

Health & Safety Handbook



KAEFER

Dear Colleagues,

At KAEFER we care about people and their health and safety. As part of the KAEFER core principles, health and safety is an important aspect for sustainable growth and wellbeing of our business and our employees.

This handbook has been prepared for the guidance of all employees, to assist them to work safely. This handbook cannot contain information on every safety related hazard or topic that may arise, but provides basic information and guidance effecting work safety within your working environment.

More detailed information on health and safety matters and safe working procedures can be obtained from your local procedures and management system.

Remember 'Safety First' at all times.

Phillipa Recchia

Head of Corporate Health & Safety



Risk assessment

> Risk assessment



A risk assessment is simply a careful examination of what, in your work, could cause harm. It enables you to examine whether enough precautions have been taken or should more be done to prevent harm.

Steps to risk assessment

- > Identify the hazards
- > Decide who might be harmed and how
- > Evaluate the risks and decide on precautions
- > Record your findings and implement them
- > Review your assessment and update if necessary

> Training



Training on a continuous basis paves the way for positive safe behaviour and undertaking tasks with correct knowledge and understanding. It also helps to develop individuals to be responsible.

The most important aspects of training are

- > Communication: Need for communication at all levels regarding safety and task requirements
- > Skills & knowledge: Training on skills and knowledge is essential
- > Refresher training: Need to regularly refresh and update



> Health

The link between health, lifestyle and wellbeing is often underestimated. The effect of neglected health and a poor lifestyle can affect both the personal and working life. There are many ways in which a correct balance of health, work and lifestyle can be achieved, some of them are;

- > Appropriate nutrition and timely eating habits
- > Proper rest and sleep
- > Care on hygiene and mental well being
- > Regular medical check-ups and following prescribed medication
- > Regular physical exercise
- > Immunisation
- > Sexual health
- > Distancing from drugs, alcohol and tobacco

Work at height



> Work at height

A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work. For instance, a sales assistant on a stepladder would be working at height.

Basic principles to consider while working at heights

- > All work at height should be properly planned and organised
- > All work at height takes account of weather conditions that could endanger health and safety
- > Those involved in work at height should be trained and competent
- > The place where the work is happening should be safe
- > Equipment for work at height should be appropriately inspected
- > The risks from fragile surfaces should be controlled
- > The risks from falling objects should be controlled

Manual handling

- > Manual handling



The core concept of manual handling is to fitting the job to the person, rather than the person to the job. One should be aware about any unusual characteristics of loads or about the system designed to ensure their safety during manual handling, which may lead to injury.

- > Avoid manual handling wherever possible
- > Use safe techniques
- > Use mechanical help wherever possible

Safety hard hats

- > Wear safety hard hats



Safety hard hats are designed to protect the wearer from injuries resulting from impacts from falling objects or when working in restricted or confined areas with limited head room.

Safety hard hats must comply with relevant standards applicable to the place of your work.

Precautions for safety hard hats

- > Ensure safety hard hats are fitted firmly but not over tight
- > Ensure the harness is fitted correctly inside the shell
- > Safety hard hats must be replaced in case of severe impact or deterioration
- > Do not modify the shell or remove any part of the harness
- > Do not use the space inside the helmet for storage

It is the responsibility of each person to ensure their safety hard hat is maintained in good condition.

- > Wear safety boots



It is a requirement for all personnel to wear safety boots while on site. Safety boots provide protection to your feet against falling objects and provides ankle support when walking over uneven or rough terrain.

Requirements for wearing safety boots

You should be aware of the following requirements when selecting safety boots:

- > Select correct safety boots which are capable to protect your feet in conditions where you are working
- > Ensure the safety boots selected are comfortable fitting and provide ankle support
- > Check to make sure the sole and the tread of the safety boot are at least chemical, oil and heat resistant
- > It is each person's responsibility to ensure that they keep their boots in good condition
- > Shoe laces should be tied up correctly. Avoid having long tails hanging from your boots as this can cause a trip hazard

Eye protection

- > Wear eye protection gear



Depending on the task performed the machinery or hand tools used; particles can be projected at high velocity and can cause irreparable damage to your eyes.

There are various jobs/tasks performed on site requiring eye protection to be worn. Refer to the Standard Work Procedure for the particular job/task, Material Safety Data Sheets when handling chemicals or perform a Job Safety Analysis to identify the type of eye protection required.

Some types of eye protection gears:

- > Safety glasses
- > Monogoggles
- > Face shield
- > Welding shield

- > Wear hearing protection gear



Hearing protection must be worn in those areas with noise levels above acceptable limits. Hearing loss occurs due to prolonged exposure to high noise levels, in cases where adequate hearing protection is not worn.

Hearing protection devices

There are two main types of hearing protection devices available:

- > **Disposable ear plugs:** Provides a buffer to prevent the noise entering the inner ear and are suitable for noise levels up to a certain limit only. The ear plug will expand blocking the ear canal preventing excessive noise from entering the ear. Ensure that the ear plugs are rated for the noise level you will be working in
- > **Ear muffs:** Two piece or one piece ear muffs are available for personnel who do not like wearing ear plugs. Check that the ear muffs are fitted correctly to the safety hard hat (for two piece sets) and that the muffs clamp over the ears from the safety hard hat. Ensure that the ear muffs are rated for the noise level you will be working in

Hand protection

- > Wear hand protection gear



Gloves play a vital part in protecting your hands from contamination and physical damage caused by cuts, abrasions, penetrating objects, splinters, burns and low impact crushes. There are different types of gloves available for different purposes, you need to wear the appropriate gloves for performing a particular job.

Some types of gloves:

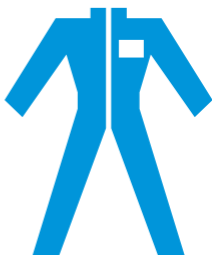
- > Heat resistant gloves
- > PVC or Neoprene gloves
- > Leather work gloves
- > Cotton or Fabric gloves
- > Metal mesh gloves

Refer to the standard work procedure to determine the type of hand protection required for the job/task.

When handling toxic or corrosive chemicals, refer to the material safety data sheet for the correct type of gloves to be worn.

Protective clothing

- > Wear protective clothing



Each employee and contractor is responsible for ensuring they are dressed appropriately for the particular job/task they will be performing while on site.

Additional protective clothing

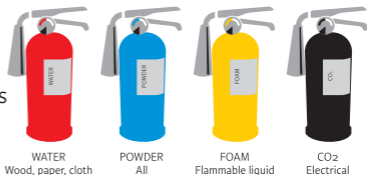
When working with chemicals classified as toxic, poisonous or corrosive, additional protective clothing items are required. Depending on the job/task to be performed, personnel maybe required to wear additional protective clothing or safety equipment to make the job/task a lot safer to perform and to prevent injury and illness from occurring. To find out what type of protective clothing is required, refer to the material safety data sheet for the chemical you are working with.

Some examples of additional protective clothing:

- > Disposable overalls
- > Non encapsulating suits
- > Fully encapsulated suits
- > Rubber boots

Fire extinguishers

> Fire extinguishers



The purpose of fire extinguishers is to provide initial help to extinguish small fires at work sites. It can be very dangerous to use the wrong fire extinguisher, please make sure you check before using.

There are four types of fire extinguishers. Dry chemical powder extinguishes and carbon dioxide extinguishes are used mainly on site:

- > Water extinguishers: for wood, paper and cloth
- > Dry chemical powder extinguishers: for all types of fire
- > Foam extinguishers: for flammable liquid
- > Carbon dioxide extinguishers: for electrical

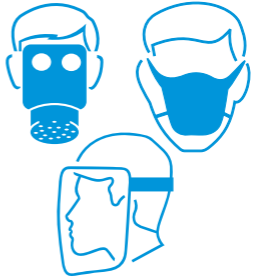
Checks for using fire extinguishers

The following checks should be performed:

- > Determine the class of fire involved and choose the correct type of extinguisher
- > Observe the physical condition of the extinguisher ie: no rust, dents or general wear present
- > Keep safe distance from the front of the fire while extinguishing

Respiratory protection

> Respiratory protection



Airborne contaminants can be colorless, odorless and tasteless to the human senses and hence, undetectable unless using specifically designed atmospheric testing equipment.

Airborne contaminants may consist of but are not limited to: dust, chemical dust, irritant gases, toxic gases, corrosive gases and poisonous gases.

Exposure to these types of airborne contaminants has the potential to cause mild to severe health effects if the person is not using the appropriate respiratory protection.

Some types of respiratory equipment:

- > Dust masks
- > Half face respirators
- > Full face respirators
- > Self contained breathing apparatus. This includes local and remote air lines

Appropriate respiratory protection must be worn in areas where there is a possibility of airborne contaminants.

Non powered hand tools



> Non powered hand tools

Bruises, contusions, lacerations, penetrations, flying projectiles, eye injuries and many more are all associated with using defective or faulty hand tools.

The three important points to remember regarding hand tools are:

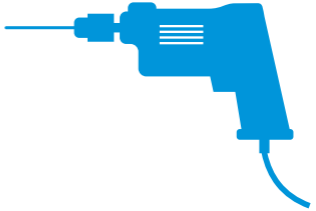
- > Keep hand tools in good condition
- > Use the correct tool for the job
- > Use the hand tool in a safe manner

Select the right tool for the job: If you are undoing nuts or bolts select the correct type of open end or ring spanner or select the correct size socket to undo the nuts & bolts.

Inspect hand tools prior to use: Before using hammers the following inspections must be performed;

- > Inspect the head of the hammer to make sure the head is secured correctly to the handle
- > Inspect the handle to make sure the handle is not split or splintered
- > Check that the hammer head is not burred

Powered hand tools



> Powered hand tools

Portable electric hand tools can hurt or injure if misused or abused. Ask certified electrician to fix electrical hand tools or extension leads.

The following points should be followed when using electrical hand tools:

- > All portable electrical equipment must be checked, tested and tagged by a licensed electrician before it is brought onto site and used
- > Always connect portable electrical equipment to a residual current device to protect against potential earth leakage
- > Always protect electrical leads crossing roads or travel ways
- > Never handle pipe conduit or other metal objects where they may come into contact with live electrical circuits
- > Never work near live electrical conductors without having them declared safe
- > Ensure electrical hand tools are not placed on areas containing water

Driving skills and driver fatigue

- > Driving skills and driver fatigue



Driver drowsiness and fatigue represents one of the most common causes of accidents.

Recommendations to prevent driver fatigue

- > Do not take drugs to stay awake. Avoid alcohol or any medication that makes you drowsy
- > Watch for road and traffic signs
- > Eat a light meal before driving
- > Avoid driving alone whenever possible
- > Keep trips to reasonable distances
- > Try to avoid long night drives
- > Take breaks every two to three hours
- > Get out of the vehicle and walk or stretch

Symptoms of driver fatigue and road trance

- > Burning sensation to the eyes
- > Eyelids feel heavy
- > Inability to focus eyes
- > Muscles begin to twitch
- > Back tension
- > Yawning
- > Thoughts wander
- > Limbs feel heavy
- > Breathing becomes shallow

Slips, Trips and Falls

> Prevent slips, trips & falls



One of the most common causes of injuries in all types of workplaces including offices is slipping on floors or uneven surfaces, tripping over objects or falling at the same height or to a different level.

Refrain from running. When you are on stairs, ladders, ramps and walkways, you have to be especially careful to walk and to watch your step. Other danger spots are wet and oily floors, patches of loose stone or gravel, mud or wet clay.

All holes cracks and other imperfections on floor at site or workshop should be remedied. Keep area clean and tidy, clean up oil spills and manage disposing of waste material correctly. Also, tools, office equipments or other objects must be returned to the correct storage areas. Scrap and waste material should not be allowed to clutter up floors. Stairways and ladders should be kept free of foreign matter. Do not store materials on or near the entry and exit points of stairways. Report treads that need repair and always use handrails when ascending and descending stairways.

Signage and barricade tape

- > Signage and barricade tape



Signs provide personnel with relevant information on what is required for working in and around certain sections of the site. Signs can be:

- > Danger signs
- > Caution signs
- > Specific information signs
- > Safety signs
- > Signs must be kept clean and legible at all times
- > Report defective or damaged signs to your Supervisor
- > If you identify any areas around the site in which you think signage should be displayed, inform your shift supervisor of the area and the type of signage required

Barricade tape and barricades

Barricade tape or fixed barricades are used on site to warn of potential hazards or hazardous conditions which may present danger to life or damage to property or equipment. Do not enter the barricaded area unless specifically authorized and directly involved with the task in the area.

> Housekeeping



Good housekeeping means cleanliness and order – a place for everything and everything in its place. Picking up and cleaning up after every job.

A dirty and untidy work area is an invitation to hazards which could result in injury to personnel or a fire occurring.

The following points should be considered regarding housekeeping:

Tools: Return tools to designated storage areas after use.

Used equipment: Worn machinery parts, wear plates rags, scrap metal, foreign materials and waste products must be removed from the work area at the completion of the job/task.

Work area: Spillage must be cleaned up as it occurs or the earliest possible convenience. Do not leave equipment or remnants from chute blockages laying on walkways or platforms as this represents a trip hazard which could result in injury.

Emergency procedures



Emergency contact

> Emergency procedures

Emergency number:	<input type="text"/>
Medical centre/ First aid:	<input type="text"/>
Emergency two-way channel:	<input type="text"/>

In the event of an emergency incident on site which cannot be dealt with at a local level, the person initiating the emergency call, either by telephone or two-way radio must state the following:

- > Who you are
- > Nature of the emergency
- > Location of the emergency
- > Number of people injured or at risk

Do not hang up the telephone or leave the two-way radio channel unless instructed to do so. Do not call the emergency number unless it is a genuine emergency.

Emergency evacuation siren

The emergency evacuation siren is tested periodically. On the onset of hearing the emergency evacuation siren outside of this time, you are to:

- > Ensure the immediate work area is safe so no further incidents could occur
- > Notify others in the immediate area to evacuate
- > Proceed to the main emergency muster area in an orderly fashion
- > Do not leave the muster area unless told to do so

- > First aid and medical treatment



If any injury occurs on site (minor or major) the person who has been injured must report the injury to the Supervisor or the on site Paramedic.

First aid is the initial treatment of the ill and injured until they reach medical treatment. First Aid begins when a person administers assistance to a person at the scene of an incident and continues until the casualty recovers or medical aid arrives.

The aims of first aid is to:

- > Promote a safe environment
- > Preserve life
- > Prevent injury or illness from becoming worse
- > Help promote recovery
- > Reassure the ill or injured

The person initiating first aid should aim to prevent:

- > Further danger to himself, others or the casualty
- > The casualty from dying
- > The casualties' condition deterioration
- > Delay in the casualty's recovery
- > Any harmful intervention