



Site Induction Booklet for Visitors, Event Coordinators and Contractors



Pax Hill Committee of Management

Version 2.0



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All Visitors and Event Coordinators / Contractors are required to read the Pax Hill Site Induction Manual

INTRODUCTION

The site is 16ha in the area and located on the fringe of the urban area of Ballarat. Numerous building, including accommodation units and caretakers, shelters and structures, dam, vehicle and walking tracks, car parking areas, fencing, recreational equipment, and other infrastructure occupy the site.

The land slightly falls to the west. There are unsealed internal drives and walking tracks across the site, as well as car parking areas. Vehicle access to the site is via Spencer Street.

The purpose of this induction is to ensure you have a safe and enjoyable time at the Pax Hill Activity Centre - Scout Camp. Please ensure all team leaders in your group are aware of the following information.

SIGN IN / OUT

All visitors, contractors, and event personal must sign in and out of the park. This is to ensure that if there is an emergency we can account for your whereabouts. The sign in / out sheet is located at the main office.

In the event of a large event or gathering then it is up to the team manager to ensure that a copy of the list of attendees is given to the site manager for emergencies only. The event manager / team manager is responsible for all visitors in their group are accounted for.

PARKING AND SPEED LIMITS

Parking of all vehicles must be abided to by the **Victorian Road Safety Road Rules** / and park rules. Designated areas for parking vehicles are located on the site plan. In the event of an emergency the PaxHill Committee of Management (PHCM) ask that all vehicles are reversed park in the main parking bays. The speed limit of all vehicles is 10km in most areas. Anyone travelling over the designated maybe asked to leave the property.

- Works zones can only be used by drivers of vehicles engaged in maintenance work in or near the zone.
- Drivers must not stop in a loading zone unless they are driving:
 - a bus, commercial passenger vehicle, taxi, or a truck (with a gross vehicle mass over 4.5 tonnes) that is dropping off, or picking up, passengers.
 - A vehicle constructed mainly for carrying loads (not a sedan, station wagon or motor bike) that is dropping off, or picking up, goods and displaying an identifying label approved by VicRoads.
 - a hire vehicle with seating for 10-12 adults including the driver that is dropping off or picking up passengers.



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- All vehicles parked along the roadways within the park must allow for another vehicle to have enough safe distance to pass by.

EVACUATION PLAN

In the event of an evacuation of the PaxHill Scout Camp being necessary, PH staff will be advised by an appropriate authority:

- Local Police
- Fire and Emergency Services Authority (CFA)
- Department Parks and wildlife (DELWP)
- Site Manager
- State Emergency Services (SES)



PaxHill Evacuation Co-ordinator will be wearing:

- Orange Reflective Hard Hat
- Orange Reflective Safety Vest

PaxHill Evacuation Staff will be wearing:

- Orange Reflective Safety Vest

The PaxHill Evacuation Co-ordinator/Staff will be responsible for ensuring that all onsite personnel and visitors are evacuated to the Emergency Evacuation Site.

A brief outline of the Emergency Evacuation Procedure is defined below.

The Location Address for Emergency Services is:

- 400-450 Spencer Street, Canadian VIC 3350

Do not evacuate the site until you have been advised to do so from the PaxHill Evacuation Co-ordinator.

No - SMOKING.

PaxHill Scout Camp is a non-smoking site. Scouts Australia expects leaders and other adult members and supporters to set a positive example by not smoking in the presence of youth members. Smoking by youth members under the legal age is prohibited on all Association property, and at all Association activities.



Smoking is only permitted outside the grounds of the park.

SITE KEYS

If you are given a site key, there will a sign in and out register sheet near the office. If the key/s are misplaced a cost of a new replacement key will be incurred.

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ON BEING INFORMED OF THE NEED TO EVACUATE

EVERYONE AT ACTIVITIES MUST:

- 1. Assemble** **Assemble** your group and head to the nearest Emergency Assembly Area located at:

 - **Assembly Area One** (Outside the Main Lodge)
 - **Assembly Area Two** (Outside the Pack Holiday Centre)
 - **Primary Off-Site Assembly Area** (Sparrow Ground Reserve)

- 2. Ensure** **Ensure** all members of your group are present and be ready to inform the Pax Hill evacuation co-ordinator/staff if anyone is missing and their last known location.
Do not send anyone to look for missing persons!
Ensure that you know the number of vehicles that you have available, and how many people can be taken in each vehicle.

- 3. Prepare** **Prepare** your group for evacuation by:

 - Keeping your group together
 - Not sending anyone to find missing people from your group.
 - Ensuring only essential belongings are taken.

(For Example: Identification, Medication, First Aid Kits)

- 4. Vehicles** **Vehicles** be prepared to collect your vehicle if instructed by the MAC evacuation co-ordinator/staff for ferrying personnel offsite to the emergency evacuation site.

- 5. Evacuate** **Evacuate** Listen to, and follow, all the instructions.
Once at the emergency evacuation site, keep your group together and do another head count.
Keep your group calm and wait for further instructions.

ADDITIONAL EMERGENCY INFORMATION

Limited Vehicles

In the event that there are insufficient vehicles to transport everyone offsite to the emergency evacuation site, the Pax Hill evacuation coordinator/staff available on site may first instruct people to be evacuated to Secondary Site. (Please see the site map for the evacuation locations.)

In the event of fire, this property has sufficient refuge areas where people can take shelter to await being evacuated to the Emergency Evacuation Site.

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REQUIRED CONDUCT/BEHAVIOUR

All contractors and Visitors are expected to abide by the code of conduct while on site. This includes:

- No smoking in the buildings or bunk rooms or within four metres of an entrance to a building or structure.
- No alcohol or drugs are to be consumed on premises. Any contractor under the influence will be dismissed.
- Noise must be kept to a minimum. If this is not practicable, then non-urgent work should be scheduled outside of hours, where possible.
- Possessions, materials, and equipment should be secured and not be left unattended.
- Abide by PaxHills traffic management procedures.
- Entrance to other areas of PaxHill aside from the work area is prohibited, unless otherwise agreed to.
- Remove all litter and debris from premises.
- Report any problems, hazards, or incidents to the PaxHill Manager or relevant delegate.
- Dress appropriately and wear the correct personal protective equipment suitable.
- **No pets are permitted at the PaxHill premises**, except for assistance animals. An assistance animal is a trained support designed to facilitate the participation of people with disability in accessing various aspects of personal and public life. They are sometimes mistaken as a pet but provide an essential function for some people with disability.



OHS INDUCTION

Upon arrival at the site, you will be required to complete an OHS Induction covering the site-specific risks.

Contractors' inductions are valid for 12 months, except where the provision of a SWP is mandated for high-risk work. In this instance, the contractor must be re-inducted.

COVID SAFE

During your stay on the site, you are required to maintain safe distancing rules and hand wash procedures. Further regulations and procedures may be required during this time as is deemed fit by the Victorian Government.

Please see the following for further information:

<https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>

<https://scoutsvictoria.com.au/about-us/news/covid-19-update/>

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RESPONSIBILITIES

The Chairperson and members of the Committee

The Chairperson and members of the Board, as officers, are responsible for ensuring that Pax Hill complies with any duty or obligation under the OH&S Act. This is achieved by these officers exercising due diligence, which means.

they:

- acquire and keep an up-to-date knowledge of work health and safety matters.
- gain an understanding of Pax Hill's operations and the hazards and risks involved.
- ensure that appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised.
- ensure that information regarding incidents, hazards and risks is received, considered, and responded to in a timely way.
- ensure that Pax Hill has, and implements, processes for complying with its WHS duties and obligations.

This may include:

- having work health and safety as a standing agenda item for each Committee meeting
- integrating WHS laws into everyday business through consultation with Managers and all workers
- developing a work health and safety management system framework, which will be reviewed on a regular basis by the Chairperson and Committee members.
- ensuring that WHS risk management is incorporated into all business activities and that hazard identification, risk assessment and control is an on-going process, including:
 - development and maintenance of a WHS risk register
 - development and maintenance of WHS policies and procedures
 - ensuring an effective injury/incident reporting procedure
 - ensuring appropriate processes are in place for WHS issues relating to contractor management.
 - ensuring that the procurement of any equipment takes into account WHS matters.
 - ensuring that regular hazard inspections of the Pax Hill workplaces occur.
 - ensuring that WHS is a standing agenda item at all staff meetings.
 - incorporating WHS updates and information into regular reporting provided to the Committee by Managers.
 - ensuring that WHS issues are part of all training provided for staff, including induction.
 - ensuring that contractors and visitors to Pax Hill are provided with appropriate and reasonable WHS information at site entry, and
 - ensuring that the work environment is a safe environment.

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Site Manager

The Site Manager, (if an officer), is responsible for ensuring that Pax Hill WHS policies and procedures are implemented in the workplace and/or systems of work under their control. As an integral part of their normal duties, the Site Manager will:

- consult with their workers on measures to protect their health and safety.
- actively follow agreed safety practices and model positive attitudes towards health and safety matters
- arrange for their workers to be instructed in healthy and safe systems of work and procedures and supervise the practice of safe working procedures.
- notify the Chairperson and/or other members of the Committee of all incidents, hazardous situations, dangerous occurrences or immediate risks to health and safety of any workers.
- ensure that all workers are informed of this policy.
- undertake consultation with all managers and workers on change that may affect their health and safety.
- ensure that WHS is a standing agenda item at all staff meetings.
- communicate WHS matters to the Chairperson of the Committee.

Managers and Leaders

Managers and leaders are responsible for providing a workplace that is, as far as reasonably practicable, safe, and healthy workplace for workers and visitors, in particular in the areas of their control. This includes:

- modelling health and safety leadership
- demonstrating a commitment to good health and safety performance, by:
 - talking about safety at regular meetings
 - ensuring safe work procedures are followed.
 - reporting incidents, hazards, and safety concerns promptly
 - assessing task risk and not allowing an activity to continue until it can be controlled adequately.
- fostering a strong work health and safety culture where worker input is valued.
- Promoting and implementing the Work Health and Safety Management System
- actively support the identification of hazards and risks and the management of these
- understand and monitor safety performance objectives.
- proactively manage other duty holders (e.g., contractors), when required.

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Workers

Workers must take reasonable care for their own health and safety while they are at work and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons. They must comply, so far as they are reasonably able, with any reasonable instruction given by the Site Manager, as well as co-operating with any reasonable Pax Hill’s policy or procedure which relates to workplace health and safety. On a day-to-day basis, this includes:

- to the extent of the worker’s control or influence over working conditions and methods, take reasonable care to work safely.
- making sure that the work area safe when leaving it
- make proper use of all appropriate safeguards, safety devices and personal protective equipment.
- follow agreed safe working practices and rules.
- report all known hazards, accidents, and incidents as soon as possible.

It is acknowledged that, in accordance with the Act, a worker may cease, or refuse to carry out work if they have a reasonable concern the work would expose the worker to a serious risk to their health or safety. The Act requires workers who cease work to notify the relevant manager that they have ceased unsafe work as soon as practicable after doing so. It also requires workers to remain available to carry out ‘suitable alternative work’. This would not however require workers to remain at any place that poses a serious risk to their health or safety.

Contractors

Contractors, sub-contractors, and self-employed persons are defined as “workers” under the OH&S Act if they carry out work in any capacity for Pax Hill. They are required to:

- comply with the requirements of the WHS legislation.
- have in place any work health and safety policies and programs required under State or Territory safety legislation.
- consult with Pax Hill about safety matters and comply Pax Hill’s with policies
- work safely and to include the safety of staff and visitors in their safety plans.

If any staff member believes that a contractor may be engaging in an unsafe work practice, they are required to report this issue to their manager.

Visitors

Visitors and other persons to Pax Hill also have responsibilities to abide by our workplace safety rules. and procedures. These responsibilities include to:

- take reasonable care for their own health and safety and for the health and safety of other persons.
- comply with, so far as they are reasonably able, all reasonable safety directions provided by Pax Hill’s staff and Committee of Management.
- report all safety related incidents to staff.
- ensure the adequate supervision of any accompanying children.
- not enter any restricted area without authorisation or escort
- not bring or consume alcohol or illegal drugs at workplaces.
- not wilfully or recklessly interfere with property.

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DISABLE ACCESS

The disabled toilet and shower block is located next to the Main Lodge building. Accommodation requires assistance for wheelchair access as roadways are gravel and located away from the toilet block.



SAFE WORK PROCEDURE STATEMENTS

A contractor is expected to supply a Safe Work Procedure Statement (SWPS) or equivalent template, prior to the commencement of works, based on the level of risk or as mandated by PaxHill Committee of Management for the following high-risk work:

- confined space entry
- demolition works.
- hazardous manual handling
- hot works (e.g., welding)
- powered mobile plant (e.g., forklift)
- removal or disturbance of asbestos
- temporary supports for structural alterations
- tilt-up or precast concrete.
- trenches or shafts deeper than one and half metres
- use of explosives
- use of Hazardous Substances and Dangerous Goods
- working at height (two metres or more)
- works in tunnels.
- Work that is in, on or nearby:
 - artificial temperature extremes (e.g., work in an operating cool room or freezer)
 - chemical, fuel or refrigerant lines
 - contaminated or flammable atmospheres.
 - electrical installations or services
 - pressurised gas distribution mains or piping
 - roads
 - telecommunications towers
 - water/liquids that pose a drowning risk.



If the proposed work requires a SWPS, the works cannot proceed until the Workplace Manager and/or Management OHS Nominee has reviewed and signed the SWPS, to verify it has been sighted. A new SWP will be required if scope of works change.

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CONFINED SPACE ENTRY PERMIT

For works to be completed in a confined space, a contractor is to obtain and complete a Confined Space Entry Permit in consultation with the Workplace Manager as per the following procedure:

- report to the general office to sign in upon arrival.
- ensure that your SWPS is complete.
- obtain and complete a permit to work in consultation with the Workplace Manager or Management OHS Nominee
- prominently display the permit to work.
- return the permit to work to the office, to be signed off, at the completion of task or end of the day.
- if the task is not completed, repeat the process on successive days until the task is complete.
- if the scope of works changes the permit to work must be re-issued.

SITE SPECIFIC HAZARDS

Hazardous Substances and Dangerous Goods

If transporting hazardous substances or dangerous goods onto site, the Workplace Manager/ Management OHS Nominee must be informed. You must complete a Safe Work Method Statement or equivalent to outline the controls methods you will use to ensure that the risks of the hazardous substances and/or dangerous goods are managed.

Such controls may include, but are not limited to:

- the provision of Material Safety Data Sheets (MSDS)
- correct labelling of containers
- correct storing and handling of containers.
- correct disposal of any waste
- provision of Personal Protective Equipment (PPE).

Potential to fall two metres or more.

Where there is the potential to fall two metres or more including:

- work at a height of two metres or above (measured from the ground to foot position on ladder rung/work platform) or
- undertake excavation work (depth of one and a half metres or more)

A Safe Work Procedure Statement or equivalent e.g., Job Safety Analysis must be supplied to the manager demonstrating how you will manage the risks.

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Hot Work

If a hot work task is to be undertaken (e.g., welding, burning, soldering, grinding) a Safe Work Method Statement or equivalent, must be supplied to the school, demonstrating how you will manage the risks.

Cables

There are overhead power lines located at the Pack Holiday that lend over to Grenville Training Hall. Work in this area must be approved by the workplace manager.

Various underground service cables are present throughout the site. Adequate controls must be implemented and discussed with the Workplace Manager, the Management OHS Nominee or other site contact prior to performing works that could disrupt PaxHills services.

Prior to conducting works, please contact 'Dial Before You Dig' on ph.1100 (toll Free) between 8am and 5pm.

You can also call Energy Safe Victoria on (03) 9203 9700 or 1800 652 563 during normal business hours, or email ESV at info@energysafe.vic.gov.au.

Animals / Wildlife

There is the potential to come into contact with domestic animals and wildlife while on this site. Should this occur you must:

- do not approach any dangerous wildlife.
- report the sighting of any domestic animals or dangerous wildlife to the Workplace Manager, the Management OHS Nominee.
- do not reach into any holes or gaps in the buildings without first checking to see if it is safe.



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EMERGENCY CONTACTS

The following emergency contact information should be displayed prominently in all accommodation units, dining areas, training facilities, communal areas, and administration buildings.

Agency	Office	Contact Details
Country Fire Authority	Local - Ballarat	03 5331 7744
Victoria Police	Ballarat	000 or 5336 6000
Ambulance	Ballarat	000
Poison Information		13 11 26
Ballarat Base Hospital	Ballarat	5320 4000
City of Ballarat	Council Office	5320 5500
Department Environment, Land, Water and Planning	Local office - Ballarat	13 61 86 or 03 5336 6856
Victorian Bushfire Information Line		1800 240 667 or vbil.info@dse.vic.gov.au
State Emergency Service	Ballarat	132 500 or Ballarat (03) 9256 9300
Gas (check for local number)		1800 808 526
EPA		03 5226 4825
Electricity (check for local number) Powercor / Origin		13 24 12 13 24 63
Scout Australia - Victorian Branch	Mt Waverley	1800 726 887 or email sc.risk@scoutsvictoria.com.au

HAZARD AND INCIDENT REPORTING

Any hazard or incident which poses a risk to the safety of a student, parent, visitor, contractor, or employee must be reported.

- Call 000 immediately to report any incident threatening life or property. This number will connect you to the following emergency services:
 - police for crime, injury that may not be accidental, or assault.
 - ambulance for injury and medical assistance
 - fire brigade for fires, gas leaks and incidents involving hazardous and dangerous materials.

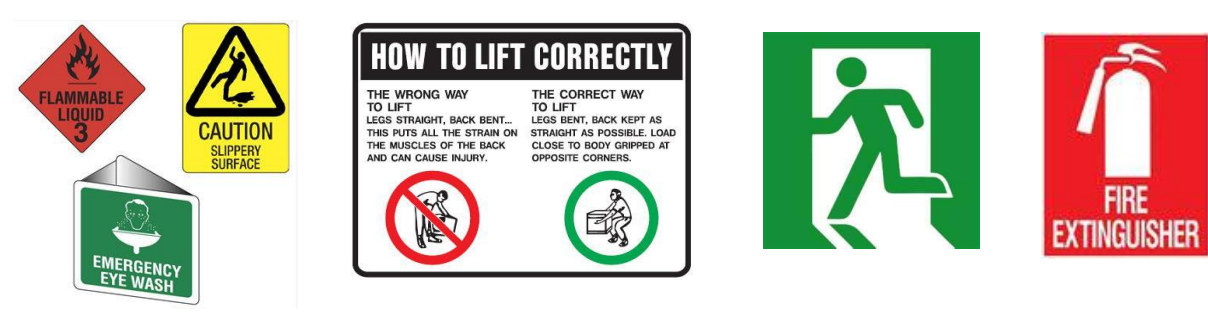
Notify the Camp Site office in person, or, if unable or unsafe to do so, notify someone via the emergency contact list (page 8).

The Workplace Manager is to report the incident to Scouts Victoria if a scouting incident or Worksafe and or your designated supervisor / company.

SIGNS

Safety signs are used throughout PaxHill Camp Site to warn you about hazards, indicate the type of protective equipment required, and to show where emergency equipment and exits are located. It is essential that you take note of these signs and follow their directive.

Failing to follow the direction of any signs you will be asked to leave the site and return home or workplace and explain to your supervisor why you were removed from site, you will only be allowed back to site after discussions between PaxHill Committee of Management and your supervisor.



PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) is the last form of control for hazards. PPE is an effective control for reducing a person’s exposure to a hazard; it does not however reduce the hazard. All workers, contractors and visitors must wear PPE correctly, if instructed to do so by management or if written in a standard operating procedure or before entering an area that requires PPE to be worn.

Mandatory and minimum PPE that is to be worn prior to entering the site includes but is not limited to.

- Safety Glasses (worker’s and visitors)
- Safety Boots (worker’s and visitors)
- Overalls or Long Longs (worker’s)

All personal protective equipment is to be used in an appropriate manner.

The different types of PPE available may include:

- Earmuffs
- Ear Plugs
- Dust Masks or Respirators
- Particle Masks
- Safety Glasses
- Face Shields
- Safety Boots
- Overalls
- Work Gloves
- Gloves



HAZARDOUS MANUAL TASK

Hazardous Manual Task refers to any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry, or otherwise move, hold, or restrain any animate or inanimate object.

A risk situation can arise when tasks are poorly designed or where handling involves awkward or constrained postures. These conditions can make it difficult for you to use good handling techniques.

- Some examples of actions that may cause manual handling injuries are.
- work involving sudden, jerky, or hard to control movements.
- work which causes discomfort or pain
- work involving too much bending, reaching, or twisting.
- work where a long time is spent holding the same posture or work position.
- work that is fast and repetitious
- heavy weights which have to be lifted or carried manually.
- work where force is needed to carry out a task.

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Guidelines To Be Used When Performing Hazardous Manual Tasks:

Never perform a hazardous manual task without carrying out a risk assessment on the task.

Never lift an object that is too heavy to be lifted safely, ask for assistance and use mechanical aids at all times whenever possible.

Always check the area you intend to lift or carry the object for slip, trip or fall hazards.

If lifting an object, use the correct lifting techniques:

- Plan the lift.
- Stand as close to the load as possible.
- Grip the object firmly with the palms of your hands (not just your fingers)
- Correct feet position
- Bend your knees and keep your back straight.
- Use your leg muscles to lift (not your back muscles)
- Keep the load close to your body.
- Lift smoothly
- When turning, turn your whole body and move your feet, do not twist.
- Use the same principles when placing down a load as when lifting.

HAZARDOUS CHEMICALS

Before working with any form of industrial chemical, you must read the appropriate material safety data sheet. Ensure you understand the hazards & follow appropriate safe handling practices.

Material Safety Data Sheets or MSDS's are located in the main office and cleaner's room.

If you buy/bring in a chemical check to see if it exists on the MSDS register if not on the register inform your supervisor or see the WHS Manager to obtain an MSDS before you are allowed to use the Chemical.



HOUSE KEEPING



Keeping your work area in a clean & tidy state is essential. Pick up rubbish and put in the correct bins, empty bins if full, do not leave for someone else. Leave any machinery or items of plant you use in a clean and tidy manner.

The cleaner your work area the safer it is.

CLEANLINESS IS NEXT TO SAFETY-NESS



If the areas are not kept clean a cost will be incurred.

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GAS CYLINDERS

Gas cylinders must be kept upright when in use, secured to prevent falling, protected from extreme heat, and guarded from being struck by moving equipment and falling objects.

Gas cylinders are to be located no closer than 3 metres from your job in an approved storage device.

All gas bottles used at stationery welders are to be always chained and empty bottles returned to gas storage racks.

Regulators are to be removed before transporting and can only be transported in an approved gas cage.

See: <https://www.elgas.com.au/blog/393-legality-of-gas-bottles-for-caravans-urban-myths> for more information.

TASK SPECIFIC COMPETENCY ASSESSMENT

If a person/s will be working on the site or operating site machinery e.g., Wood Splitter, Chainsaws, or specific cleaning products then you should give them task specific assessment. This competency assessment provides information to people carrying out a particular job and what hazards, risks, and control measures link to that particular task.

This assessment should cover:

- Who is in charge and responsible?
- Information on the task that worker will be doing.
- Hazards, risks, and control measures involved in carrying out the task.
- If relevant, it is good to show workers the Task Analysis. Other documents like standard operating procedure or work procedures are also a good idea.
- Any relevant legal responsibilities, codes of practice or technical standards that must be followed.

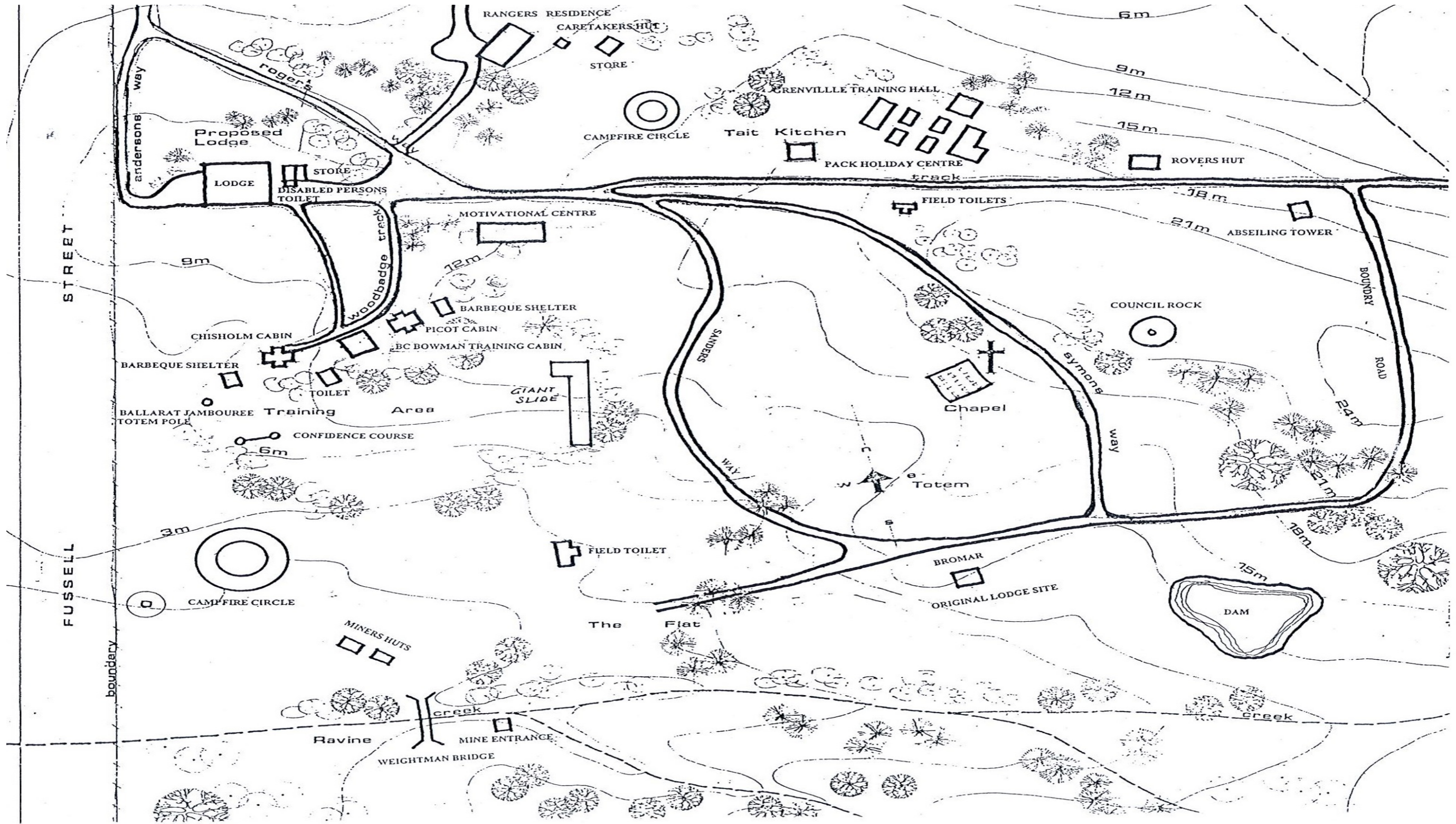
All competency assessment task will be signed off and recorded, and assessments will last for a period of up to 2 years or annually unless changes have been made to the specific task/s.



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APPENDIX A

Emergency Evacuation Map





GLOSSARY:

Term	Explanation
Assistance Animals	An assistance animal is a trained support designed to facilitate the participation of people with disability in accessing various aspects of personal and public life. They are sometimes mistaken as a pet but provide an essential function for some people with disability.
Hazardous Substances	Hazardous substances are substances that can harm people's health. They may be solids, liquids, or gases. In the workplace, they are often in the form of fumes, dusts, mists, and vapours.
Material Safety Data Sheets (MSDS) or (SDS)	A Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) is a document that provides health and safety information about products, substances or chemicals that are classified as hazardous substances or dangerous goods.
OH&S Act	The Occupational Health and Safety Act 2004 (OHS Act) is the main workplace health and safety law in Victoria.
OH&S Regulations	Occupational Health and Safety Regulations 2017 The Occupational Health and Safety Regulations 2017 (OHS Regulations) build on the OHS Act. They set out how to fulfil duties and obligations, and particular processes that support the OHS Act. For example, they include requirements for: <ul style="list-style-type: none"> • safe operation of major hazard facilities and mines • training for high-risk work • managing and removing asbestos • licences for specific activities
Person Conducting a Business or Undertaking (PCBU)	A PCBU has the primary duty of care to ensure, so far as is reasonably practicable: <ul style="list-style-type: none"> • the health and safety of its workers while they are at work, and • that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the PCBU.
Personal Protective Equipment (PPE)	PPE is equipment such as gloves, masks, and gowns worn by people who are at risk of injury or infection. PPE is an abbreviation for 'personal protective equipment.'
Safe Work Method Statement (SWMS) or Safe Work Procedure (SWP)	A SWMS is a document that sets out the high-risk construction work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks.

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Term	Explanation
WHS	<p>WHS requirements</p> <p>Outside Victoria and WA, the harmonised legislation includes a model WHS Act, WHS regulations, codes of practice and a national compliance and enforcement policy. The Federal Government’s business website acknowledges the model WHS Act is “not significantly different” from previous occupational health & safety (OH&S) laws - but “makes it easier” for businesses and workers to comply with their requirements across different states and territories. Occupational health and safety WHS laws are designed at minimising the risk in the workplace and are prescribed by the regulations.</p>
Worker	<p>Previously known as ‘employee’.</p> <ul style="list-style-type: none"> • The term worker includes employees, contractors and sub-contractors and their employees, • labour hire employees, outworkers, apprentices and trainees, work experience students and volunteers.



Site Induction Booklet for Visitors, Event Coordinators and Contractors



REFERENCES:

- [Emergency Management Plan](#)
- [Material Safety Data Sheets \(MSDS\)](#)
- [Assistance animals and the Disability Discrimination Act 1992 \(Cth\)](#)
- [Victorian Scout Association](#)
- [Country Fire Authority](#)
- [Scout & About](#)
- [Occupational Health & Safety Handbook](#)

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Site Induction Booklet for Visitors, Event Coordinators and Contractors



SIGN OFF AND RETURN SHEET

Declaration, I acknowledge that I have read, understand, and agree to what is required of me whilst on the PaxHill Camp Site.

Print Name:

.....

Signed:

.....

Dated:

.....

Signed: Camp Person In Charge:

.....

Dated:

.....

Please return completed signed form to ahubbard@iinet.net.au and retain the Induction Manual for your records.

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