

# NEPEAN Power

Site Induction for  
Contractors

TM

# CONTRACTOR INDUCTION

## INTRODUCTION

The information contained in this induction is to inform you of NEPEAN Power's general site rules and standards, potential site hazards and safe systems of work to address and mitigate those hazards.

At NEPEAN Power we are committed to providing and maintaining a safe working environment for workers and others (contractors and visitors to the workplace).

**Your induction is part of that commitment**

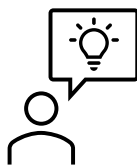
*If you are unsure about any information that is presented, please ask and further information will be provided.*

# CONTRACTOR INDUCTION

## NEPEAN SAFETY VISION

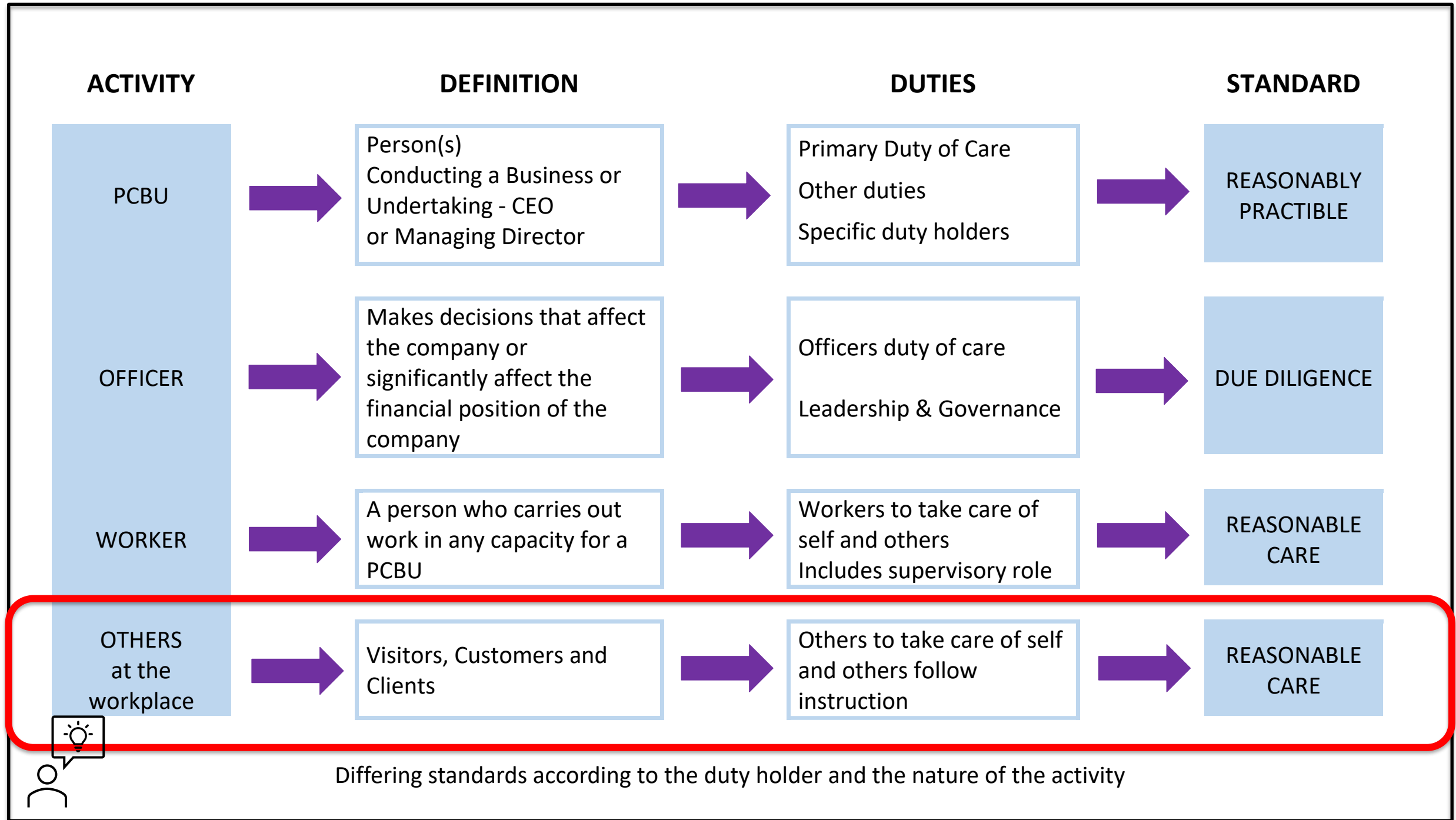
The management of NEPEAN Power shall, as far as reasonably practicable, provide a safe and healthy working environment for all workers, visitors, contractors and others. In doing so, we shall strive to reach our target of

**“ZERO HARM”**



# CONTRACTOR INDUCTION

## LEGISLATION – WHS ACT 2011



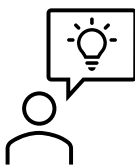
**Workers +  
Visitors +  
Contractors  
+ Others at  
Work**

Must take reasonable care of own  
and others health & safety

Must take reasonable care that your  
conduct does not adversely affect  
others

Must comply, so far as he/she is  
reasonably able, with instructions

Must cooperate with reasonable  
notified policies and procedures



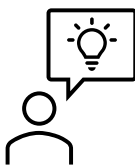
# CONTRACTOR INDUCTION

## EVACUATION PROCEDURE

In the event of a site evacuation, you must know what to do and where to go. Failure to proceed to the Emergency Assembly Area may result in NEPEAN Power or Emergency Personnel mounting a search to locate you.

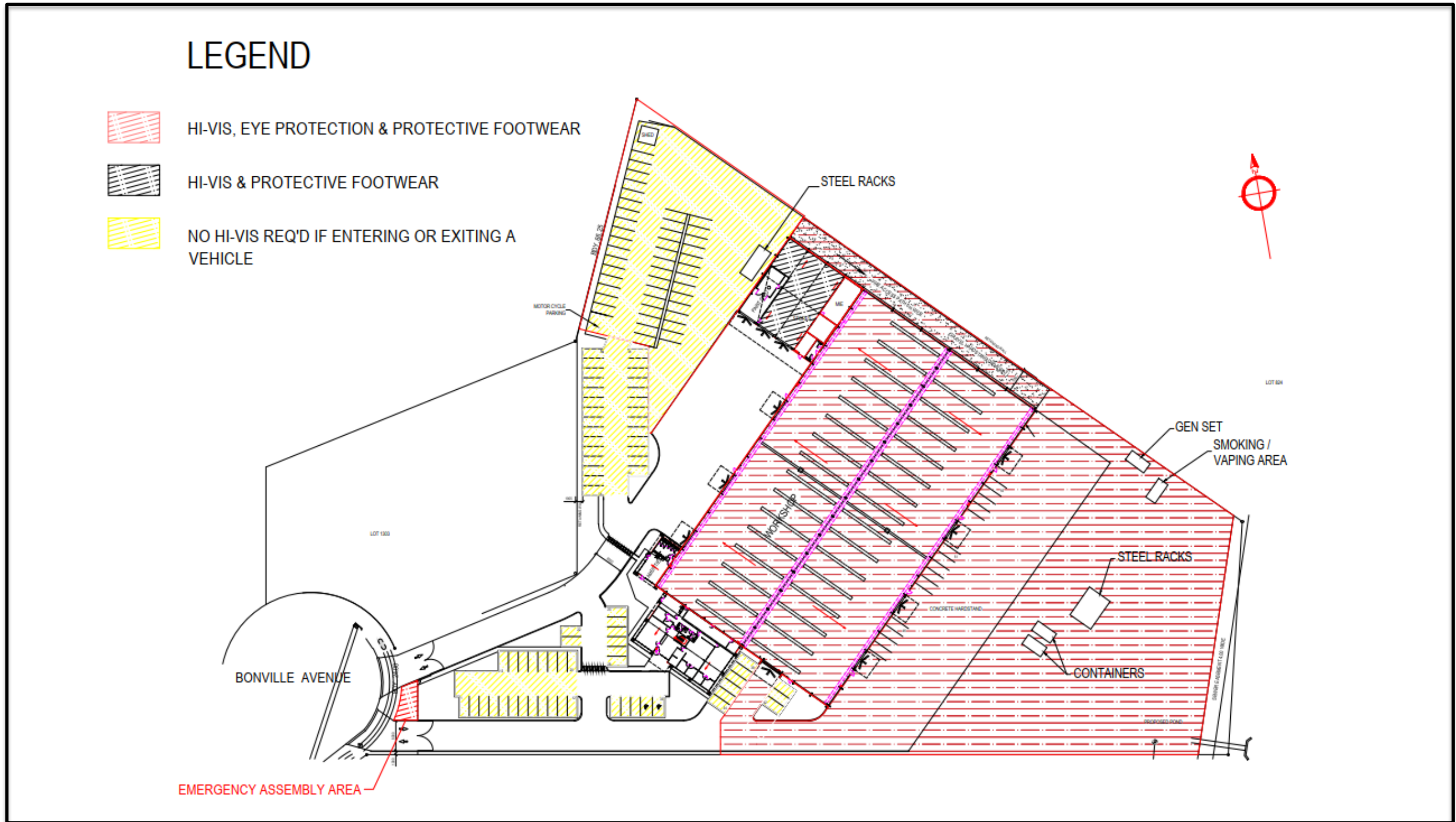
If you hear the signal “**Emergency Emergency Emergency**” or you are told to evacuate, you must:

- Remain calm, leave the area quickly, but do not run.
- Proceed via the safest exit to the sign posted Emergency Assembly Area (see next slide).
- Remain at the Emergency Assembly Area until you have your name checked off and await further instruction from Emergency personnel.
- Under no circumstances re-enter the work area until the all clear is given.



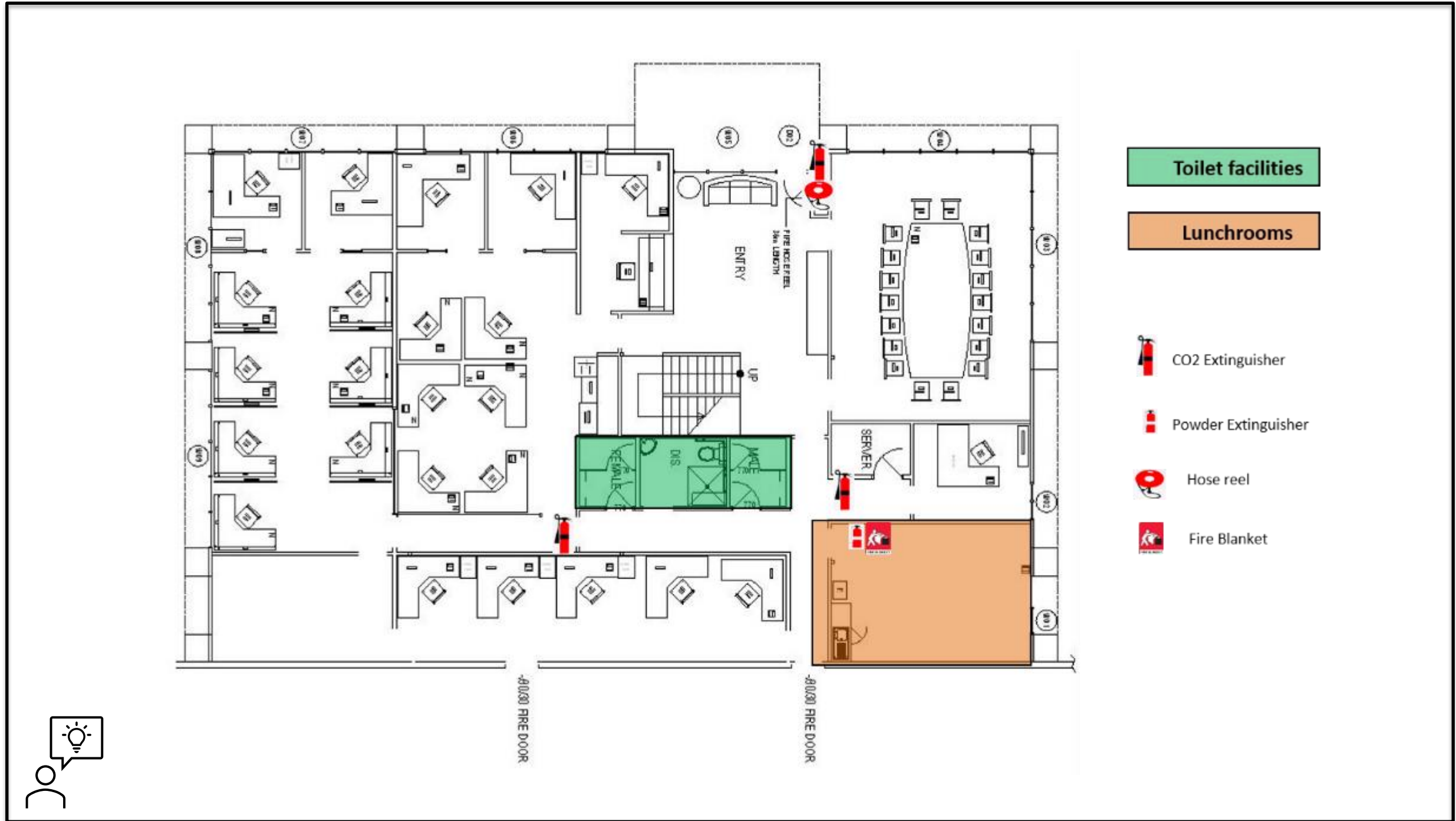
# CONTRACTOR INDUCTION

## MAP OF EMERGENCY ASSEMBLY AREA & DESIGNATED PPE REQUIREMENTS



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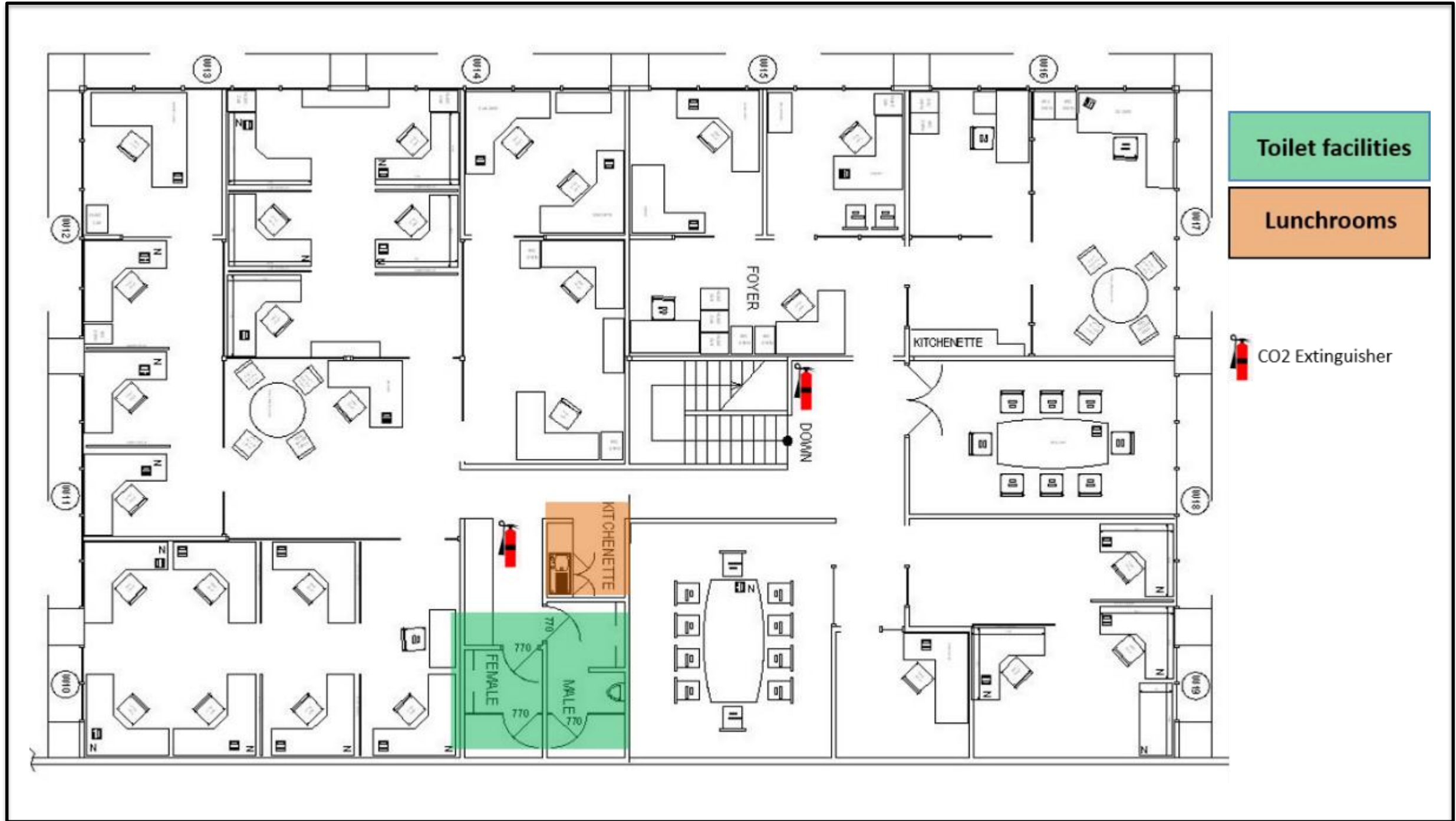
## FLOOR PLAN – GROUND FLOOR FACILITIES AND LOCATION OF FIRE EXTINGUISHERS





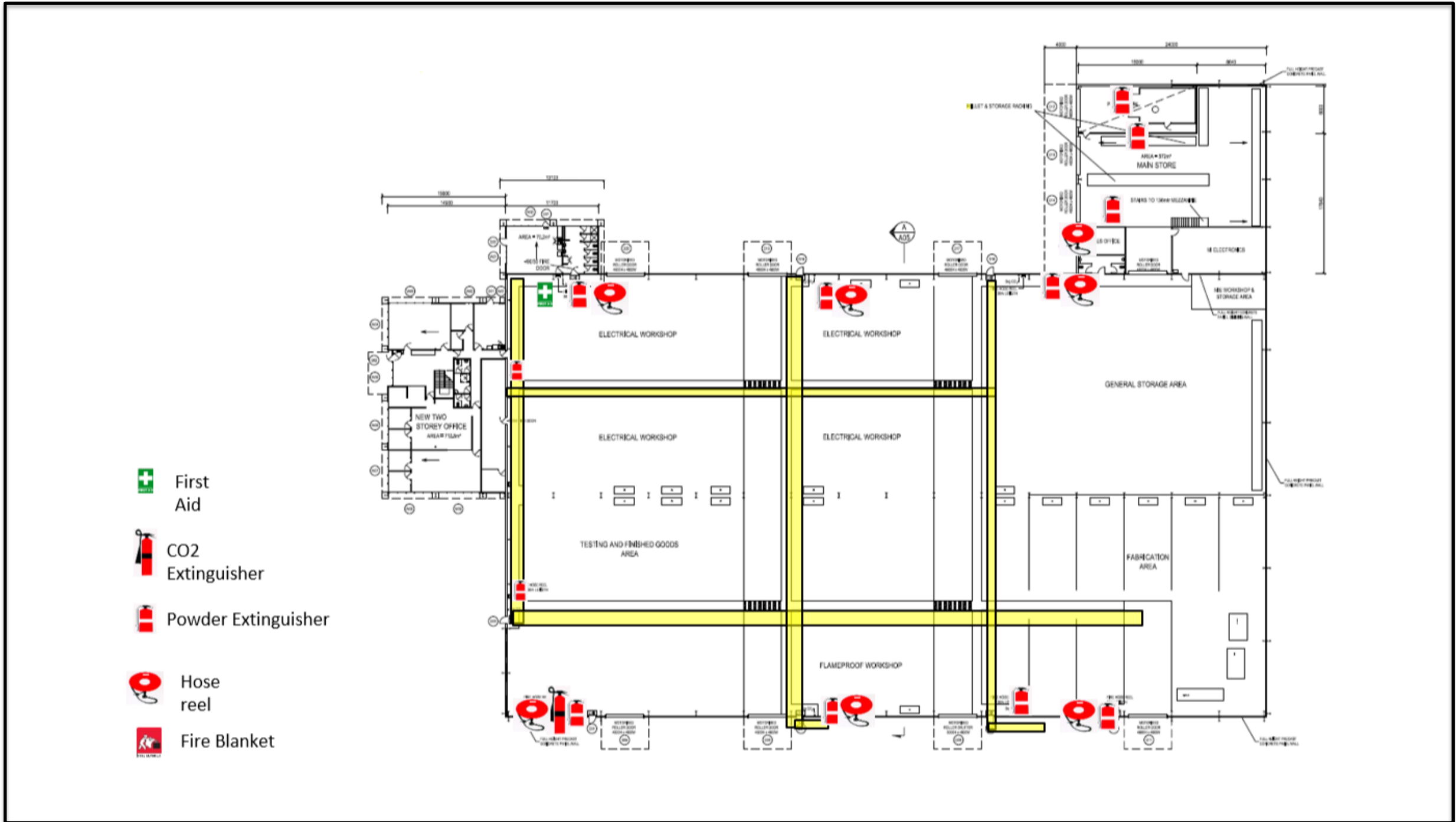
# CONTRACTOR INDUCTION

## FLOOR PLAN – LEVEL 1 FACILITIES AND LOCATION OF FIRE EXTINGUISHERS



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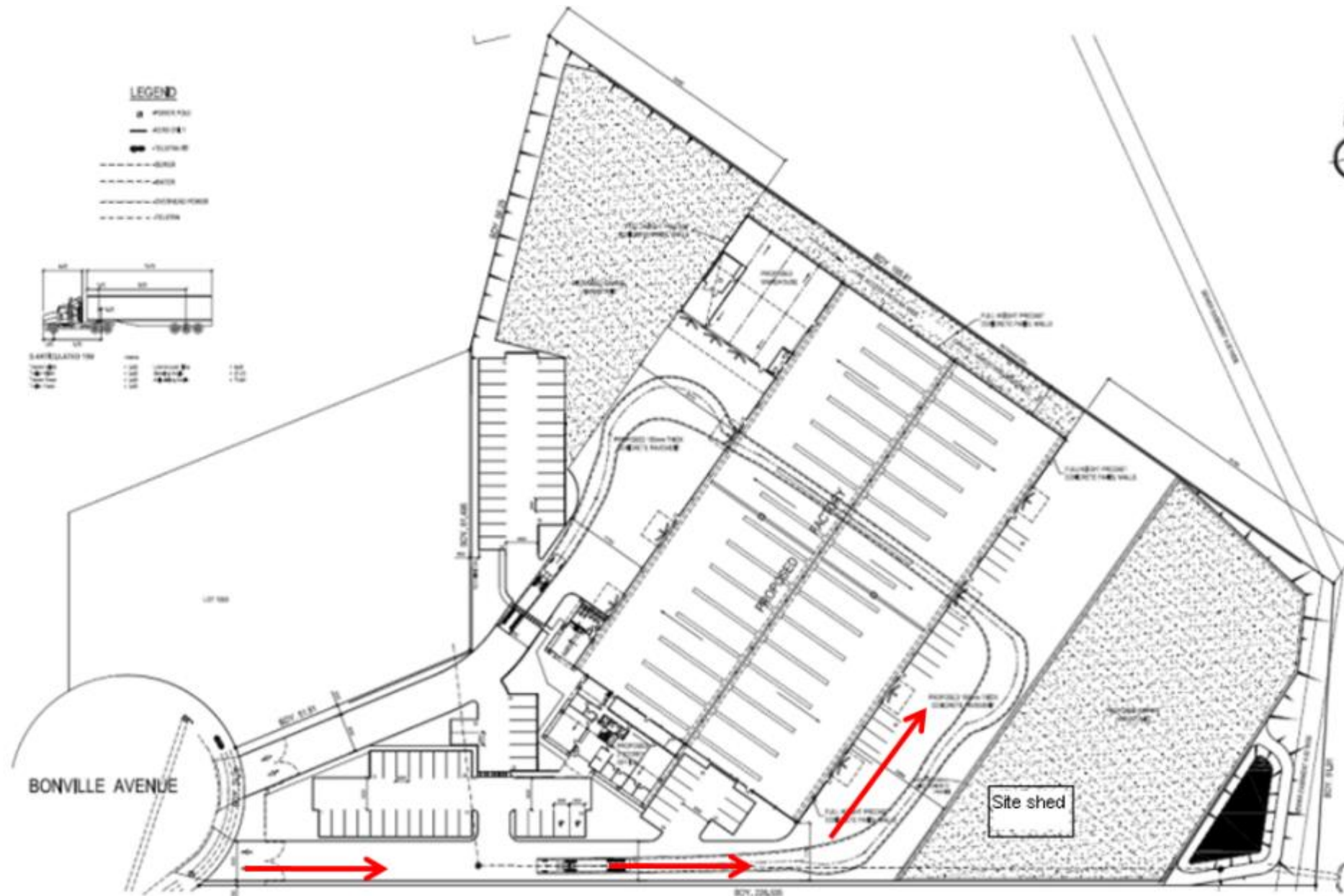
## LOCATION OF WORKSHOP FIRE EXTINGUISHERS



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## TRAFFIC MOVEMENT- HEAVY VEHICLES

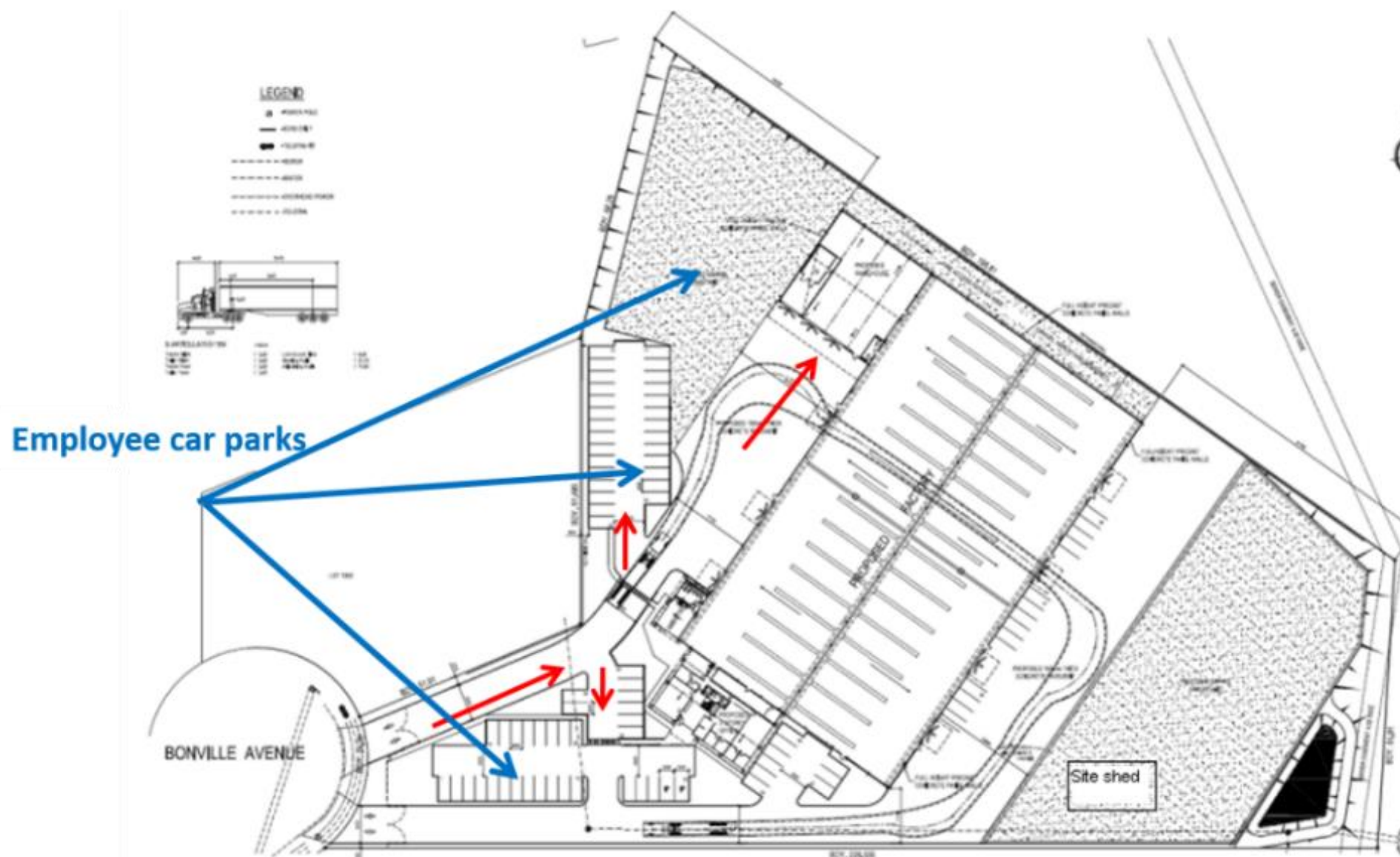
Heavy vehicles (i.e. large trucks) will be directed to the rear of the building via the right hand driveway.



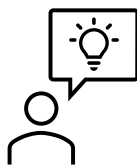


## TRAFFIC MOVEMENT- LIGHT VEHICLES & EMPLOYEE CARPARKS

Light vehicles going to the store will be directed to the rear of the building via the left hand driveway.  
All inducted workers are to park in the employee car parks **NOT** the visitors car parks



**Mandatory Signs (Blue and White)** - indicate an instruction that **must** be carried out. These signs apply but are not restricted to PPE.



**Prohibitory Signs (Red Circle with a Slash)** - indicate an action or activity that is **NOT Permitted**.



**Warning Signs (Black and Yellow)** - indicate a hazard or hazardous condition that is **NOT likely to be life threatening**.



**Emergency Information Signs (Green and White)** – indicates the location of first aid equipment, emergency facilities, emergency exits and assembly points.



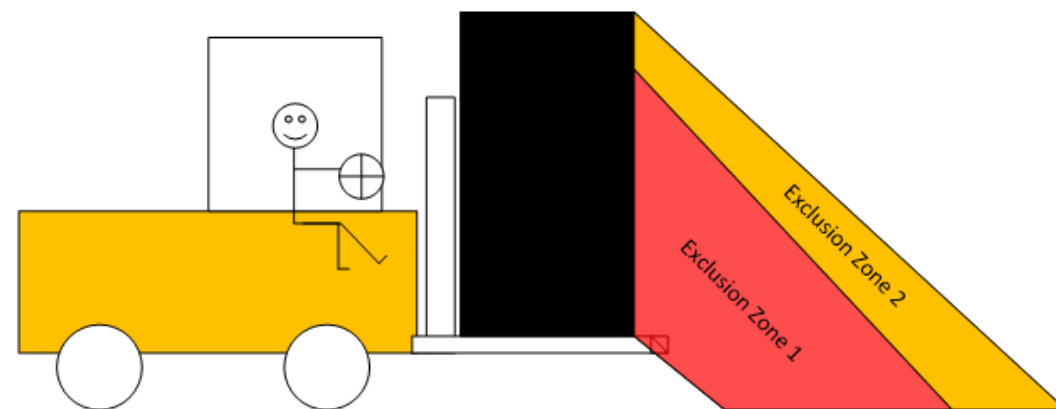
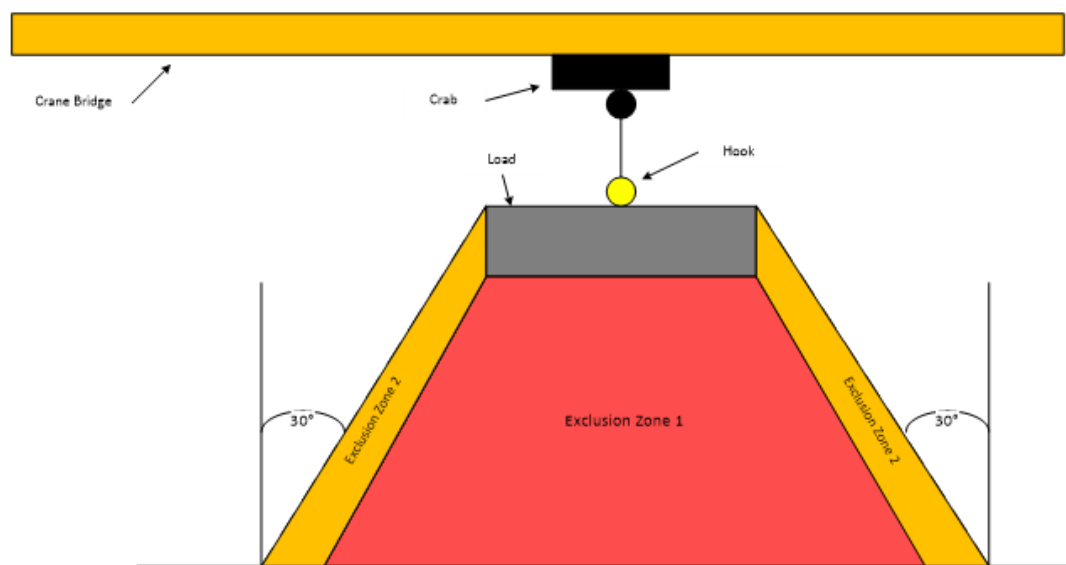


**Hazchem Signs** – are used to identify dangerous goods whenever they are packaged, transported, or stored. The design, text size, and colours used on the various signs and placards are specific to the type of dangerous goods to which they relate.



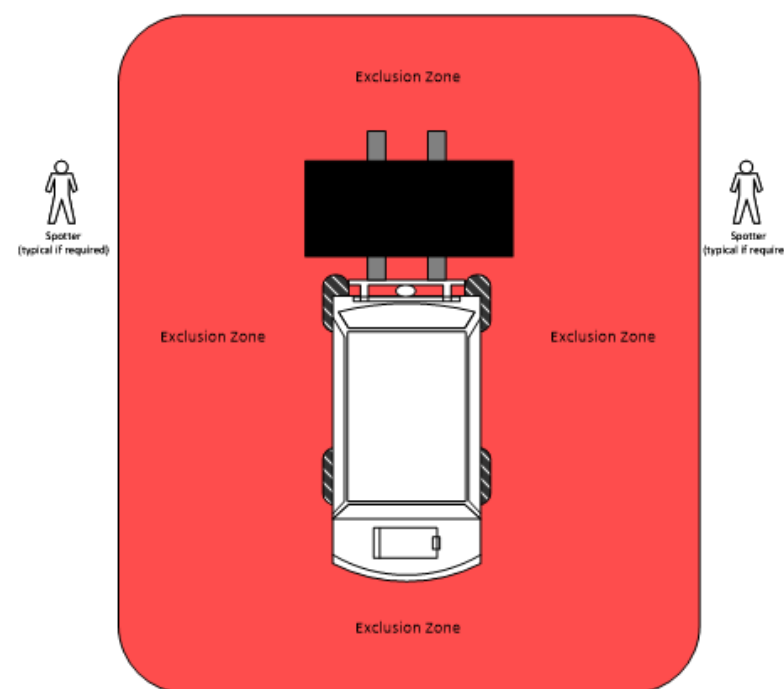


## LOADING/UNLOADING TRUCKS WITH PLANT AND MACHINERY



Height (Metres)	Exclusion Zone 1 Distance (Metres)
1	0.75
2	1.5
3	2.25
4	3
5	3.75

1. Personnel must be competent and appointed.
2. No persons within Exclusion ZONE 1 at any time.
3. Minimum persons allowed in Exclusion ZONE 2 if load is less than 0.5meters from landing.
4. Drivers/Spotters, if required need to be in clear site of operator at ALL times and at least 4 Metres away from the load whilst in transit.
5. Where possible ensure that the load is kept close to the ground.  
Remember that loads can roll.



# CONTRACTOR INDUCTION

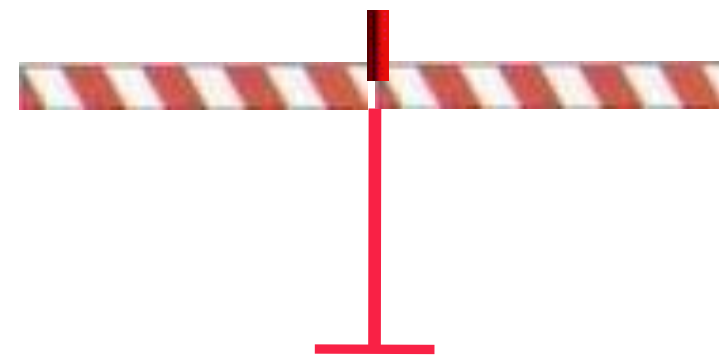
## HAZARD TAPE – COLOUR CODES

**Red and White:** Danger – Strictly no access permitted, unless entering under an access permit.

- Under no circumstances are workers to enter a Red and White flagged area via ducking under the tape.
- All Access is via permit and designated entry point.

Example of area's where Red and White tape may be used

- Testing Area's
- Exclusion zones for heavy lifts
- Hazardous chemical work
- High risk activities



**Ducking under a Red and White Tape is a breach of our Golden Rules.**

# CONTRACTOR INDUCTION

## HAZARD TAPE – COLOUR CODES

**Yellow and Black:** Caution - area may be entered but use caution.



**Demarcated Areas:** Caution tape and witches hats are used to temporarily identify safety hazards



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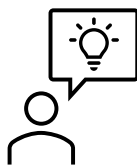
## HAZARD TAPE – COLOUR CODES

Adhesive Demarcation tape is used to permanently define the boundaries of areas such as:

- Safe areas - walkways, shoulder points
- Clearance areas - within which the movement of machinery creates a safety hazard
- Clear access areas - where access to fire suppression equipment, exits, etc. should be available at all times
- Set-down areas - where materials or equipment may safely be put down and left

Are used to ensure that personnel working on equipment can do so in safety. When a Personal Danger Tag or lock is attached to an isolation point, it is a direction to all persons that the equipment is not to be started or operated.

**NEVER REMOVE** another persons Personal Danger tag or lock. **Only the person who attached the tag/lock can remove it.**

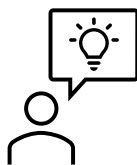


# CONTRACTOR INDUCTION

## ISOLATION – OUT OF SERVICE TAGS

Are placed on the isolation point(s) of defective equipment which, if operated, could cause personal injury or equipment damage.

Out Of Service Tags may only be removed by a worker competent and authorised to do so and should not be removed until the equipment is safe and its correct operation will not cause injury to workers or damage to equipment.



# CONTRACTOR INDUCTION

## INFORMATION TAGS

Are designed to provide information about a particular area, item or device. It offers no protection to personnel.

An Information Tag may be removed by the person who attached the tag, a Supervisor or Leading Hand once the information is no longer relevant.

**DO NOT** use an Information Tag as a substitute for any other tag.





NEPEAN Power has a fully equipped first aid station (and defibrillator) with staff who are trained in the application of first aid and CPR. First Aiders may be summoned to deal with injuries to personnel who cannot be moved or, alternatively, persons may present themselves to a first aider for treatment.

A list of First Aiders can be found at the first aid station.

If you use any item from the first aid cupboard it is to be recorded in the First Aid Self Treated Book

**All injuries must be reported to and treated by a competent First Aider.**





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## ACCIDENT/INCIDENT REPORTING – DEFINITIONS

**Accident** – An unwanted event that results in injury

**Injury** – An occurrence that results in physical harm or occupational disease

**Incident** – An occurrence involving damage to property, damage to the environment, or loss of production

**Near Miss** – An event with the potential to cause injury, illness, damage or loss

# CONTRACTOR INDUCTION

## NEPEAN INJURY REPORTING SYSTEM

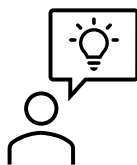
### REPORTING OF ACCIDENTS, INJURIES, INCIDENTS AND NEAR MISS EVENTS

Any injury, no matter how minor, must be reported as soon as practicable to a First Aider.

It is a site requirement that all accidents, injuries, incidents and near misses are reported to your **Leading Hand/Supervisor**. They will then advise you of what further action needs to be taken.

An incident in TOOLBOX QUALITY SYSTEMS may need to be raised and an investigation conducted.

**DO NOT** disturb the scene of an incident until an investigation has been carried out.



# CONTRACTOR INDUCTION

## PERSONAL PROTECTIVE EQUIPMENT – PPE

Mandatory PPE signs have been strategically placed around this site and must be strictly adhered to.

- It is ***YOUR RESPONSIBILITY*** to use and maintain your PPE as shown.
- **Minimum Mandatory PPE** – Approved safety footwear, high visibility clothing and Safety Glasses.
- Hi Visibility Vests – Orange for Visitors, they must be supervised at all times. Blue – for Inducted Contractors/Visitors who sign in at reception.
- When grinding, safety goggles must be worn in addition to a face shield.
- When welding or oxy-cutting, a welding shield shall be worn in addition to oxy/welding goggles – wearing safety glasses is **NOT** permitted.

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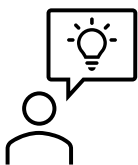
## FITNESS FOR WORK

NEPEAN Power has a duty of care to ensure that all staff are fit for work while they are undertaking activities on NEPEAN Power's behalf. All workers are required to take reasonable steps to ensure their own and others health and safety at work by being fit for work and working safely.

If you are taking prescription medication you must inform your Supervisor/Manager of any effects the medication(s) may have on your ability to perform tasks safely.

Random alcohol and other drugs testing, which may require a worker to provide a breath analysis, urine or saliva sample, may be undertaken at scheduled intervals at this site

- Site speed limit is **10 kph**
- Be aware of overhead cranes, forklifts, vehicles and pedestrians
- Before operating any plant and machinery, complete a pre-start check
- Plant and equipment that is found to be unserviceable, or is unsafe to operate, must be immediately tagged Out of Service, isolated, quarantined and reported to your Supervisor who will arrange its repair



As a rule, ladders should be used for light work or for short-term work. Before using a ladder ask yourself, Can this task be done at ground level? e.g Lay panel on its back, dismantle or reposition equipment at ground level?

If any ONE of the following criteria is deemed a requirement whilst conducting a task, then a platform ladder, scaffolding or EWP is to be used (most practicable and reasonable piece of equipment)

- Task duration is >10 minutes
- Task is performed at a height of >1.8M (feet on rung no higher than 1.8M)
- Task becomes uncomfortable, strenuous and repetitive
- Task requires worker to stretch or lean sideways away from the dead front of the ladder
- Use of power tools e.g grinders, sanders, barrel grainers, electric drills.  
(Battery operated drills can be task assessed using JHA)

Refer to NEPEAN Power procedure PR-8018 Work at Heights and SWMS 0167 Portable Ladders



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## HAZARDOUS SUBSTANCES

The Production Manager must be informed of ALL NEW hazardous substances being brought on to site.

All hazardous substances must have a Safety Data Sheet (SDS) and a copy must be provided to the Production Manager.

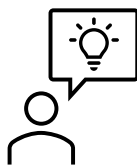
# CONTRACTOR INDUCTION

## ELECTRICAL EQUIPMENT

Inspect all electrical equipment for defects prior to use.

**Any defective equipment is to be isolated, quarantined, tagged Out of Service and reported to your Supervisor who will arrange its repair.**

All electrical equipment must be regularly tested and fitted with an up to date electrical inspection tag.





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## FIRE FIGHTING EQUIPMENT

Fire Fighting equipment is located throughout the site and is clearly sign posted.

Access to fire fighting equipment must **NOT** be obstructed.

### Identification of a Hazard

If you identify or observe a hazard you should:

- If it is safe to do so and within your competency, complete a Hazard Report and put appropriate controls in place to control the hazard
- If you cannot control the hazard, make sure you report the hazard to a Supervisor who can control the hazard

# CONTRACTOR INDUCTION

## HAZARD/RISK MANAGEMENT

**Prior to conducting any work on site you will need to have:**

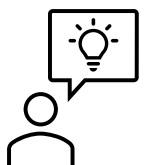
A **risk assessment** and/or SWMS (**safe work method statement**) for the task(s) you will undertake

A valid **safety data sheet** (SDS) for any chemicals that you may need to bring on site which must be approved by the production manager

**Fit For Purpose Tools** with legible and current inspection tags in place

Relevant and **Current Insurances** (e.g certificate of currency)

**NOTE: You will NOT be permitted to conduct any work until verification of the above documentation has taken place by a supervisor or the production manager.**



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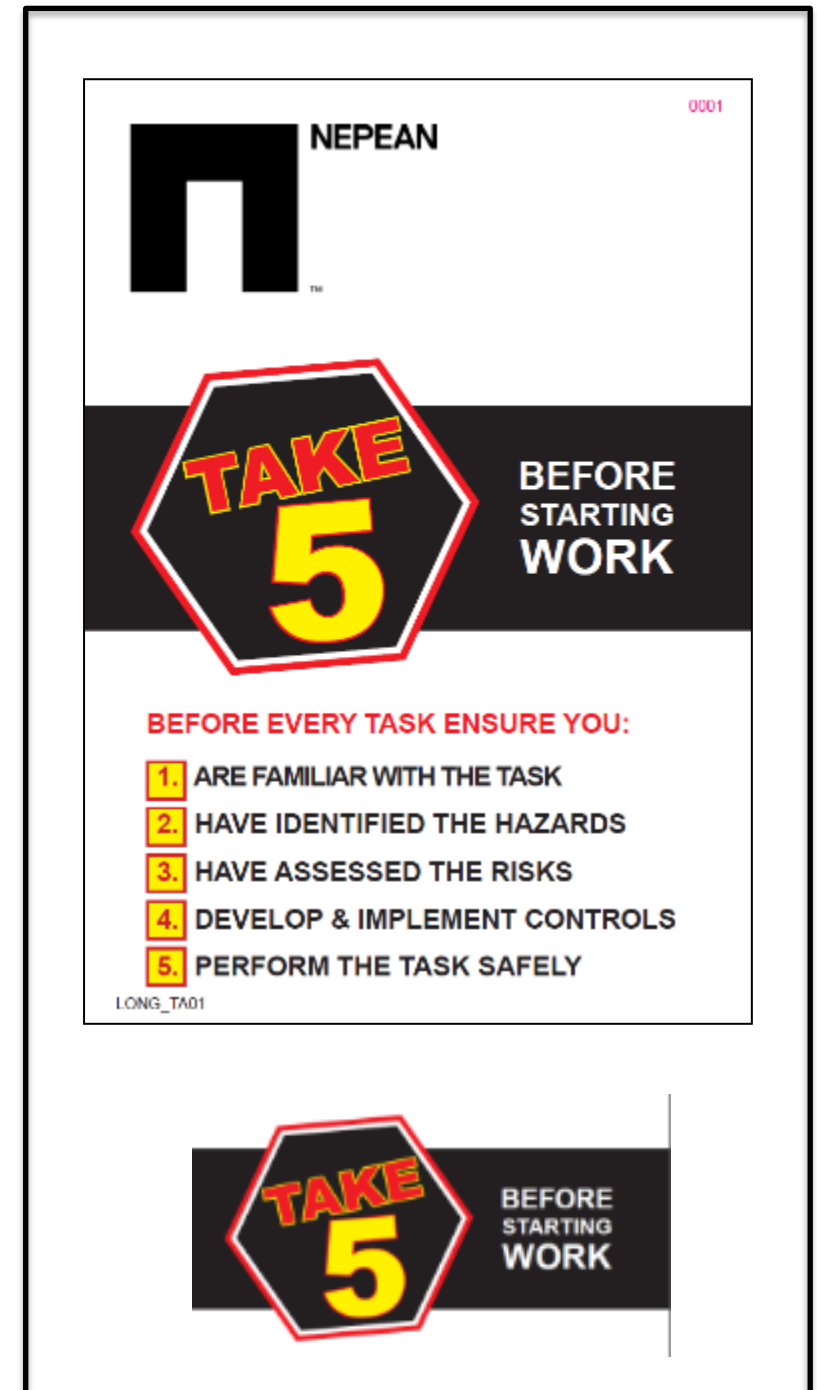
## TAKE 5 BEFORE STARTING WORK

NEPEAN has introduced a Take 5 to compliment its Risk Management Processes.

A Take 5 does **NOT** replace the need for Risk Assessments or SWMS.

NEPEAN's Take 5 system has been developed to help workers identify and control hazards and risks prior to the commencement of a new task.

Contractors will be required to complete and submit a Take 5 (or equivalent) prior to conducting work. A supervisor will be able to provide you with a Take 5 if required.



**Before starting a task, look around your work area and assess it for potential hazards.**

**Ask yourself the following:**

- Have I the required skills and knowledge?
- Have I the required permit or authorisations for the work?
- Have I identified and controlled all hazards so I'll be safe?
- Have I checked that I will not harm others, the environment or myself?
- Do I have the proper tools and PPE?

**Constantly using the Nepean Take 5 Risk Assessment tool will assist you to Identify and Control Hazards**

### **Hazards on site include, but are not limited to:**

- Mobile Plant – light vehicles, trucks, forklifts and overhead cranes
- Manual Handling
- Electrical Energy
- Test areas – Electrical and Pressure
- Metal Processing – machinery and hot work
- Compressed Air
- Painting Area

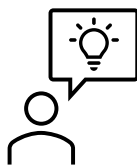
Only contractors who have been deemed competent can operate certain types of plant or complete certain high risk tasks.

As a minimum, competency is required for the following:

- Forklift Operation
- Overhead Crane Operation
- Working at Height
- Confined Space Entry

If other plant is brought to site, such as elevated work platforms, scissor lifts or cranes, then operator competency **MUST** be established before they can be operated.

**DO NOT, under any circumstances, operate plant if you have not been deemed competent to do so!**





Nepean Power has an environmental policy with the aim of ensuring, as far as reasonably practicable, Zero Impact to the environment.

As such -

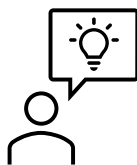
- Everyone is to be aware of the environment and report any incidents, spills etc to your Supervisor
- Do not dispense of anything down drains
- Familiarise yourself with the location of spill kits on site

# CONTRACTOR INDUCTION

## WHO TO GO TO FOR WHS INFORMATION

The following persons will be able to assist you with WHS issues/information whilst at work.

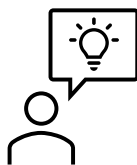
- **Your Site Representative/Supervisor**
- **Production Manager**



# CONTRACTOR INDUCTION

## ARRIVING AT/LEAVING SITE

- Contractors who wish to attend site shall only do so following prior arrangement with the relevant NEPEAN Power Site Representative.
- Visitors/Contractors must **sign the Visitors Book** in reception prior to commencing any work.
- A Hi-Vis vest will be provided and shall be worn at all times whilst on site. You are required to wear this vest regardless of if you are already wearing Hi-Vis Clothing
- Prior to leaving site, please return your vest to reception and sign out.



### TOILETS

- Male toilets are located on the ground floor and level 1 in the office and at the front and back of the workshop
- Female toilets are located on the ground floor and level 1 in the office
- Disabled toilet is located on the ground floor in the office

### **SMOKING/VAPING**

Smoking/Vaping is strictly prohibited on any concreted area or in the buildings on site; this includes main offices, meal rooms, toilets, in front of the main offices and any other covered areas.

Smoking is only permitted in the areas that have ash trays provided.

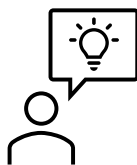
### **RADIOS & MUSIC PLAYERS**

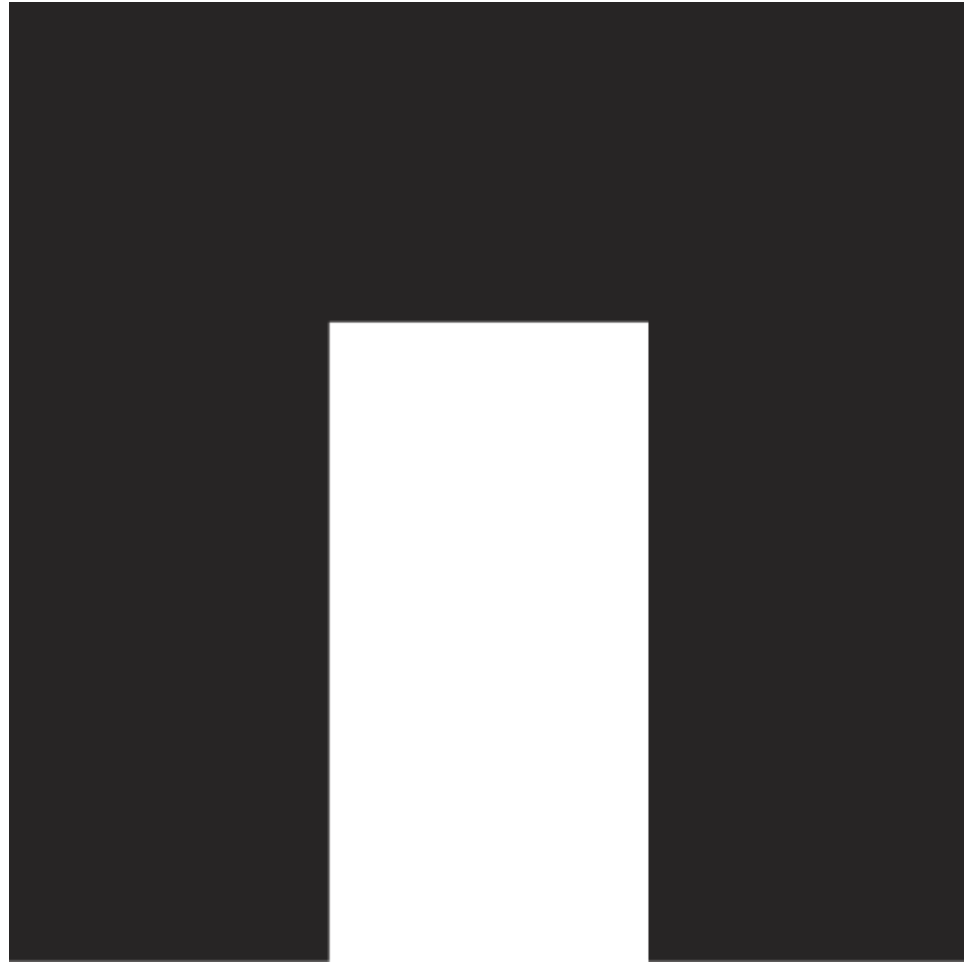
Radios are presently permitted in the workplace however, they are not to be excessively loud to the extent that it promotes an unprofessional workplace or interferes with a fellow workers ability to work. Devices that interfere with the ability to communicate clearly or hinder an emergency request are forbidden (e.g. electronic devices with headphones).

### HOUSEKEEPING

The following rules are to be followed in regards to housekeeping:

- Working areas including lunchrooms and showers are to be kept clean and tidy at all times.
- Rubbish is to be placed in respective waste bins.
- Floors are to be kept clean at all times.
- If you see mess/misplaced objects then move, clean or pack them away immediately.
- Tools and equipment to be returned to designated area after use.
- Hose and extension leads are to be recoiled after use.





# NEPEAN Power

Site Induction for  
Contractors  
Complete

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