteers	Solution
Shop “General”				
	Safety of Volunteers and the general Public whilst in the Rotary Shop	X	X	The Shop Manager is responsible for ensuring Risks are identified and Solutions are implemented. They are also responsible for ensuring the Volunteers implement the solutions.
	Fire	X	X	In the event of a small fire in the shop, there is a fire extinguisher located in the back room. Ask the customers to leave the premises. Ring the Fire Brigade if the fire cannot be put out. Wait in the car park for the Fire Brigade to arrive and do not re-enter the shop until the Fire Brigade advise that it is safe to do so.
	Stairs – no goods to be stored on the steps	X	X	“Beware of Stairs” Sign at top of stairs No goods stored on the stairs.
	Falling over goods on the shop floor	X	X	Keep all goods off the floor, keep area clean and tidy and any goods are to be stacked securely. Remove rubbish daily.
	Electrical goods not meeting Australian safety standards	X		No electrical goods are sold in the shop unless they are tagged. Refer to <i>Appendix G Electrical Tester Instructions.</i>
	This Risk Management page has been enlarged and placed in a prominent location and brought to the notice of all concerned.			

Function	Risk	Public	Volunteers	Solution
Shop “Daily”				
	Manual handling of goods	X	X	Refer <i>Appendix J Safe Lifting</i>
	Unloading and loading stock onto truck		X	The use of the tail gate lifter to be used as required
	Store Room safety. Keep work benches clear of stock at all times		X	Keep all goods off the floor, keep area clean and tidy and any goods are to be stacked securely. Keep work benches clear of stock at all times.
	Taking \$'s to bank		X	Carry in a non-cash bag, and preferably there should be two people.
	Written instructions on selling electrical goods		X	It is the responsibility of the Shop Manager to ensure written instructions on selling electrical goods is distributed to all volunteers that work in the shop.

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Function	Risk	Public	Volunteers	Solution
Shed				
	Manual handling of goods	X	X	Refer Safe Lifting, Appendix J
	Goods on the Floor	X	X	Keep all goods off the floor, keep area clean and tidy and any goods are to be stacked securely.
	Goods not secured	X	X	Keep all goods securely stacked.
	Visitors are not encouraged to visit the shed	X	X	As a general rule visitors are advised they cannot enter the shed, but in the event they need to they will be advised not to touch anything unless they are asked to.
	Disposal of cardboard		X	The cardboard is flattened out and then placed in the Visy dump, which Visy collect at pre-determined times
	Disposal of inferior goods		X	There is a bin specific for the disposal of inferior goods
	Electrical Appliance Testing		X	Refer Electrical Tester Instructions, Appendix K
	Use of the Pallet Stacker, the pallet truck and the safety platform risks – the rules are to be strictly adhered to		X	<p>Before using the Pallet Stacker, Pallet Truck or Safety Platforms training must be undertaken.</p> <p>Operators must wear steel capped shoes or boots.</p> <p>Work benches must be kept clear of goods and tidy.</p> <p>The Accredited Stacker Operators are listed on the Stacker</p> <p>Refer to:</p> <ul style="list-style-type: none"> • <i>Appendix B Electric Stacker Instructions</i> • <i>Appendix D Guidelines for the Four Step Safety Platform</i> • <i>Appendix G Mini Stacker Operating Instructions</i> • <i>Appendix H Stacking Pallets</i> • <i>Appendix I Workshop Safety</i>
	Volunteers work by themselves in the shed		X	Volunteers are encouraged to not work by themselves in the shed – in case of an accident. If they are required to, ensure someone knows you are at the shed.
	Electrical Testing		X	Refer to <i>Appendix E Electrical Tester Instructions</i>

Function	Risk	Public	Volunteers	Solution
Truck				
	Licence		Y	The volunteer must have the appropriate drivers licence
	Fire	X	X	In the event of a small fire, a fire extinguisher is located at both entrances to the shed. Ring the Fire Brigade if the fire cannot be put out. Wait in the car park for the Fire Brigade to arrive and do not re-enter the shop until the Fire Brigade advise that it is safe to do so.
	Servicing of truck		X	The truck to receive regular servicing and safety checks.
	Using the truck lift			See the latest version on the Club web site

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Function	Risk	Public	Volunteers	Solution
Vocational Visits				
Overseas Service				
	Health		X	<ol style="list-style-type: none"> 1. Investigate available safety and health data via depart of Foreign Affairs and Trade 2. Assess which vaccinations are required and check with doctor on the currency of existing vaccinations 3. Arrange all pertinent vaccinations well in advance of departure 4. Read the following RAWCS documents and signify acceptance to Group Leader <ul style="list-style-type: none"> o Rotary briefing document for proposed trip o RAWCS volunteer information manual 5. Read sign and returns to RAWCS Ltd <ul style="list-style-type: none"> o Volunteer agreement o RAWCS prohibited employment declaration o RAWCS medical certificate 6. Check currency of all travel documents (passport etc) 7. Assess nature of tasks to be undertaken and ensure pertinent protective clothing is included in luggage. 8. Ensure all medication required for personal use is packed

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Function	Risk	Public	Volunteers	Solution
Community Projects				
BBQ				Refer to Appendix "A" Sausage Sizzle Instructions
Jumble Sale	Electrical Lead		X	Electrical leads must be above ground level.
	Fork Lift Operation		X	Fork Lift movement must have an observer.
	Lifting above 20kg		X	Goods over 20 kg are to be moved using lifting aids.
	Forklift General – instructions to licensed operators	X	X	<p>Forklifts and pedestrians in the Shed – Restrict access to shed during operations.</p> <p>Manual Handling procedures:</p> <ul style="list-style-type: none"> ○ training of untrained people repacking pallets ○ training filling big bin ○ instructions to backhoe operator ○ restrict access to backhoe operator area ○ hot weather arrangements – cool water and misting spray trestles ○ destroy large heavy tops ○ construct special pallets ○ training Risk reduction during clean-up ○ appoint four marshal to oversee repacking of trestle tops, trestle legs, pallet wrapping, keeping driveway and pallet bays clear

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Function	Risk	Public	Volunteers	Solution
Fellowship Events				
Breakfasts				
Xmas				
Progressive Dinners				

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Appendix A – Sausage Sizzle Instructions

FOOD HYGIENE AND SAFETY SAUSAGE SIZZLES

The following are basic guidelines to ensure that food served is safe to eat.

PREPARATION AND STORAGE OF FOOD

- Store and transport uncooked meat, including sausages and meat patties in a refrigerator or on ice in an esky until they are ready to be cooked. This will help prevent contamination by dust and flies and the cool temperature will slow down the growth of bacteria.
- Meat is a high-risk food, therefore must be stored either below 5 degrees C or above 60 degrees C.
- Slicing, marinating or skewing of raw meat products should be completed prior to leaving for the site.
- Food must be protected from flies, rodents and other insects as well as from the public.
- Raw food must be kept separated from cooked food to avoid cross contamination. Never place cooked meat back on trays that held raw meat.
- Food must be stored above ground level in clean containers with lids.

COOKING

- Use thin sausages rather than fat ones. Sausages are safe when they are cooked all the way through and this is easier to do with thin ones.
- Cook over moderate heat. This will help the meat to be cooked right through. Make sure the juices run clear and there is no pink meat in the middle.
- Food must be cooked at a high enough temperature to destroy bacteria. Make sure food is steaming hot – test the centre to see.
- Don't cook too much food at once. Cook food in small batches rather than one large batch.
- Keep cooked sausages on the BBQ hotplate above 60 degrees C and serve cooked food directly from the barbeque.

HANDWASHING FACILITIES

- Adequate hand washing facilities, including running water, soap and disposable paper towels must be available.
- Temporary food premises can provide running water by filling large water containers that have a tap valve at the base. Where possible, these containers should be filled with warm water. Another container (eg bucket) should be placed under the tap to collect the waste water and keep the site clean and dry.
- Hands must be washed thoroughly before preparing food, after handling raw meat and after visiting the toilet, wiping nose, touching hair etc.

FOOD HANDLERS

- Do not handle food if suffering from gastroenteritis, coughs, colds or with uncovered or open sores.
- Keep all equipment and utensils thoroughly clean.
- Do not smoke whilst handling food.
- Food handlers must have clean protective clothing.

- Food handlers should not handle money at the same time as handling food. One person should be the cook and another designated to take the money.
- Use tongs, forks and other utensils to handle food. Bare hands must not come into contact with food which is to be consumed without any further heat processing.
- Food should be wrapped in a serviette before given to public.
- Rubbish should not be allowed to accumulate.

Appendix B – Electric Stacker Instructions

Version 6

- At least 2 qualified people are to be present when operating the stacker
- The stacker should only be used on the concrete floor
- Ensure that the floor area is clear before you start
- The up/down lever on the stacker is a proportional controller like a tap. When you stop (going down) do this by slowly going to 'off', particularly with a heavy load.
- Ensure that there is at least 100mm between the top of the loaded pallet and the next pallet rail
- The brake action is achieved by turning the steering wheel at right angles to the idler wheel
- Loading the shelves
 - There is a 200kg limit on any pallet that is on shelves that are not Dexion
 - Lower the load GENTLY onto the shelves
 - Raise a load so that it just clears the shelf
 - DO NOT raise the load so that it hits the shelf above
- There is the possibility that some loads can become unstable on the pallet
 - PLASTIC WRAP unstable loads to the pallet base to stabilise it
 - It has to survive a trip onto the Reserve on the back of the tractor
 - The most common mistake is to USE TOO LITTLE WRAP
 - This especially applies to furniture and hardware
 - This especially applies for loads above the bottom shelf
- Take care that parts of the load do not protrude through the gap at the bottom of the pallet
- Do not use a pallet that is damaged
- Spacers are provided to enable the stacker legs to go under the pallet
 - Take care when manoeuvring
 - The stacker legs could move the pallet spacers
- Do not stand on the forks, especially at height
- Do not let any part of your body go under the load
- Only push the stacker with loads at a height of under 300mm
 - If you are forced to raise the load to clear objects then the aisle should be cleared not the forks raised
- Make sure that your feet are clear of the steering wheels
 - It is recommended that you wear steel capped boots / shoes
- Make sure that the forks are lowered for storage and the key turned off
- Read the Operating Manual before using the stacker
- Have an experienced operator show you how to operate the stacker
- Practise steering in the open area before manoeuvring in the aisles

Appendix C - Guidance for Pick-up Crews

1. Only pick up:

Goods that are small enough and good enough to take to the Shop. If it is only good enough for the Jumble Sale then do not pick it up.

2. Do not pick up:

- Bikes
 - New bikes are cheap so rust / flat tyres causes problems
- Built in furniture
 - They do not sell
- Cheap furniture that needs repairs as it is not worth it
- Dressing tables
 - We already have too many
- Heavy chip board furniture
 - It will not survive the shifting required for the Jumble Sale
- Mattresses
 - Not allowed to sell them
- Lounge furniture that is torn or soiled
 - They are unsaleable and difficult to break up
- Rotary is forbidden to undertake any electrical repairs
- TVs that are more than 15 years old or are 'furniture'
- White goods
 - Nearly all have significant problems that rebound on the Club

3 Do not pick up:

A heavy piece of furniture has to be worth over \$100 to be worth storing and shifting

Appendix D – Guidelines for the Four Step Safety Platform

1. The Safety Platform should only be used on the concrete floor.
2. Ensure that the floor area is clear before you start.
3. The maximum load including the operator is 150 kg.
4. Ensure that you stand such that the automatic brake is activated.
5. At least 2 qualified people are to be present when using the Safety Platform.
6. Use a partner to hand the load to you rather than carry loads up the steps.
7. For reasons of stability, do not overstretch with a heavy load.

Appendix E – Electrical Tester Instructions

Using the Seaward PAC500 Appliance Tester

- Please follow the instructions in the Operator Instructions for the Tester
- IF ANY TEST FAILS STOP IMMEDIATELY AND SAFELY DISPOSE OF THE APPLIANCE
- PLEASE NOTE THAT THE APPLIANCE MUST BE SWITCHED ON FOR ALL TESTS
- The Earth Bond Test ensures that the appliance is properly earthed so the black wire on the Appliance Tester should be attached to exposed metal on the appliance. Please note that it is NORMAL for double insulated appliances to fail this test. Double insulated appliances can be identified by a symbol that shows a square within a square on the appliance. (Earthed appliances are also called Class 1 appliances. Double Insulated appliances are also called Class 2 appliances.)
- The Insulation Test applies a high voltage (500V) between active and earth.
- Please also read the appliance testing guidelines in the Australian Standards (AS/NZS 3760:2003), particularly page 13, and Appendix A, B & C
- If the item passes all safety tests then test that the appliance is functional. If the item is not fully functional but is still saleable, please attach a label to the appliance describing the functional defect.
- If the appliance passes all safety tests and is saleable then fill in the Test Tag and fix it to the electrical lead.

APPLIANCE TEST TAG

0189779
TAG NUMBER

CAUTION
ENSURE TEST IS CURRENT BEFORE OPERATING
IF APPLIANCE IS DEFECTIVE IN ANY WAY
PLEASE INFORM YOUR SAFETY OFFICER

◀ PLACE LEAD HERE ▶

FOR ALL MAINTENANCE CONTACT	
INSPECTION No.	TESTING Co. NAME
CERT./LIC. No.	PLANT No./ITEM
TEST DATE / /	TEST DUE / /

- Enter "RCSP" and your initials in the box labelled "FOR ALL MAINTENANCE CONTACT"
- The current date in the box labelled "TEST DATE"
- Add 12 months in the box labelled "TEST DUE"

- Remove the opaque covering on the tag and affix it to the lead

Using the Megger PAT3 Appliance Tester

- Please follow the instructions in the lid of the Tester
- FOR SAFETY, PLEASE FOLLOW THE ORDER OF TESTING AS OUTLINED IN THE LID OF THE TESTER
- IF ANY TEST FAILS STOP IMMEDIATELY AND SAFELY DISPOSE OF THE APPLIANCE
- PLEASE NOTE THAT THE APPLIANCE MUST BE SWITCHED ON FOR ALL TESTS
- Test 1 is a continuity test from active to neutral in the appliance (viz current should flow through the motor, the heater etc.
- Test 2 ensures that the appliance is properly earthed so the green wire should be attached to exposed metal on the appliance. Please note that it is NORMAL for double insulated appliances to fail this test. Double insulated appliances can be identified by a symbol that shows a square within a square on the appliance. (Earthed appliances are also called Class 1 appliances. Double Insulated appliances are also called Class 2 appliances.)
- Test 3 is an insulation test and it applies a high voltage (500V) between active and earth.
- Please also read the appliance testing guidelines in the Australian Standards (AS/NZS 3760:2003), particularly page 13, and Appendix A, B & C
- If the item passes all safety tests then test that the appliance is functional. If the item is not fully functional but is still saleable, please attach a label to the appliance describing the functional defect.
- If the appliance passes all safety tests and is saleable then fill in the Test Tag and fix it to the electrical lead.

APPLIANCE TEST TAG

TAG NUMBER 0189779	
CAUTION ENSURE TEST IS CURRENT BEFORE OPERATING IF APPLIANCE IS DEFECTIVE IN ANY WAY PLEASE INFORM YOUR SAFETY OFFICER	
◀ PLACE LEAD HERE ▶	
FOR ALL MAINTENANCE CONTACT	
INSPECTION No.	TESTING Co. NAME
CERT./LIC. No.	PLANT No./ITEM
TEST DATE / /	TEST DUE / /

- Enter "RCSP" and your initials in the box labelled "FOR ALL MAINTENANCE CONTACT"

- The current date in the box labelled "TEST DATE"
- Add 12 months in the box labelled "TEST DUE"
- Remove the opaque covering on the tag and affix it to the lead

Appendix F – OHS Risk Assessment Checklist

Hazard Identification and Risk Assessment

A volunteer, so far as reasonably practicable, to take steps to identify all reasonably foreseeable hazards arising from work which may affect the health or safety of the public or other persons at a Rotary function.

If a hazard is identified, a volunteer must ensure that an assessment is made of the risks associated with the hazard.

To be added later

- Risk Calculator
- Likelihood of Injury Happening
- Hierarchy of Hazard Control

Appendix G - Mini Stacker Operating Instructions

Version 2

- Before operating check that the winch cable rests on the four pulleys
 - It is possible for the cable to slip down beside the pulleys if the cable is allowed to go slack
 - The cable can go slack if you wind the winch too far down when lowering
- The stacker can only lift 227 kg
- The forks are only 575 mm long and hence it can only lift pallets that are a maximum of 900 mm deep
 - Under no circumstances lift full size pallets
 - Ensure that the forks are fully inserted under the mini pallet
- Ensure that the path is clear before you start
- The stacker is fitted with a brake
- There is the possibility that some loads can become unstable on the pallet / stacker
 - Ensure that the centre of gravity of the load is close to the lifting edge
 - Make sure that the load is stable before any lift
- Do not let any part of your body go under the load
- Only push the stacker with loads at a height of under 300mm
- Make sure that your feet are clear of the wheels
- Make sure that the forks are lowered for storage
- Read the Operating Manual
- Have an experienced operator show you how to use the stacker
- Follow this procedure if you have to load the stacker onto the truck to transport it
 - Wind the forks down to their lowest height
 - Flip the transportation catch on the rear of the stacker
 - Wind the forks up until they strain against the transportation catch
 - Fold the handle

Appendix H - Stacking Pallets

Version 1

- Stacking pallets
 - Cartons / boxes must not protrude over the sides of the pallets.
 - Over loaded pallets tend to catch on adjacent loads and spill
 - A minimum of 50mm clearance must be maintained to the adjacent pallets or the uprights of the pallet racking.
 - The heaviest items of the load should be at the front of the pallet, near the lift point.
 - To avoid an unbalanced situation, always ensure that the stacker is fully inserted in the pallet before attempting a lift
 - Stack the pallet to maintain a balanced load from side to side
 - A minimum of 75mm clearance must be maintained between the top of the pallet load and the cross beams of the pallet racking.
 - NEVER STUFF EXTRA LOOSE GOODS ON TOP OF A PACKED PALLET
 - The loads have to be secured to survive the lift and the rough trip out to the Reserve (particularly the bump at the bottom of the concrete ramp). This is best achieved by plastic wrapping.
 - NEVER STUFF EXTRA LOOSE GOODS ON TOP OF A PACKED PALLET
 - On the Friday of the Jumble Sale, the forklifts have to get the goods out onto the Reserve between 0630-0900 by maintaining a three minute cycle time.
 - Unstable loads may cause a spillage which will be both dangerous and delay the forklifts
 - Due to the nature of our stacker, pallets to be loaded with goods must be placed on 90mm high dunnage. If this is not done, the stacker cannot roll under the pallet to lift the load.
 - The heavy duty Dexion racking can take pallets loads of up to one tonne. The loading on the shelves in the sorting aisles should not exceed 100 kg per shelf. The loading on the old grey racking with plywood shelves should not exceed 150 kg per shelf.
- The different stackers
 - Only the big yellow stacker and the red pallet truck can move full size pallets. Never use the little blue stacker to lift a full-size pallet as the forks are too short.
 - The little blue stacker is for the narrow sorting aisle and can only be used on the mini pallets (less than 900mm deep)
 - All stackers require training before use.

Appendix I - Workshop Safety

Untrained personnel should be discouraged from using workshops unless they have acquired some degree of proficiency as determined by the workshop supervisor.

This policy on Safety in Workshops has been written not only to provide novices with appropriate safety procedures but also to assist trained workshop personnel with the provision of a reference document outlining the general principles of safe working practices relevant to the mechanical engineering aspects of the workshop environment. It relates to specific areas where definite safety measures are required for workshop operations. This policy is written as an addition to and not as a substitute for general safety principles applicable to all types of workplace viz: fire precautions, correct use of personal protective equipment, hygiene standards, toxic processes, workplace noise and correct manual handling techniques. Information on these areas of safety is given in other appropriate sections of the Safety and Health Manual

General Requirements of Safety in Workshops Policy

The following rules apply to all workshop personnel, whether they are permanently employed in the workshop or just occasional users:

- Keep the workshop clean and tidy at all times;
- Always seek instruction before using an unfamiliar piece of equipment;
- Only use tools and machines for their intended purpose;
- Report all damaged equipment and do not use it until it has been repaired by a qualified person;
- Where machine guards are provided they must be kept in place;
- Never distract the attention of another staff member when that person is operating equipment and never indulge in horseplay;
- Always use the appropriate personal protective devices and check that they are clean and in good repair before and after use;
- Long hair needs to be restrained by either a tie or hat;
- Never use compressed air for cleaning clothing and machinery;
- Report all hazards and unsafe conditions and work practices.

It is the responsibility of the officer in charge of the workshop to ensure that staff who use the workshop only occasionally adopt the same safety precautions and procedures as full-time workshop personnel.

Equipment and Services

Machinery Installation

Manufacturers of machine tools incorporate various safety features many of which concern the safety of the machine itself. Machinery, plant and equipment should be inspected on delivery to ensure its safety features comply with the requirements of the Department of Occupational Health Safety and Welfare and that any other safety features requested on purchase are correctly fitted.

Each machine should be inspected prior to commencement of work to ensure that all guards are correctly fitted.

Machinery, plant and equipment should be installed so as to ensure that sufficient space and safe footholds are provided around an individual machine to allow for normal operation, group instruction, adjustment and ordinary repairs.

Machine Guards

Use of any power machinery introduces the danger of personal injury due to pinching, cutting, tearing or crushing. This danger can be minimised by the wearing of suitable clothing and fitting suitable guards to protect both the operator and passing traffic.

Guards should be made of unperforated material but designed so as to allow access for inspection and maintenance and should not make the operation of the machine more difficult.

An obvious function of a machine guard is to keep the operator's body, fingers, clothing and arms away from the danger point without impeding the operation or obstructing vision.

Another function, which is less obvious, is to prevent a hazardous piece of material from striking the operator e.g. a grinding wheel guard. A suitable guard should not only be shaped to contain the hazard but must also be of sufficient strength to prevent the hazard from being flung out at the operator.

A guard may serve a further function in preventing the fitting of an unsafe attachment e.g. an oversize wheel to a grinder. This aspect of guard function also applies to interlocks where the machine cannot be started or operated unless the guard is in position.

Service Installations

Electrical equipment and apparatus should be designed and constructed so as to prevent danger from shock and fire and should always be maintained in a safe and good condition. The equipment must comply with the relevant requirements of Australian Standard AS3000 and the requirements of the State Energy Commission. (WA)

Maintenance

A programme of regular inspection and maintenance should be in place and carried out on all machines in addition to routine daily surveillance. Cleaning of machines must not be carried out while they are in motion; lubrication and adjustment must be carried out only by the person authorised to do the work.

Equipment in General Use

The following sections provide general information on the various classes of workshop equipment in general use. Detailed information on individual types of tools and machines in each class can be found in Australian Standard AS1485 -1983.

Hand Tools

Workshops contain an assortment of hand tools and it is essential that only the correct tools be used for a particular job. Improvisation is not allowed if the correct tool is not immediately available. Defective tools must not be used.

A hand tool should be fitted with a securely fixed handle designed to suit the tool to which it is fitted and the purpose for which the tool is to be used. A place should be provided for each tool e.g toolbox, rack or shadow board, and the tool should be returned to such a place when not in use.

An edged tool should be kept sharp and ground to the correct cutting angle. Any sharp tool such as a knife or chisel should not be carried in the pocket but should be placed in a scabbard and carried in a toolbox.

Portable Power Tools

A powered hand tool should be of the single-purpose type, of robust construction and used only for the purpose for which it was designed. The tool should be placed in a suitable store when not in use and the serviceability at least checked visually for damage to parts and attachments.

Portable electric power tools should be provided with a non-detachable flexible cable or flexible cord which should be kept as short as practicable to avoid a possible trip hazard and to obviate damage to the cable or cord caused by objects being dropped on it. A suitable plug, preferably an unbreakable type, should be connected to the flexible cable. In addition portable electric power tools and extension leads should be checked periodically by a qualified electrician and the check should include an earth continuity test by a high current testing device.

Where possible the cable or cord should be run at a high level, dropping down at the working position and not run across the floor. It is recommended that where a 240V portable tool is to be used on a supply system not protected by a core-balance earth-leakage protection device each tool should be so protected or double insulated.

Portable hand held electrically power tools must have Residual Current Devices (RCD) located in the power supply either at the wall socket or installed in the buildings fuses. OS&H Regulations (1996) section 3.60.

Drilling Machines

A properly designed drift should be used to remove tapered drills or chucks from the spindle. Fixtures, machine vices or workpieces should be clamped to the table or set against stop bars. Strip material or non-ferrous material should not be drilled unless it is securely clamped or held against a stop.

When the flutes of a drill become choked with swarf, the machine must be stopped before the swarf is removed. Hinged guards should be provided to completely enclose the upper part of the drill spindle, pulleys and belt drives.

Operators need to be aware of the danger of leaving chuck keys in the chuck after removing or replacing a drill.

Grinding and Polishing Machines

A grinding or polishing machine is any power-driven machine used for grinding, polishing and buffing of metals by means of an abrasive wheel, scratch-brush wheel or grinding and finishing belt or other similar equipment.

Every grinding or polishing machine which generates dust must be provided with an efficient exhaust system or dust abatement system. The exhaust system should consist of a hood ducted to an

exhaust fan in such a manner as to carry away the dust to a device whereby the dust is separated from the air and is prevented from entering the workroom.

All personnel engaged in grinding or polishing operations must wear suitable eye protection.

Grinding wheels should be properly mounted and, where necessary, fitted with a bush of suitable material between the wheel and the spindle. So far as practicable and consistent with the nature of the work, a guard of sufficient mechanical strength should enclose the grinding wheel.

It is necessary to prevent vibration, which may be dangerous, can cause uneven wear and mark the workpiece. Vibration can be caused by incorrect wheel balance, lack of rigidity in the machine, loose bearings or incorrect use of the work rest. Where the wheel is belt driven, incorrect fitting of the belt fasteners may be a cause of vibration.

In pedestal or bench-type grinding machines an eye screen should be provided for hand-held work and the area of the screen should be large enough to discourage the operator from looking around it. The screen should always be in place and maintained at an adequate transparency.

Every grinding wheel should be positioned so that when in use the plane of rotation is not in line with any door, passageway, entrance or a place where someone regularly works.

Finishing machines should be guarded with only the working face of the belt exposed and the belt should be mounted such that it rotates away from the operator wherever practicable. Before use the condition of abrasive belt should be examined and replaced if worn and the correctness of the tracking of the belt should be checked by rotating the belt by hand. If necessary the belt should be adjusted and finally checked with a trial run. Where possible suitable jigs or fixtures should be used to hold or locate the workpiece; the workpiece should never be held in a cloth or any form of pliers and gloves must not be worn when using a finishing machine.

Power Hacksaws

An automatic knock-off switch should be used at all times and a regular check should be carried out to ensure it is in good order. The work must be secured, adequately supported and the length of any overhang should be clearly indicated to avoid it being a hazard to any other person.

Woodworking Machinery

Woodworking machinery includes circular bench saws, bandsaws, thicknessers, spindle moulders and planing machines.

The requirements for woodworking machinery are extensive and are given in Section 9 of Australian Standard AS1485-1983 and Australian Standard AS1473- Code of Practice for the Guarding and Safe Use of Woodworking Machinery.

Harmful Substances and Processes

General Considerations

There are several points in relation to chemical safety which are particularly relevant to workshops. These include:

- Harmful or potentially harmful processes should be carried out using properly designed and well maintained equipment and where practicable in separate areas restricted to a minimum of persons;
- If harmful concentrations of fumes or gases develop in certain processes, specific provision should be made for their extraction using local exhaust ventilation in addition to the general ventilation of the workshop;
- Provision should be made to afford protection against chemical agencies such as harmful dusts, mists, vapours;
- Chemicals bearing trade names should not be used unless the supplier or manufacturer provides a material safety data sheet giving full information on the precautions which need to be taken when handling the chemical;
- The possibility of toxic or flammable gases existing or being generated should be indicated by prominently displayed notices.

Requirements and precautions to be followed for specific workshop processes are detailed in Australian Standard 1485-1983. Regulations 735 to 755 of the Occupational Health Safety and Welfare Regulations apply to welding and cutting processes and spray painting operations.

Solvent Degreasing

The following solvents are permitted for use in workshops:

- trichloroethylene & perchloroethylene

These should only be used in equipment specifically designed and in a well ventilated area free from draught. These solvents have anaesthetic properties and are harmful when inhaled or on contact with the skin producing:

- headaches, nausea, vomiting, mental confusion, visual disturbances and even unconsciousness;
- dermatitis;

Caustic alkalis **MUST NOT** be used with trichloroethylene or perchloroethylene as they produce an explosive mixture.

The following solvents are **prohibited** for use in workshops:

- petrol, kerosene, alcohol, ketones, esters;
- carbon tetrachloride

Solvent degreasing processes should not be carried out near open flames or electric heaters.

Spillages should be mopped up with rags or by absorbing in sawdust, dry sand or earth and removing to an open space. Incinerators **MUST NOT** be used.

Approved guidelines for solvent degreasing are given in full at the end of the document.

All degreases must have a legible copy of the relevant Material Safety Data Sheet in the location they are used in.

Spray painting and Coating

All spray painting should be done in a properly constructed and mechanically ventilated booth or in the open air with a 5 metre isolation radius.

Anyone engaged in or exposed to spray painting of lead paint, silica paint or epoxy resin must wear suitable protective clothing and head covering.

The following substances are prohibited for use in spray painting operations :

- carbon bisulphide and tetrachloride
- tetrachloroethane
- arsenic or any of its compounds
- any compound containing > 1% benzene or methanol

The following substances may be used :

- amyl, methyl amyl and n-butyl acetates
- mineral turpentine
- toluene and xylene

For further information please refer to Regulations 745 to 755 of the OS&H Regs (1996) section 3.99 to 3.101.

Welding & Cutting

Many materials and coatings give off toxic fumes during welding. These include galvanised iron and compounds of cadmium, lead, zinc and many similar metals.

Inhalation of fumes can be avoided if the following precautions are observed :

- use the least toxic material or process practicable
- ensure there is adequate ventilation in the form of a movable exhaust hood or if not available then an appropriate respiratory protective device should be used.

For further information please refer to Regulations 735 to 744 of the Occupational Health Safety and Welfare Regulations 1988.

Appendix J - Safe Lifting

Safe Lifting Techniques

The following points outline good lifting practices and procedures, safe lifting techniques that may be taught to associates to minimize their risk of back injury and pain. These practices are written with the lifter in mind. Lifting remains an important function despite the level of mechanization found in the workplace today, so attention must be directed toward safe lifting practices.

The basics of good lifting are:

1. Size up the load before you lift. Test by lifting one of the corners or pushing. If it is heavy or feels too clumsy, get a mechanical aid or help from another worker. When in doubt, do not lift alone!
2. **BEND THE KNEES**. You will note this is capitalized. There is a reason for that, it is the single most important aspect of lifting

3. When performing the lift:

Place your feet close to the object and center yourself over the load.

Get a good hand hold.

Lift straight up, smoothly and let your legs do the work, not your back.

Avoid overreaching or stretching to pick up or set down a load.

Do not twist or turn your body once you have made the lift.

4. Make sure you have a clear path to carry the load.
5. Set the load down properly. **BEND KNEES AND NOT YOUR BACK**
6. Always push, not pull, the object when possible.
7. Change the lifting situation if possible to minimize a lifting hazard:

If it is a long load, get help. Split the load into several smaller ones, when you can, to achieve manageable lifting weight.

Avoiding lifts from below the knees or above the shoulders by using mechanical aids, positioning yourself so that the object to move is within an acceptable lifting range (between the shoulders and knees), and/or getting help from your co-workers.

Alternative Materials-Handling Techniques

Alternative materials-handling techniques for carrying or moving loads are to be used whenever possible to minimize lifting and bending requirements. These alternative materials-handling techniques include use of:

- * Hoists,
- * Forklifts,
- * Dollies,
- * Carts, and
- * Other mechanical devices.

Other Safe Work Techniques

Work issues other than lifting are related to back pain or injury. You can avoid them or improve work techniques related to them.

Catching Objects & Working Low

When catching falling or tossed objects, your feet should be firmly planted, with your back straight and your knees slightly bent. Your legs should absorb the impact, not your back. If you're working on something low, bend your knees. Keep your back as straight as possible. Bending from the waist can lead to back pain. If you have to use your back, keep your knees bent and your back flat. In both of these situations, frequent rest breaks are necessary to keep from getting back fatigue.

Extended Sitting/Standing

Certain jobs require long hours of standing or sitting. These conditions can create back troubles. Get up and stretch frequently if you are required to sit for long periods. If standing, ease the strain on your lower back by changing foot positions often, placing one foot on a rail or ledge. However, keep your weight evenly balanced when standing. Don't lean to one side.

Other Materials Handling Tasks

Tasks such as lowering, pushing, pulling, and carrying can create hazards to the back as well. If the task feels uncomfortable or unnatural, utilize the alternative materials-handling techniques listed in this Back Safety Plan.

Housekeeping

Poor housekeeping: slippery floors, crowded work conditions, tools or other hazards on the floor can create slip, trip or fall hazards that can result in back injury.

Poor Posture at Work

Be aware of proper posture when sitting, standing, or reclining. When sitting, your knees should be slightly higher than your hips and your shoulders and upper back should be straight. When lying

down or sleeping, keep your knees slightly bent. Sleeping on your stomach can lead to morning backache.

Poor Lighting

Poor lighting in the work area can lead to poor work practices that result in injuries of many types. Make sure lighting is adequate for the task at hand, replace burnt out bulbs, and point out hazardous areas to your immediate supervisor.

Other Back Safety Issues

Factors unrelated to work that can affect back safety, including such things as physical condition and posture, athletic or home-improvement activity, and tension and stress.

Posture

Whether you're standing, sitting, or reclining, posture affects the amount of strain put on your back. The wrong posture increases strain on the back muscles and may bend the spine into positions that will cause trouble. When standing correctly, the spine has a natural "S" curve. The shoulders are back and the "S" curve is directly over the pelvis. Good sitting posture should put your knees slightly higher than your hips. Your hips should be to the rear of the chair with your lower back not overly arched. Also, your shoulders and upper back are not rounded. Reclining posture is important, too. Sleep on your side with knees bent or sleep on your back. Sleeping on your stomach, especially on a sagging mattress with your head on a thick pillow, puts too much strain on the spine. Result: morning backache.

Poor Physical Condition

Your physical condition can lead to back pain. If you are overweight, and especially if you have developed a pot belly, extra strain on your spine results. An estimate is that every extra pound up front puts 10 pounds of strain on your back. When you are out of shape, the chances for chronic back pain are greater. Infrequent exercise is a major factor, too. A sudden strain on generally unused back muscle leads to trouble, particularly when there is a sudden twisting or turning of the back. Proper diet and exercise is the sensible way to help avoid back problems.

Stress

Stress is another factor that may lead to back pain. Tied in with your general physical condition, stress created from work or play can cause muscle spasms that affect the spinal nerve network. Although stress is part of everyone's life, and a certain amount of stress is normal, excessive stress causes backache. The solution is a balanced life style with time to relax.

Repetitive Trauma

People often think back injuries result from lifting heavy or awkward objects. Many back injuries, however, do not come from a single lift, but occur from relatively minor strains over time. Back injuries, as with other cumulative trauma disorders (CTD), may arise from repeated injuries. (But, repetitive, low-grade strains usually do not cause CTDs.) As the worker repeats a particular irritating movement, the minor injuries begin to accumulate and weaken affected muscles or ligaments. Eventually a more serious injury may occur. Thus, a specific weight lifted may actually have little to do with any single injury. Remember to use mechanical aids when appropriate along

with good lifting techniques, whenever you do any lifting. You can lift safely when performed with caution.

Summary

Back Safety Awareness is necessary, due to the prevalence and severity of back injuries throughout business and industry. Sprains and strains are the most common causes of lower back pain. Backs can be injured by improper lifting, falling, auto accidents, and sports activities. But of these, lifting improperly is the largest single cause of back pain and injury. Instituting proper lifting techniques and other safety measures can significantly reduce your chance of a back injury incident.

Appendix K - Working in Hot Conditions

What are the risks?

In a severe heatwave you may get dehydrated and your body may overheat. If you already have a heart or respiratory problem, this may make your symptoms worse. Additionally, it can cause heat exhaustion or heatstroke. Keeping yourself cool will reduce the risk of illness. If you start to feel unwell, it is important to seek medical advice as soon as possible.

The symptoms of heat exhaustion include headaches, dizziness, nausea and vomiting, muscle weakness or cramps, pale skin, and a high temperature. You should move somewhere cool and drink plenty of water or fruit juice. If you can, take a lukewarm shower, or sponge yourself down with cold water.

Heatstroke can develop if heat exhaustion is left untreated, but it can also occur suddenly and without warning. Symptoms include headaches, nausea, an intense thirst, sleepiness, hot, red and dry skin, a sudden rise in temperature, confusion, aggression, convulsions and loss of consciousness. Heatstroke can result in irreversible damage to your body, including the brain, or death.

Who is at risk?

The heat can affect anyone, but some people run a greater risk of serious harm. These include:

- Older people.
- Babies and young children.
- People with serious mental health problems.
- People on certain medication.
- People with a serious chronic condition, particularly breathing or heart problems.
- People who already have a high temperature from an infection.
- People who misuse alcohol or take illicit drugs.
- People with mobility problems.
- People who are physically active, like manual workers and sportsmen and women.

What should you do?

Mostly it's a matter of common sense. Listen to your local weather forecast so you know if a heatwave is on the way. Plan ahead to reduce the risk of ill health from the heat.

Keep out of the heat

- If a heatwave is forecast, try and plan your day in a way that allows you to stay out of the heat.
- If you can, avoid going out in the hottest part of the day (11am – 3pm).
- If you can't avoid strenuous outdoor activity, like sport, DIY, or gardening, keep it for cooler parts of the day, like early morning or evening.
- If you must go out, stay in the shade. Wear a hat and light, loose-fitting clothes, preferably cotton. If you will be outside for some time, take plenty of water with you.

Stay cool

- A loose, cotton, damp cloth or scarf on the back of the neck, or spraying or splashing your face and the back of your neck with cold water several times a day can help keep you cool.
- Stay inside, in the coolest rooms in your home, as much as possible.
- Reduce heat from sunlight coming through the windows. External shading, e.g. shutters, is best. Metal blinds and dark curtains may absorb heat and make the room warmer – it is best to use pale curtains or reflective material.
- Keep windows closed while the room is cooler than it is outside. Open them when the

temperature inside rises, and at night for ventilation. If you are worried about security, at least open windows on the first floor and above.

- Indoor and outdoor plants will help keep your home cool due to evaporation and the shading from trees and bushes.
- Take cool showers or baths.

Drink regularly

- Drink regularly even if you do not feel thirsty – water or fruit juice are best.
- Try to avoid alcohol, tea and coffee. They make dehydration worse.
- Eat as you normally would. Try to eat more

cold food, particularly salads and fruit, which contain water.

Seek advice if you have any concerns

- Contact your doctor, a pharmacist or NHS Direct if you are worried about your health during a heatwave, especially if you are taking medication, if you feel unwell or have any unusual symptoms.
- Watch for cramp in your arms, legs or stomach, feelings of mild confusion, weakness or problems sleeping.
- If you have these symptoms, rest for several hours, keep cool and drink water or fruit juice. Seek medical advice if they get worse or don't go away.

Helping others

- If anyone you know is likely to be at risk during a heatwave (see the list on page 4), help them get the advice and support they need. Older people living on their own should be visited daily to check they are OK.

While waiting for the ambulance

- If possible, move the person somewhere cooler.
- Increase ventilation by opening windows or using a fan.
- Cool them down as quickly as possible by loosening their clothes, sprinkling them with cold water or wrapping them in a damp sheet.
- If they are conscious, give them water or fruit juice to drink.
- Do not give them aspirin or paracetamol.