



"Find a job you enjoy doing, and you will never work another day in your life"



FINDMEA – OCCUPATIONAL HEALTH & SAFETY CASUAL EMPLOYEE INDUCTION

Your Responsibilities and Procedures

- When FINDMEA contacts you with a work assignment listen carefully and record all details given.
- You will be told if there are any particular hazards on site.
- If you are unsure about either the hazard or the job description, ask for further details.

By Law You Must:

- Wear protective equipment (including eye and hearing protection) where signs or regulations are in place.
- Follow all directions given to you by the client with regard to safety.
- Inform FINDMEA and the client if you require training prior to the use of any equipment or tools.
- Notify FINDMEA **immediately** if you are requested to perform tasks, which were not part of your original job description, or if you are requested to perform tasks, which appear unsafe to you.
- Make yourself aware of the first aid and emergency procedures where you are working.
- Follow all policies, procedures and rules at your place of work, especially with regard to Occupational Health and Safety.

FINDMEA must be informed if there is any change to your health prior to accepting any more assignments or continuing on an ongoing assignment, i.e. if you develop diabetes, high blood pressure or receive any injury which may affect your ability to work (Sports injury, etc).

What to Do If You Are Injured or Involved in an Incident?

If you are injured or involved in an incident while on assignment you must:

- Notify your FINDMEA representative and site supervisor **immediately**, even if no medical attention is required.
- If you visit a doctor, obtain a WorkCover Certificate.
- PROMPTLY complete all compensation and company forms, which you will receive from FINDMEA
- If FINDMEA personnel or it's nominated insurer organise medical examinations, you are requested to attend.

Safe Working Practices to be Observed

- Observe all safety signs and walkways.
- Pay attention to and inform your supervisor if you observe dangerous situations, i.e. Tangled electrical leads, ripped/torn floor covers, etc.
- Keep all flooring and walkways clear. Familiarise yourself with and use correct storage areas.
- Keep your work area clean and free from rubbish and spills.
- Do not skylark or horseplay in the workplace. (*Not only is this dangerous, but will also decrease your chances of being requested for more work at the site.*)
- Use of radio's, headsets and mobile phones is strictly forbidden.

Manual Handling Musts

Before lifting, consider: The load

- Is it rigid or flexible?
- Is it heavier at one end?
- Are my destination paths clear and the surface safe?
- How much does it weigh?



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Lifting Techniques to Use

- Squat down, bend your knees and lift with your legs, **NOT** your back.
- Hold the object firmly and keep the load close to your body.
- Do not twist your body. Turn with your feet.
- Keep your back straight and avoid any sudden movements.
- If group lifting, have one person call when to lift, when to move or when to lower.

REMEMBER: Always look for lifting or moving mechanical aids or ask for assistance first.

IF YOU FEEL PAIN, STOP WORK IMMEDIATELY AND SEEK TREATMENT.

Ladders and Stairs

- Always hold onto the ladder or stair rail with one hand.
- Check that your shoes and the ladder are free from grease or grime.
- Do not carry boxes or files etc when climbing.
- Never stand on the top rung of a ladder.
- Never use boxes, crates or other items as a substitute for an approved ladder.
- Never run up or down stairs.

Pedestrian Safety

- Always be careful of moving traffic
- Never walk in front or behind a vehicle unless you are sure that the driver has seen you.

Walkways

Walkways include floors where marked, passageways, stairs, exit doors and fire exits. Keep to marked walkways at all times and do not take shortcuts. Always obey warning and directional signs.

When moving around the site you must not run!

Practical Jokes

Serious harm can be caused by thoughtless behaviour and playing practical jokes on others. This type of behaviour is not accepted at work.

**DISCIPLINARY ACTION WILL BE TAKEN AGAINST ANYONE
WHO TAKES PART IN A JOKE
THAT COULD RESULT IN PHYSICAL OR PSYCHOLOGICAL INJURY,
INCLUDING IMMEDIATE TERMINATION**



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Signs

- Safety signs are there to warn you of any danger.
- Always follow the safety signs.
- Never interfere with any safety sign.

Ergonomics

Adjust the desk or chair so that:

- Thighs are parallel to the floor with feet resting on the floor or on a footrest.
- Forearms are parallel with the floor or angled slightly downwards.
- Do not attempt to pick up files or items off the floor from a seated position. Always stand and bend the knees.

Adjust backrests so that:

- The user is sitting upright while keying.
- It fits into the small of the back and supports the spine.

Keyboards

- Take a break from continuous keyboard work for a few minutes every half hour.
- Walk around and exercise to reduce muscle fatigue.

Equipment

- Do not leave file cabinet or desk drawers open.
- Do not pull out a second drawer of a filing cabinet until you close the first one.
- Do not trail electric leads to office machinery and telephones across the floor. People may trip over them and they may become damaged causing electric shock.
- Do not use machines or equipment with defective electric leads or fittings.
- Report all defects immediately on a Hazard Report.

Medication

If you are on prescribed medication be aware of warnings relating to drowsiness, you could be endangering your own life or the lives of your fellow workers. You must notify your supervisor if you are taking medication which could cause drowsiness, before you start work.

Clothing Requirements

Clothing should be professional and appropriate for your role. It's always better to over dress than under dress! Closed in footwear is to be worn to all assignments. Revealing clothing should not be worn to any site.

If you have any queries in regard to suitable clothing please speak to your consultant.

Our clients may also require you to wear ear and/or eye protection, or High Visibility Vests in some designated areas. If you are required to enter a factory or warehouse environment you will be asked to wear the correct personal protective equipment.