



# Policy Manual

**ADC Alarms**

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# OCCUPATIONAL HEALTH AND SAFETY POLICY

## Aim

It is the aim of ADC Alarms to manage our business in a manner to ensure the wellbeing and safety of our staff, visitors and clients.

ADC Alarms objective is to ensure all our employees are correctly trained to operate in all sections of our business in a safe and professional manner.

We request your support to ensure our health and safety objectives are adhered to, to create a safe and secure working environment.

## General

- The suite of safety policies developed by ADC Alarms is to ensure your safety. These policies must be adhered to at all times.
- As part of our induction program all employees must familiarise themselves with our OH&S policies together with the emergency response procedures.
- Where applicable appropriate Personal Protective Equipment (e.g. protection garments, hard hat, safety glasses etc) must be worn at all times.
- Before using machinery, jewellery and ties must be removed and long hair tied back.
- Unless prior authorisation is given by management, employee's children are not permitted in the workplace.
- No pets in the workplace.

## Tidiness

- Work areas must be kept free from clutter and be clean and tidy at all times.
- Flammable materials and fire hazards must be removed or adequate protection taken to ensure these hazards are managed in a safe manner.
- Upon spillages occurring or being recognised in the workplace, instant action must be taken to clean up the area immediately and floors kept clear of obstructions.

## Behaviour

- Irresponsible and foolish behaviour, reckless actions and practical joking which may result in an accident is strictly forbidden.
- Management must be advised immediately if any workmate or contractor conduct work or behaviour in an unsafe manner.
- Climbing on chairs or on office furniture is strictly prohibited.

## Incidents

To enable modifications and policy adjustments to stream business procedures, all accidents, incidents, near misses and equipment malfunctions or necessary repairs must be reported and logged in the OHS diary.

Any employee or contractor requiring first aid treatment must contact a supervisor or first aid officer who will administer the appropriate treatment and enter the details in the OHS diary first aid register.

### **Plant and Equipment**

- All plant and equipment is to be used in accordance with the manufacturers recommended use and in a safe and proper manner.
- Please advise administration immediately should you consider any work practices or equipment unsafe.
- With regards to special machinery and equipment, only drivers who have undergone the appropriate assessment can operate machinery. (E.g. forklift, warehouse cranes)
- Seat belts must be worn where fitted.
- When accessing high places the appropriate elevating platforms or ladders must be used. The utilisation of boxes, chairs or furniture must not be used.

### **Electrical Safety**

- Please check to ensure safety tags on all electrical equipment has current compliance and be mindful of electrical safety.
- Always keep power leads and appliances away from water and moisture.
- Do not overload power points by using multiple power boards or double adaptors.

Review date: March 2015

## **DISCIPLINARY ACTION AND DISMISSAL POLICY**

### **Aim**

Here at ADC Alarms we pride ourselves in having thorough job descriptions and a procedures training program for each employee. In the case of (but not limited to) poor work ethics, misconduct and not adhering to company policy we instigate a three step warning process.

### **Policy**

#### **1. Verbal warning (STAGE 1)**

A VERBAL WARNING is the first stage of the disciplinary action procedures and is conducted in the form of a counselling meeting with Management and the employee. An independent observer may be invited to this meeting. The conduct, capacity or performance allegations will be heard and the employee will be given the opportunity to respond. A mutually agreed plan of action will be reached to improve performance standards together with the appropriate conduct being outlined. A written record will be made of this meeting and the employee will be asked to read and sign the record as correct. It will also state that if this behaviour persists it may result in termination of their employment. The employee will then be given a copy for their reference and a copy will be kept in their employee file.

#### **2. Written warning (STAGE 2)**

If the behaviour of the employee does not change the second stage of disciplinary action (WRITTEN WARNING) will be undertaken. This will consist of a written warning outlining the behaviour or problems being encountered and possible solutions. Upon completion of the meeting, a review date for the employees' conduct, capacity and performance will also be set.

#### **3. Final warning (STAGE 3)**

If conduct is not altered a final warning will be issued followed by a counselling meeting of the same format as stage one. A clear message issued by the company will outline that if this behaviour persists the company will either terminate your employment or you will be demoted within the company. Minutes of this meeting will be recorded as in stage one. These details will be kept in your employee file for a period of 1 year.

### **INSTANT DISMISSAL**

Reckless misbehaviour and misconduct will not be tolerated within the company and may result in the instant termination of employment. This may include but are not limited to the following

- theft of company products, information, workplace equipment
- fraud
- wilful damage of company property
- physical or verbal abuse of a co-worker or client
- breaching the companies confidentiality
- intoxication or under the influence of drugs in the workplace
- behaviour which could jeopardise the health, safety or profitability of other employees or the company
- wilful or deliberate behaviour inconsistent with your employment contract

Each incident of misconduct will be reviewed on its merits.

As with any allegation you will be advised of what the allegation is and will be given the opportunity to respond before a decision is reached.

Policy review date: March 2015

## **ALCOHOL AND DRUG POLICY**

### **Aim**

ADC Alarms goal is to provide a safe environment for its employees', clients and visitors. Alcohol and drugs can influence an employee's ability to maintain safe practices, in turn endangering themselves and others in the work place.

Research has shown that drugs and alcohol will impair an individual's performance for many hours after being consumed.

### **Policy**

An employee must remain uninfluenced by drugs and alcohol for the duration of their shift. The only exception to this policy would be where prescription drugs are used and a letter from your doctor is supplied stating what duties you are able to complete in a safe manner.

It is ADC Alarms policy that an employee must inform their supervisor immediately if they may have a blood alcohol level above 0.00ml/l or are under the influence of non-prescription drugs on arrival at the workplace.

This policy includes employees' engaged in after hours work, on standby availability, casual or contract workers. An employee must not drive a company vehicle or operate machinery if they may be above the 0.00ml/l blood alcohol limit or are under the influence of non-prescription drugs.

Substance abuse is regarded as a medical condition and we would encourage anyone who this may apply to, seek professional support and assistance.

If you feel at any time you are in breach of this policy you are required to notify the Manager immediately. If you suspect any employee is in breach of this policy ADC Alarms required you to advise your supervisor immediately.

From time to time ADC Alarms will host social functions and employees' are required to avoid excess alcohol consumption and not to take illegal drugs during or prior to these events.

Confidentiality is to be strictly observed in these matters.

A breach of this policy will lead to disciplinary action and may result in the termination of employment.

Policy review date: March 2015

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

### **Aim**

ADC Alarms is a non-discriminatory workplace. We abide by the relevant Anti-discrimination and Equal Employment legislation.

### **Policy**

ADC Alarms does not discriminate against anyone in the process of our recruitment practices or in the delivery of our goods and services. We do not discriminate based on age, sex, health status, race, marital status, disability, trade union conviction or political association.

Our recruitment process is based on merit therefore all applicants with the qualifications and experience we are looking for will be considered for the position in our processes. A successful applicant will be the person who best meets the specific requirements of the job whilst promotions within the company work in the same manner.

Under no circumstances is an employee or manager to harass another employee, client, contractor or any other person associated with this company. Harassment can be (but not limited to) any unwelcome or offensive behaviour which has no workplace function and intimidates offends or humiliates the person or persons being harassed.

All management and employees undertake as part of their employment not to harass, discriminate, vilify or victimise any employee, client, contractor or other person associated with ADC Alarms.

Employees are to be aware that they can be held legally responsible for their unlawful act. Non-compliance with this policy will result in disciplinary action.

Policy review date: March 2015

## **MANAGEMENT OF LEGISLATIVE CHANGE**

### **Aim**

ADC Alarms will comply with all relevant legislative changes to our industry to endorse the health and safety of our employees, clients and visitors.

### **Policy**

ADC Alarms will follow and adopt changes in the legislation which apply to the way we conduct our business or provide goods and services to our clients.

We endeavour to keep at the forefront of technical knowledge in relation to OHS issues in the workplace. Our aim is to remain up to date with any changes in regulations or codes of practice.

This will be done by maintaining a close relationship with our industry bodies, local council, Work Cover and the Department of Industrial Relations.

The employee nominated to keep abreast of these changes is Operations Manager.

Policy review date: March 2015

## REHABILITATION POLICY

### **Aim**

ADC Alarms is committed to preventing illness and injuries in the workplace. We will do this by setting policy procedures to create a safe working environment for our employees and representatives. In the event that an injury occurs in the workplace, the company will ensure the appropriate treatment is administered and a rehabilitation plan is put into place as soon as practical.

### **Policy**

It is the policy of ADC Alarms to:

- Assist in the return of injured employee to their pre-injury health and employment.
- Offer suitable duties should the employee be unable to perform their pre-injury duties temporarily.
- Present the services of a qualified and WorkCover accredited rehabilitation provider.
- Provide vocational assistance should an employee be unable to resume their pre-injury employment on a permanent basis.

### **Our commitments to employees**

Our overriding goal is to provide a safe workplace while creating a culture of workplace safety via implementing safe policy work procedures and practices

If given the unforeseen circumstances that an injury is sustained in the workplace a rehabilitation plan is implemented as soon as practical, following medical advice.

Monitor the progress of an employee undertaking altered duties and follow medical recommendations relating to the employees limitations.

Ensure all matters written and verbally are kept confidential.

Policy review date: March 2015

## **RISK MANAGEMENT POLICY**

### **Aim**

Ensure the health, safety and wellbeing of our employees, clients and visitors in our workplace. This will be achieved through identifying the risks that our company is exposed to in addition to implementing control measures to reduce these risks to an acceptable level.

### **Policy**

Risk management is embraced by ADC Alarms as a core management tool in all decision making.

Implementation of risk management is through the current management structure and will also involve all employees of this company.

### **Implementation Process**

- Managers, supervisors and staff will actively support risk management strategies / procedures / policies
- All adopted policies will be communicated to all employees within the business and their involvement will be sought.
- Adequate resources will be allocated by management to ensure the process is implemented and continues.
- All risk will be identified and may include but not be limited to economic, environmental, financial, security and occupational health and safety.
- Control measures, where required, will be implemented and reviewed for their effectiveness.
- 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.
- Documentation will be maintained.

Policy review date: March 2015

## **STRESS AND FATIGUE POLICY**

### **Aim**

ADC Alarms policy is to provide and nurture a working environment that protects the health, safety and well-being of our employees.

### **Environment**

We appreciate that due to client demands / deadlines, the workload and workplace dynamics that stress can occur in the workplace and everyone responds to stress differently. Excess stress can result in mental / physical fatigue, lower team morale, increased absenteeism, decreased productivity and increased accident rates. 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**

ADC Alarms is committed to being open and approachable to employees.

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

As part of our investigative processes we will investigate workplace accidents or incidents to determine if employee fatigue is a factor.

ADC Alarms will evaluate absenteeism rates amongst our employees and look for uncharacteristic behaviour, which can suggest employee stress.

We 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.

Policy review date: March 2015

# **WORKPLACE HARASSMENT AND CONFLICT MANAGEMENT POLICY**

## **Aim**

ADC Alarms is committed to a well-balanced and industrious work environment. Workplace discrimination and harassment are unacceptable and will not be tolerated under any circumstances.

## **Situation**

In addition to being unlawful, harassment can lead to increased absenteeism, decreased productivity and tension in the workplace.

Harassment can be defined as any unwelcome or offensive behaviour, which has no workplace function and intimidates, offends or humiliates the person or persons being harassed.

## **Policy**

Disputes will be resolved quickly and informally wherever possible.

Employees who feel that they are being discriminated or harassed will be encouraged to tell the person or people that the behaviour is unwelcome or offensive. If the behaviour continues then the incident or behaviour should be reported to the supervisor.

Any reports of discrimination or harassment will be dealt with in a sympathetic and confidential manner to help achieve fair hearings of the allegations while reducing the risk of defamatory action. No employee is to be victimised for making allegations of discrimination or harassment.

If a supervisor is the source of the problem then it should be reported to the Office Manager. If the Office Manager is the source of the problem then it should be reported to the General Manager.

If the General Manager is the source of the problem it can be reported to a workplace health and safety inspector or industrial relations inspector.

Co-workers will be treated in a respectful and courteous manner.

Non compliance with this policy will result in disciplinary action. Employees need to be aware they will be held legally responsible for their unlawful acts.

This policy applies to all employees, contractors and includes the dealings we as a company have with clients, customers and other businesses.

Policy review date: March 2015

## **PRIVACY POLICY - COMPANY**

### **Aim**

ADC Alarms is committed to the protection of personal privacy. Our commitment to privacy is demonstrated by our adhering to the 10 National Privacy Principles as outlined in the 1988 Privacy Act. (Further information visit [www.privacy.gov.au](http://www.privacy.gov.au) )

The personal information we collect is for the administration of providing you with our goods and services and to enhance and develop our relationship with business and employees. The information we collect from employees typically consists of contact details and job title or position and employment history.

### **Policy**

ADC Alarms will only collect information that is relevant and necessary and will collect the information in an unobtrusive manner. The information will not be used for any purpose other than that for which it was collected. From time to time we may need to disclose your information to service providers, agents, contractors and strategic partners to help us provide and market our services to you. If we do this we require these parties to protect your information the same way we do.

Whilst dealing with us you are not required to provide us with any personal information however you need to be made aware we may not be able to notify you in the event of any product recalls, or any product delivery issues without this information.

ADC Alarms make use a variety of physical and electronic security measures including restricting physical access to our offices, firewalls and secure databases to keep personal information secure from misuse, loss or unauthorised use or disclosure.

Please be aware the Internet is not a secure environment and if you send us information, including your email address, via the internet, it is sent at your own risk.

You have a right to access personal information we maintain about you. Please contact us to ask for access to your information or if you have a complaint concerning the privacy of your information. If you would like more information about our approach to privacy please contact us at:

ADC Alarms  
PO Box 291  
Corinda QLD 075  
Privacy Officer

Telephone hotline  
for information about any of our products, call our hotline on: (07) 3114 2428

Policy review date: March 2015

## E- MAIL USAGE POLICY

### Aim

While ADC Alarms understands the convenience and efficiency that email provides (electronic mail), our intent is to protect against its misuse. This policy in conjunction with all existing company policies applies to the email system, in particular the confidentiality, harassment, and privacy policies.

ADC Alarms reserves the right to monitor, log and/or restrict employee email usage with or without notice.

### Policy

It is the policy of this company that -

- Where possible size of attachments in an email is to be kept to a minimum for efficient message delivery.
- Employees are prohibited from transmitting, receiving or storing any material that is sexually explicit, offensive, and discriminatory or contains profanities.
- All documents created and sent via the companies email system remain the property of the company.
- Downloading of software is prohibited.
- No messages of a harassing nature are to be sent. (*Harassment is any unwelcome or offensive behaviour, which has no workplace function and intimidates, offends or humiliates the person or persons being harassed*).
- Personal business or personal correspondence cannot be conducted using the companies email system.
- Only goods and services required for company business are to be purchased via email and only with the Managers consent.
- Only business files are to be downloaded.
- Employees must not criticize work done by the Company or make any comments that may damage the Company's reputation using the email system. Only persons authorized by the General Manager may contact the media regarding Company matters.
- Any employee who is aware of unauthorized or inappropriate email usage by another employee is to contact the General Manager.

Any employee who does not comply with this policy will be subject to disciplinary action.

Policy review date: March 2015

## INTERNET ACCESS POLICY

### Aim

The internet is a valuable tool to do business. ADC Alarms have a policy providing (but not limited to) various measures to minimise misuse in the workplace. To protect against management and employee misuse, this policy in conjunction with all existing company policies apply to internet usage.

### Policy

It is the policy of ADC Alarms that:

- We reserve the right to restrict, log or monitor employee internet access at any time with or without notice.
- Internet access is permitted to authorised employees only.
- Employees are prohibited from transmitting, receiving, accessing, displaying, generating or storing any material that is sexually explicit, offensive, and discriminatory or contains profanities.
- Internet browsing must only be conducted for activities that directly relate to company business - No social website or websites not associated with company business can be accessed using company computers.
- All results of network activity conducted while doing company business and being conducted with company resources remain the property of the companies.
- Use of the Internet for any illegal purpose is strictly prohibited.
- Information relevant to company business may be downloaded.
- The downloading of software is prohibited.
- Any employee who is aware of unauthorized or inappropriate Internet usage by another employee is to contact the General Manager.
- Any employee found to be breaching this policy will be subject to the companies' Disciplinary Action and Dismissal Policy.

Policy review date: March 2015

## **MANUAL HANDLING POLICY**

### **Aim**

Manual handling is any action where an employee is required to manipulate, carry, lower, push, pull, remove, hold or grasp an object and may therefore include most workplace activities.

ADC Alarms is committed to reducing the potential for manual handling injuries as far as is practical.

### **Policy**

- Staff will be encouraged to identify hazards and associated risks as part of our Risk Management practice. Risk assessments will include poor working postures, work layout and work organisation, repetitive handling and the application of force.
- Improvements to procedures will focus on redesigning the task to reduce risks.
- Training will be provided to all relevant staff so that they can participate in risk assessments successfully.
- Training in back care will be provided.
- Sufficient resources will be allocated to comply with the aim of this policy including mechanical aids such as trolleys and appropriate handles.

### **Information reference**

National Standard for Manual Handling  
Workplace Health and Safety Legislation  
Manual Handling Procedure

Policy review date: March 2015

## MOBILE PHONE POLICY

### Aim

Mobile phones provide a convenience to communicate with both clients and co-workers. There is conflicting evidence to the health hazards of mobile phones under certain circumstances.

### Health concerns regarding mobile phones

The scientific literature has to date provided no concrete evidence that long term mobile phone usage creates a health hazard. As more research is undertaken this possibility cannot be ruled out.

### Policy

ADC Alarms aims to ensure the safety of our employee's while using mobile phones.

For safety reasons employees must:

- Wherever possible use land line telephones
- Where practical limit the number and duration of calls
- If available use a hands free device.
- ADC Alarms recommends employees avoid using a mobile phone while driving as it can act as a distraction. Beyond this, by law it is illegal to use a handset while driving.
- The use of mobile phones while operating machinery is strictly prohibited.

### *Company mobile phone & maintenance*

Any mobile phones supplied by the company remains company property. The handsets and associated equipment must be returned to the company if employment is ceased.

Batteries must be maintained in accordance to manufacturer's instructions to ensure longevity. Loss, theft or damage to employee issued mobile phones must be reported to a supervisor or manager.

No mobile phone carrier or mobile phone plan structure can be altered without prior authorization.

Calls made on the mobile phone must be limited to essential business calls.

### *Employee mobile phone*

Mobile phones owned by employees must be switched off during business hours with the exception of official business. In the case of emergency or urgent access call by friends and family, the main office number is to be used.

Policy review date: March 2015

## **SMOKE FREE WORKPLACE POLICY**

### **Aim**

ADC Alarms is committed to a healthy work place environment for all employees, visitors and clients. A smoke free environment is part of our commitment and is required by law.

### **Background**

It is estimated smoking related absenteeism to cost Australian businesses more than \$1.5 billion per year (Source - Queensland Health) while worldwide, health authorities have documented the effects of smoking and passive smoking.

### **Policy**

Employees must not smoke in the workplace, the building or within 4 metres of the entrance of the building. Smoking is also prohibited in company vehicles.

Managers and staff who breach this policy will be dealt with as outlined in the Disciplinary Action & Dismissal Policy.

### **Reference**

<http://www.health.qld.gov.au/atods/tobaccolaws/index.asp>

VIC- Tobacco Act 1987 (Amended 1/3/2006)

NSW- Smoke Free Environment Amendment Act 2004

Policy review date: March 2015

## **SOCIAL FUNCTIONS POLICY**

### **Aim**

At ADC Alarms we pride ourselves in the way we do business. From time to time we host business and social functions. These functions may be attended by our clients and business people. These functions may result in the creation of important business decisions or the gaining of clients. We require all employees to be mindful of social etiquette and be responsible ambassadors for the company.

We request that you avoid excess alcohol consumption. The use of illegal drugs is also strictly prohibited. ADC Alarms workplace harassment and discrimination policies extend to these events. With regards to smoking please follow the regulations of the venue where the event is held at.

ADC Alarms social function policy also applies to business / social functions that our employee's may be invited to attend and hosted by our clients, suppliers, distributors, or local business groups. This policy applies all places where you are representing company.

Policy review date: March 2015

## PRIVACY POLICY - EMPLOYEE

### **Aim**

ADC Alarms is committed to the protection of personal privacy. We are guided by the 10 National Privacy Principles as outlined in the 1988 Privacy Act.

### **Policy**

ADC Alarms will only collect information that is relevant and necessary for the execution of our business. Any information we collect will be carried out in an unobtrusive manner directly from employees. Any collection of external information is only done via referees during the employment process.

#### Job Applicants

Applicants will be asked to provide certain personal details during the employment process. Potential employees will at no stage be obliged to provide details however omission of certain details may mean we are unable to assess their suitability for the position.

Your personal information is required so that we can systematise remuneration and allocate appropriate care should you fall ill at work. Job applicant information will not be used for any purpose other than that for which it was collected. .

#### Employees

The information held for each employee will be as follows: name, date of birth, address, career details, references, tax file number, bank account details, any medical conditions or allergies, any other details relevant to the position.

Employees are welcome to view their employee file, which holds the personal information ADC Alarms maintain. We will endeavour to always hold accurate, up to date and complete information. Should employees find any errors, or need to update their personal details they will be able to have the information corrected.

The company's employee files are to be kept locked to ensure confidentiality.

Should any employees have concerns about the confidentiality of their personal information they should discuss their issues with the General Manager.

Policy review date: March 2015

## **FIRE AND EMERGENCY EVACUATION POLICY**

### **Aim**

It is the policy of ADC Alarms to provide a safe workplace for our employees', clients and visitors. In the unfortunate event there should be a fire or other emergency requiring evacuation of the premises the following will apply:

### **Policy**

- We will alert all persons within the vicinity
- Assist and remove any person/s in immediate danger (only if it is safe to do so)
- Call the fire brigade on 000
- Confine the fire if possible to prevent any further injury or damage. Employees' trained in the use of fire extinguishers can use these to confine the fire if it is safe to do so. If any risks are associated with this, evacuate the area immediately, closing any doors behind you.
- Evacuate immediately and proceed to the evacuation point furthest from the danger, closing all doors.
- Do not use lifts to evacuate the building.
- Check that all areas have been cleared and persons are accounted for.
- Maintain control of persons at the evacuation assembly areas and contact the emergency services with the details of what has occurred and of any persons unaccounted for.
- Remain evacuated until you are given the all clear to re-enter the area.

Policy review date: March 2015

## FIRST AID POLICY

### **Aim**

Anywhere people exist, so does the potential risk for injury. ADC Alarms 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**

ADC Alarms 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 for 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.

### **Reference**

See - Basic First Aid Procedures

Policy review date: March 2015

## HAZARDOUS SUBSTANCES POLICY

### Aim

At ADC Alarms the safety of our employees' is tantamount. Strict adherence to this policy is **essential** to sustaining the health and wellbeing of our employees'. 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 follows 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.

Policy review date: March 2015

## INCIDENT REPORTING POLICY

### Aim

ADC Alarms intends to operate our business in a manner which ensures the safety and wellbeing of our employee's, clients and visitors.

### Background

An incident is an event or series of events that results in harm to people, damage to property or to the environment or loss of process or product.

Incident examples include but are not limited to:

Spills - any loss of primary containment of product including product contained within bund (with zero tolerance on volume).

Plant incidents - any car, truck, and fork lift or plant incidents or serious malfunctions that occur whilst carrying out work-related activities.

Injuries - The consequence of an instantaneous event causing harm to a person (e.g. broken limb, cut requiring stitches, burns).

Implosions, explosions or fire.

Fatalities.

Serious incidents are those which result in serious injury or fatality or where a person is exposed to immediate risk to their health or safety. A serious injury may be classed as one which requires in patient hospital treatment. For the definition of a serious injury contact your locally responsible government body such as WorkCover or WorkSafe.

### Policy

In the unfortunate event of an incident in the workplace the following will be adhered to.

#### Serious Incident:

- Notify the appropriate emergency services for assistance
- Immediately notify the appropriate government body in your state (eg WorkCover or Department of Industrial Relations)
- Preserve the incident site until a safety inspector arrives or gives direction to do otherwise.
- Provide written notification within 24 hours on an approved Incident Notification Form and file a copy of this form for reference.
- The Manager of the business is to be notified as soon as practical & the insurer will also require prompt written notification.

#### ALL incidents including near misses

Regardless of the severity of the incident they are all to be recorded in the OHS Diary so necessary policy changes can be made and as a safety record.

Policy review date: March 2015

## ENVIRONMENTAL POLICY

### Aim

ADC Alarms 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

ADC Alarms will implement systems to decrease the volume of waste we generate.

Where practical we will use environmentally appropriate packaging and will recycle wherever possible.

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

Where possible washing 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 chemicals in the designated areas;

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

Never wash 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 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.

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

Policy review date: March 2015

## FORK LIFT TRUCKS POLICY

### **Aim**

To ensure the safety of all employees while working with or around fork lift trucks.

### **Policy**

ADC Alarms is committed to the safe operation of its fork lift truck(s). This will be ensured through certified and authorised operators. Further ADC Alarms will ensure adequate information is made available to employees on the safe operation of forklifts. Training will include induction of new operators/ machines. Regular inspections will be carried out and correct operation of fork lift trucks will be monitored at all times.

### **Procedure**

#### Maintenance.

Will be in accordance with manufacturer's recommendations and will only be carried out by authorised maintenance personnel or contractors.

Pre-operational daily safety checks will include:

- Steering, brakes and lights (if fitted).
- Tyres for wear or damage.
- All warning devices including horns and reversing alarms.
- Signs of damage.
- Tilt systems.
- Battery condition including fluid levels.
- Hydraulic lines, cables etc.

Minor faults will be recorded on the daily inspection sheet.

Major faults identified or occurring during the shift will require the fork lift truck to be IMMEDIATELY removed from service until the faults are rectified. (Example – Steering fault)

#### Driving

- Only certified / authorised employees are to operate fork lift trucks.
- Seat belts are to be worn at all times.
- Passengers will not be carried.
- Loads will be placed fully against the truck carriage or back rest.
- Mast will be tilted backwards.
- Loads to be transported as close as practical to the ground.
- Ramps are to be driven up and reversed down at all times.
- Safe distances will be maintained from other vehicles.
- Speed will be reduced when making a turn to prevent fork lift tip overs.
- If vision is obscured fork lift is to be driven in reverse.

### Prohibited practices

- Leaving the fork lift **without** the park brakes applied, tines lowered, controls in neutral and key removed.
- Lifting employees on the tines of the fork lift without using an approved work platform.
- Overloading the fork lift. Load capacity to be checked on the data plate.
- Towing or pushing objects without the use of proper towing connections.
- Pushing objects with the point of a tine.
- Modifications to safety features of the fork lift including the fitting of any additional counter weights.

Policy review date: March 2015

## STEP AND EXTENSION LADDER POLICY

### Aim

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

### Policy

ADC Alarms 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 where 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: March 2015

## PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

### Aim

At ADC Alarms 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 ADC Alarms that PPE must be worn/used at all times it is indicated, without exception.

### Issue and Maintenance of PPE

ADC Alarms 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 Occupational Safety Strategies.

On completion or termination of employment services all PPE items are to be returned to Occupational Safety Strategies.

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 utilized. Which 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.

Safety 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.

Policy review date: March 2015

## UV PROTECTION POLICY

### Aim

ADC Alarms is committed to the health and safety of our employees' and has read the growing research on the detrimental effect of sun exposure on our health.

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 wear shirts with long sleeves, 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 exposure to ultra violet rays during peak hours 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.

Policy review date: March 2015

