

AIMS GENERAL Safety Induction Manual



Australian Institute of Marine Science
Reviewed: April 2018

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Instructions

This General Safety Induction provides safety information in accordance with AIMS Safety Management Systems and is part of AIMS ongoing responsibility to provide information to those new to AIMS on key risks, safety requirements and obligations specific to AIMS. It applies to all locations, Perth, Darwin and Townsville.

Dependent of the work you are undertaking and the locations or areas you will be working while at AIMS, you may be required to complete further area-specific inductions and training. For more information please contact the HSE Team (Townsville/Perth), the Operations Coordinator (Perth), or the Science Leader (Darwin).

Please read this induction manual and then complete the attached questionnaire. This Induction Manual is available on the AIMS internet (website), and for those with access, the AIMS Intranet AIMScope via the Policies Tab or Learning Management System (LMS).

AIMS Work Health and Safety

The Australian Institute of Marine Science is committed to meeting its obligations under the *Work Health and Safety Act 2011*, and will take all reasonable and practical steps to protect the health and safety of workers undertaking work-related activities. We recognise that safety management is intrinsically linked with our science quality and delivery through superior planning, communication and leadership.

HSE Principles

- **A Safe Work Environment:** Through our AIMSsafe program we strive for zero injuries, zero illnesses and zero environmental harm in all our operations. We have zero tolerance for deliberate unsafe behaviour.
- **Risk Management:** We apply a risk management approach to all activities.
- **Planning:** We plan our work to improve safety, productivity and quality.
- **Competitive Advantage:** Our safety culture and performance is recognised and valued by our stakeholders. We are considered a low risk, preferred supplier of marine research.
- **Respect for Each Other:** We embrace diversity, openness, sharing, trust, teamwork and involvement.
- **Reducing Our Environmental Footprint:** We strive to minimise waste and to maximise our energy and water efficiency to reduce the environmental impact and operating costs of our business. We take measure to minimise our footprint in the sensitive ecosystems in which we conduct our research.

AIMS Work Health and Safety Obligations

AIMS Must Provide Safe Person, Safe Place, Safe Plant, Safe Access and Egress

As a Person in Control of a Business or Undertaking (PCBU), defined under the [WH&S Act 2011](#), AIMS has legal obligations to take all reasonably practicable steps to protect the health and safety of all workers (staff, contractors visitors or others) acting for, on behalf or at the direction of AIMS by providing a healthy and safe workplace and safe work practices for all employees, wherever they perform their work.

These obligations are known as the “duty of care” and require that workers are not exposed to any hazard that may present a risk to their health or safety arising from the conduct of our research and support work.

In addition to AIMS (PCBU), AIMS Officers (highest level management), Managers, Supervisors and Workers all have specific work, health and safety obligations.

Worker WHS Obligations (Staff, Visitors, Volunteers and Students)

A person at a workplace (Worker) has safety obligations, including the need to:

- ✓ take reasonable care for his or her own health and safety
- ✓ take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- ✓ comply, so far as the person is reasonably able, with any reasonable instruction that is given
- ✓ co-operate with and support the employer with regard to any requirement imposed in the interests of health, safety or welfare
- ✓ not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

Your supervisor or sponsor will make you aware of relevant training that must be undertaken and AIMS policies and procedures that you must be familiar with, in addition to facilitating and reviewing necessary risk assessments. To assist AIMS in meeting this obligation, please report any unsafe acts or conditions to the relevant supervisor, the HSE Department (via [RiskWare/](#) Safety Office safety@aims.gov.au) and/or the Facilities Team (via [Report a Fault](#) or email).

Supervisors WHS Obligations

Supervisors (including Sponsors¹) must ensure that all staff, visitors for whom they are directly accountable understand and work in compliance with AIMS Safety Management System.

Supervisors have an essential and legislated role in ensuring staff and visitors understand safety requirements, receive appropriate information, training, PPE and supervision to ensure risks associated with the work are effectively managed.

¹ An AIMS sponsor is appointed to supervise and support visitors to AIMS. Their role is equivalent to a supervisor.

To meet their obligations supervisors must ensure workers receive/undertake:

- ✓ instruction so as to understand AIMS requirements regarding:
 - the location of online resources through AIMScape
 - hazard/incident reporting
- ✓ appropriate training and resources to work safely and in accordance with AIMS requirements, i.e.: PPE and area specific training (induction, task or equipment specific)
- ✓ adequate supervision
- ✓ task risk assessment (TRA) where designated work is undertaken, and that this is approved by the supervisor and reviewed by the area or functional manager (where applicable)

Supervisors must maintain oversight of the safety of all staff and visitors for whom they are directly accountable.

AIMS Safety Management System (SMS)

AIMS SMS is underpinned by the [Health and Safety Policy AIMS-HS-05](#) (Fig 2), AIMS Safety Culture and values and is further supported by Health Safety and Environmental (HSE) [Policies, Procedures](#) and Work Systems (available on [AIMScape](#)).

AIMS operates in challenging environments and undertakes activities where care is required to manage the health and safety of our people, and to ensure we minimise our impact on sensitive ecosystems. AIMS SMS is designed to prevent work-related injury and illness by ensuring the hazards and risks are identified, communicated and controlled in a consistent fashion.

AIMS applies an organisation-wide risk management approach to the work we undertake; incorporating formal (documented) and/or informal (not documented) risk management processes prior to starting any task. All persons are asked to carry with them an AIMS Safe Take AIM card, to familiarise themselves with AIMS Safety Values and to stop and assess all tasks before undertaking them (Refer Fig 1) i.e. Assess the task; Implement Further Actions if required; and Monitor the controls, environments and work for new hazards.



Fig 1: Take AIM (Yellow) Card



AIMS Health and Safety Policy

TOWNSVILLE | DARWIN | PERTH

1. Purpose

The Australian Institute of Marine Science is a Commonwealth Statutory Authority. Our mission is to provide the research and knowledge of Australia's tropical marine estate required to support growth in its sustainable use, effective environmental management, and protection of its unique ecosystems. We strive to do this in a safe and responsible manner. We believe that all injuries are preventable and that our Health and Safety performance is fundamental to our research success.

2. Scope

This policy applies to all AIMS workers including staff, contractors, volunteers and visitors engaged in activities under AIMS' operational control.

3. Strategy

Our highest priority is the health and wellbeing of our staff, collaborators, volunteers and visitors. We operate in challenging environments and undertake activities where active care is required to manage the health and safety of our workers. AIMS responds to this challenge with an organisation-wide approach to risk management and a relentless focus on developing our safety culture and systems. We recognise that safety management is intrinsically linked with our science quality and delivery through superior planning of our work. AIMS is committed to delivering year-on-year improvement in safety performance.

The Chief Executive Officer of the Australian Institute of Marine Science is accountable to the Council for ensuring that this policy is implemented.

PAUL HARDISTY
Chief Executive Officer

Implementation	19 October 2005	Authorised by:	AIMS Leadership Team
Edition No:	10	Responsible	HSE Coordinator
Date of Issue	3 October 2018	Review date:	2 October 2021

Fig 2: AIMS-HS-05 Health and Safety Policy

Reporting Work-related Hazards, Near Misses and Injuries /Illness

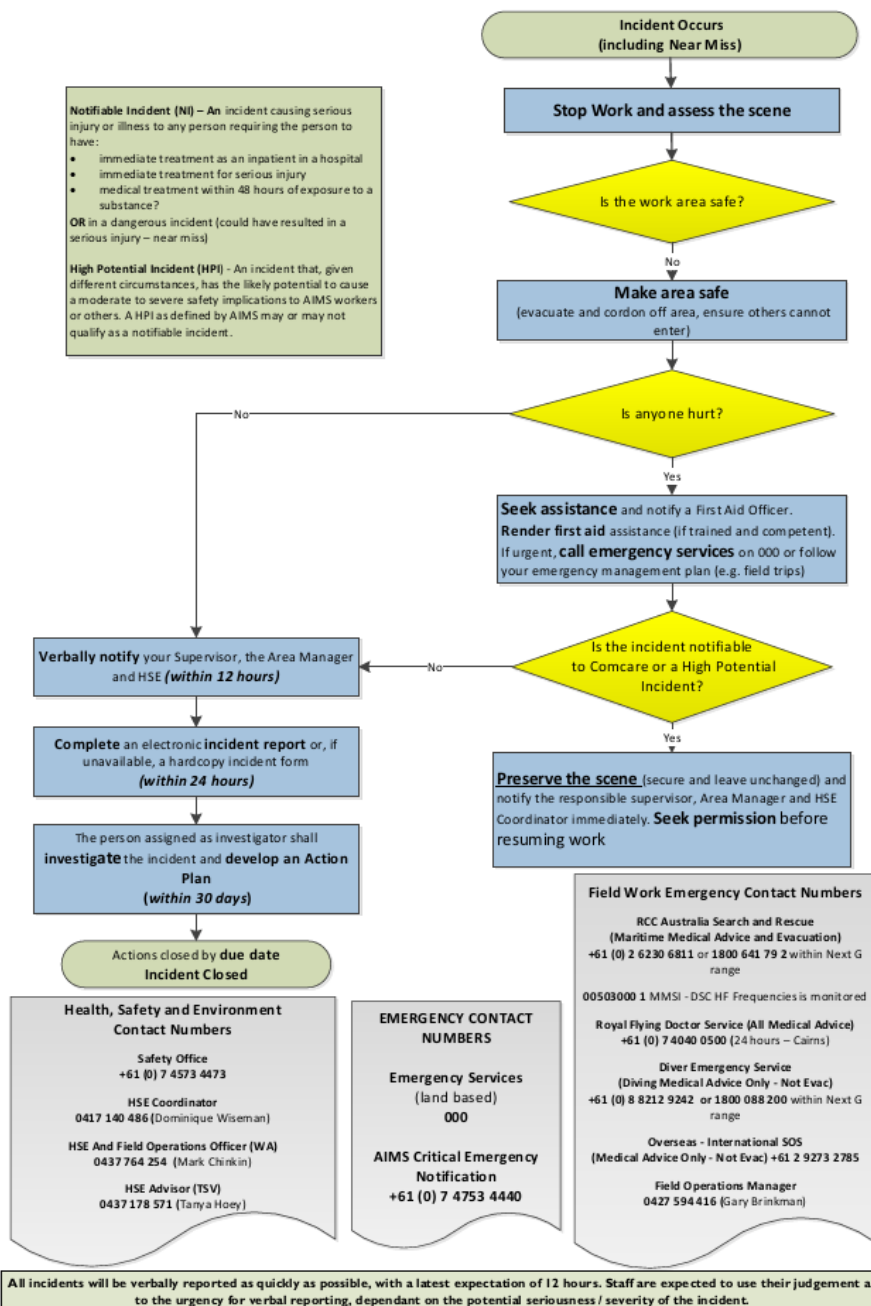
✔ Hazards, near-miss incidents and injuries must be reported within defined timeframes

A Hazard = a circumstance that has the potential to cause harm, injury or damage

An Incident = an event including **near misses** that could have resulted, or did result in, harm, injury or damage

Should you suffer a serious work-related injury, illness or high potential near-miss, it must be reported **immediately** to your Supervisor or Sponsor and the HSE Department (verbal); all other incidents or near-misses must be reported as soon as possible, but within 12 hours (verbally) and in writing within 24hours.

AIMS [RiskWare Incident and Hazard Reporting System](#), available via AIMScape, is AIMS incident register and as such all incidents and hazards shall be entered into this system.



Click image to enlarge

Workplace Injuries, Early Intervention and Workers' Compensation

 **If you are injured or become ill due to work-related activities, AIMS will support your rehabilitation and return to work**

AIMS is committed to workplace rehabilitation for **all** AIMS workers who have sustained a work-related injury or illness. Early intervention benefits the injured person, aiding recovery sooner and facilitating effective return to work and to pre-injury duties.

All injuries must be reported to the responsible supervisor and AIMS Rehabilitation Case Workers (RCW = AIMS HSE Advisor or Coordinator) immediately to ensure swift medical assessment and treatment where required. Where possible, Supervisors shall accompany the injured person to the medical assessment.

In consultation with the injured person, the treating doctor and the AIMS RCW, the Supervisor/Sponsor shall identify and oversee alternative duties and therapy (if required) for the individual should they agree to participate in either the AIMS Early Intervention program or Comcare's Workers Compensation Scheme.

Mental Health and Wellbeing and the Employee Assistance Program

 **AIMS is committed to fostering a workplace culture that promotes the health benefits of work, psychological health and wellbeing and minimises the development of mental ill health.**

Early intervention is important. If you are concerned that your mental health may be at risk, you can speak to a number of people at AIMS who will be able to assist including:+

- ✓ supervisor/sponsor
- ✓ human resources staff
- ✓ health, safety and environment staff
- ✓ health and safety representative
- ✓ bullying and harassment officers

Bullying and harassment is not tolerated at AIMS and processes exist to prevent such situations from developing, refer to [AIMS-HR-01 Workplace Bullying, Discrimination, Harassment and Vilification Policy and Procedure](#) for more information. Your first point of contact is your [Bullying and Harassment Officer](#) or HR Department.

 **Unreasonable behaviour includes victimising, humiliating, intimidating or threatening.**

In addition, the Institute provides an Employee Assistance Program (EAP) that provides free and confidential counselling for staff **and their families (and AIMS registered visitors)** to assist in the management and treatment of work and non-work related issues. The EAP also provides courses on time management, stress management and effective communications. Refer to [AIMS-HR-12 Employee Assistance Program](#) for more information.

If you are a member of AIMS staff (or registered visitor) and require assistance under this program, call the 24 hour service on 1300 361 008 and ask for an appointment with one of the counsellors.

Workplace Health and Safety Representatives

 **If you have any safety concerns that you feel have not been adequately resolved, the matter can be raised with your Health and Safety Representative.**

Health and Safety Representatives (HSRs) are elected to represent the workers of their designated workgroups on matters related to health and safety. HSRs receive training to enable them to perform their duties as per the *Work Health and Safety Act 2011*.

The Institute currently has elected HSRs, representing each of the designated work groups. To find out who your representative is go to [AIMScape /Health and Safety/Communication and Resources](#).

Smoke Free Work Environment

 **Smoking is not permitted in any AIMS buildings or other workplaces, including open balconies.**

AIMS is committed to providing a smoke-free workplace. Guidance on smoking areas may be provided on request or during Local Area inductions.

Smoking is permitted on the Townsville site, but smokers must adhere to the [AIMS-HS-06 Smoke Free Workplace Policy](#) and the following requirements.

- ✓ Do not smoke where other workers and third parties enter or exit buildings, or in frequently used transit areas (i.e. must be > 5 metres away).
- ✓ Adhere to signage indicating smoke free areas.
- ✓ Smokers are responsible for collecting and disposing of all litter associated with smoking, including the disposal of cigarette butts in the bins provided to minimize adverse effects to wildlife or the environment.

 **AIMS encourages the use of Smoking Areas around site (where available), located >5m from where other workers and third parties enter or exit buildings and frequently used transit areas.**

Responding to an Emergency

It is the responsibility of everyone to be aware of the Emergency Management Plans relevant to their location and to be aware of what action to take in the event of an emergency.

- ✓ Remain calm and do not place yourself in danger
- ✓ Call for help (immediate vicinity)
- ✓ For emergency services call 0-000(AIMS desk phone) or 112 (mobile) – for Perth call UWA security 08 6488 2222
- ✓ Respond if safe to do so (e.g. 1st Aid / fire suppression / chemical clean-up / isolate)
- ✓ Call 99 Townsville Reception; 08 6369 4000 Perth Reception; 08 8920 9240 Darwin Office
- ✓ If immediate evacuation is required, operate the break glass' fire alarm
- ✓ Make area safe, close all doors and windows to confine hazardous area then evacuate
- ✓ Assist others (if safe to do so)
- ✓ Evacuate to Site Emergency Assembly Area (Figure 1, 2 & 3)

Follow Fire Warden Instruction during an evacuation and muster at the Assembly Point as quickly as possible.

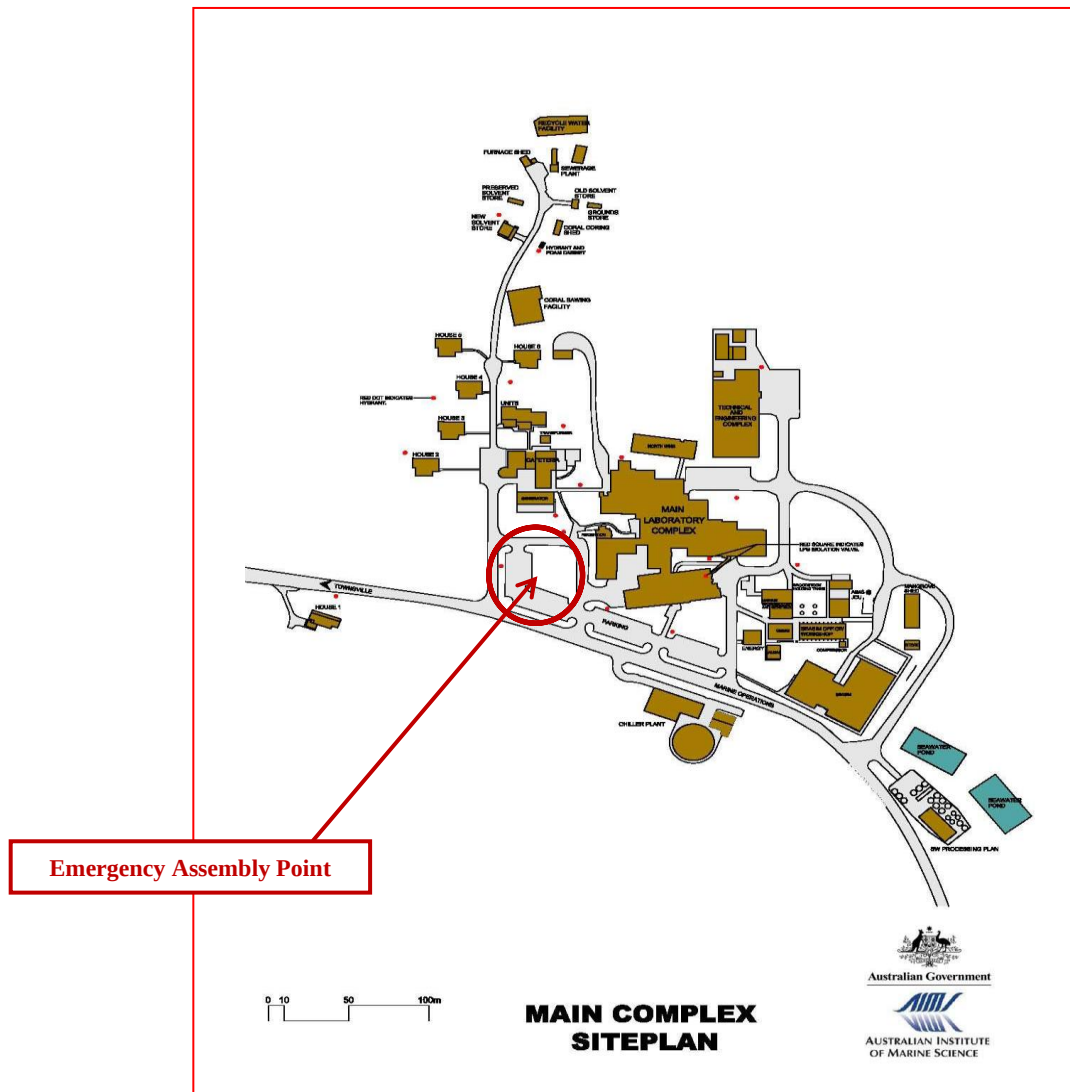


Figure 1 – Townsville Cape Ferguson Evacuation Assembly Area

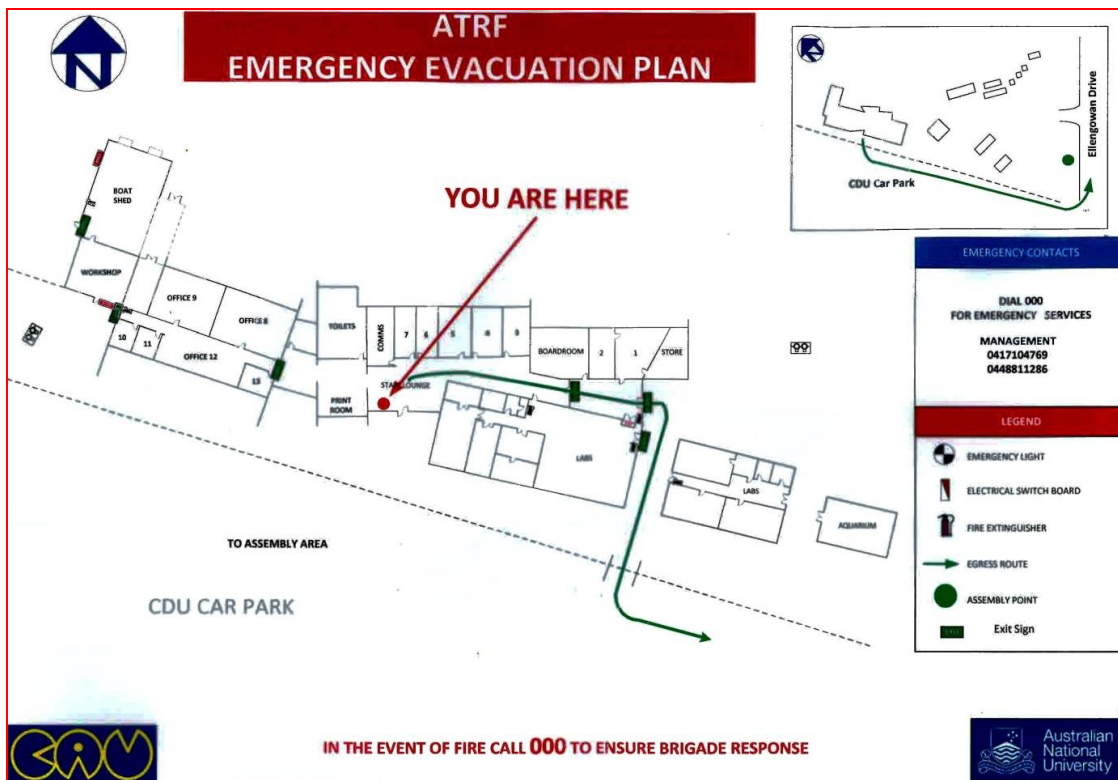


Figure 2- Darwin ATRF Evacuation Assembly Area

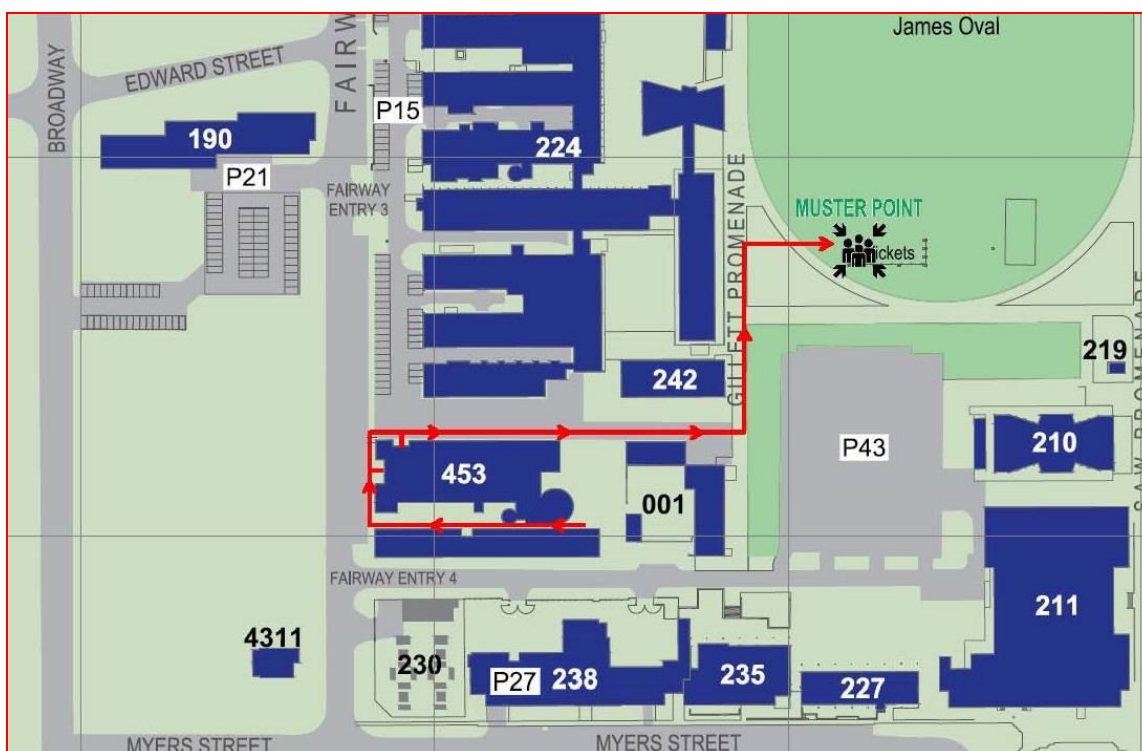
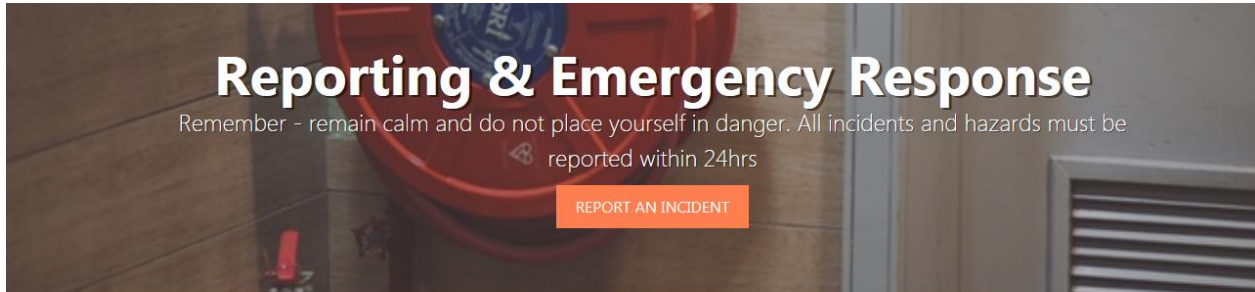


Figure 3 - Perth IMROC Evacuation Assembly Area

Emergency and Safety Contact List

- ✓ All Emergency contacts are available in AIMScape at [Health and Safety/ Reporting & Emergency Response/Emergency Response](#) (red box)

Note: Please use the [Away system](#)² (if offsite) and [Here Systems](#)³ (if onsite during leave/RDO). This will assist in identifying if someone is missing.



Health and Safety	Report Incident	First AID	Emergency Response	Incident Reporting Procedure
WORKPLACE SAFETY REPORTING & EMERGENCY RESPONSE EMERGENCY RESPONSE	Report an Incident/Hazard	Applying first aid, first aid officers and learning skills	Remain calm and do not place yourself in danger. Know the steps to responding to an emergency.	Add this and Cape Ferguson response procedure

⚠️ **If you have any questions, please contact the Health, Safety and Environment Team**

[Dominique Wiseman](#) - Health Safety and Environment Coordinator (Townsville)

[Tanya Hoey](#) - Health Safety and Environment Advisor (Townsville)

[Mark Chinkin](#) - Health and Safety and Field Operations Officer (Perth)

Or Contact the Safety Office by dialling extension **4473** or [email](#)

Fire Safety

- ✓ **If you discover a fire, warn others by shouting “FIRE, FIRE FIRE!” and sound the alarm. Break glass alarms are located throughout AIMS Facilities.**

The first priority in the event of a fire is to ensure that all people who may be in danger are warned, and that action is taken to guarantee their safety, before any steps are taken to prevent the spread of the fire or secure assets.

Bomb Threats and Suspicious Items

- ✓ **All bomb threats and suspicious items should be taken seriously and reported**

If you receive a bomb threat directly prolong the call, extract as much information as you can and report the call immediately. Useful information may include:

- ✓ Location?
- ✓ What is it/does it look like?

² A system available through AIMScape home page that lets other know if you are off site during working hours.

³ A system available through AIMScape that lets others know if you are on site during a scheduled day off, or leave.

- ✓ How/what time set to detonate?
- ✓ How/why is it there?
- ✓ Callers name, address and location?

Any unclaimed/expected packages, or suspicious items left within and around the AIMS Facility shall be reported immediately. Should an evacuation be initiated, the evacuation sirens will NOT be activated, and an alternative assembly point could be used.

Cyclone Procedures

- ✓ **Don't be complacent about cyclones. Know the procedures. Take heed of the warnings.**

Cyclones can occur in Australia's tropical regions from November to April. The AIMS Cyclone Officer (or delegate) will issue an email message to all affected staff in the event of a cyclone. Updates on a cyclone's progress should also be monitored via media (local radio stations/internet).

First Aid

- ✓ **Emergency first aid can be obtained by contacting your nearest First Aid Officer or the HSE Team.**

AIMS has appointed First Aid Officers located throughout AIMS sites. These are your primary contact in the event of injury. A list of AIMS First Aid Officers is located on AIMScape at Services/Health and Safety/Reporting & Emergency Response/First Aid, or search for *First Aid* using the search engine.

First Aid kits are located throughout Institute work areas. Please familiarise yourself with the one nearest your workplace. During area specific induction you will be shown where the nearest First Aid Kit is located.

At the Cape Ferguson site (Townsville), a First Aid Room is located just off the Central Hub area in the main building, West First.

AIMS Vehicles

- ✓ **Only Staff and visitors who are approved and have been registered with the Transport Coordinator may drive the Institute's vehicles.**

A vehicle induction must be completed prior to driving any AIMS vehicle.

Please ensure:

- ✓ Speed limits are strictly adhered to on public roads and on AIMS sites.
- ✓ A safe distance from the vehicle in front (at least 2 seconds, 4 if conditions are poor).
- ✓ Mobile Phones shall not be used while driving, nor shall the driver drink, eat or adjust the radio while driving i.e. two hands on the wheel at all times
- ✓ Any item that could become a missile in the event of an accident (e.g. laptops, briefcase, and luggage) shall be carried in the boot.

- ✓ Dangerous goods, chemicals, pressurised gasses etc. are not permitted to be transported in the commuter vehicle.

Townsville note: If you are travelling at dawn or dusk along the AIMS road it is advised that you keep your speed to a max. 80km/h as these are times when you are more likely to encounter wildlife.

Working Alone

 **Whether working outside normal operating hours or working in a remote/isolated area during normal working hours, the risk of working becomes more significant when no one is nearby to assist should an incident occur.**

To ensure the safety of workers, AIMS has defined a series of restricted tasks that cannot be performed whilst working alone, and proceduralised general requirement around working alone. If undertaking non restricted tasks you must still adhere to required processes i.e. wearing ID, being able to call for help, checking in or signing in and being fit for work.

Examples of restricted tasks not to be undertaken when working alone include:

- ✗ undertaking lab work with hazardous chemicals
- ✗ reconfiguring live (i.e. electrical) experimental set-ups (aquaria)
- ✗ undertaking maintenance work on equipment
- ✗ undertaking hazardous manual tasks.

 **Unless the work is isolated by location, work during normal business hours is generally not considered working alone. [Refer to the AIMS-HS-10 Working Alone Policy and Procedure](#) for more information.**

When working alone after hours, undertaking non-restricted work at:

AIMS Cape Ferguson, Townsville

- ✓ register in the after-hours book located at reception, stating the time of arrival and where you will be working
- ✓ inform the guard on duty of your presence and of your location
- ✓ sign-out upon departure, noting time of departure.

AIMS IOMRC Facility, Perth

- ✓ notify the university of WA security guard of your arrival time, where you will be working and when you leave
- ✓ sign-out upon departure, noting time of departure.

AIMS ATRF Facility, Darwin

- ✓ notify the facilities officer of your plans, specifying where you will be and for how long.

Electrical Safety

 **Only qualified and authorised individuals may undertake “electrical work” due to the risk of serious injury or death; and all equipment must be checked before use.**

Electrical work is defined as:

- connecting electricity supply wiring to electrical equipment or disconnecting electricity supply wiring from electrical equipment
- installing, removing, adding, testing, replacing, repairing, altering or maintaining electrical equipment or an electrical installation
- replacing a component of electrical equipment (components that form part of a circuit) i.e. replacing light bulbs, fluorescent tubes, fuses, etc.



If a shock is experienced, it is essential that the Supervisor, Area Manager (if applicable) and the HSE Team are notified immediately so the individual can receive medical assistance and be medically assessed. All electrical incidents with serious potential must be notified to Comcare (AIMS WHS Regulator).



An [electric shock emergency action guide](#) is available and is displayed in work areas.

A Dispensation/Approval process exists regarding basic maintenance e.g. changing light bulbs and fuses and setting up or modifying experiment set-ups in high-risk work areas (e.g. wet, salty areas). Refer to the [Electrical Safety Procedure](#) for more information.

Field Safety

 **Field Work is frequently conducted in remote locations, and must be planned, risk assessed and authorised, with a Cruise Leader appointed to manage the trip.**

Field Work is an integral part of work conducted at AIMS, usually at sea, and is managed through the LogReq System. Field work does not cover corporate travel or staff attending seminars, meetings, workshops, conferences and training. Prior to undertaking **any** fieldwork, a fieldwork induction must be completed. Refer to the [AIMS Field Work Safety Induction Manual](#) and the [AIMS-HS-08 Fieldwork Procedure](#) for more information.

Laboratory Safety

 **AIMS Laboratories have strict access and use requirements due to the specific quarantine, biosafety, hazardous chemical, radiation, shared space and other safety risks that must be controlled.**

The [AIMS Laboratory Safety Induction Manual](#) details how AIMS maintains a general level of health and safety practices in our Labs. All laboratory users must undertake 1) a Laboratory Induction and 2) an area specific laboratory induction before undertaking laboratory work. Please refer to the [AIMS-HS-22 Hazardous Chemical Management Procedure](#) for more information on hazardous chemical use.

Personal Protective Equipment (PPE)

✔ Different areas and tasks at AIMS have different PPE requirements. Look for the signs, information will be provided during area inductions. If unsure contact the Area Manager or Supervisor for more information.

Different minimum PPE requirements may apply, dependent on whether you are visiting or working in the area. Refer to the [AIMS-HS-20 Personal Protective Equipment Procedure](#) for more information.



In addition to area specific PPE requirements, further PPE may be required dependent on the task being undertaken. Make sure to note any additional PPE requirements in safe work procedures.

Workshop Safety

✔ Do not enter workshops without permission from the Workshop Manager. Potential hazardous exposures include electricity, plant and equipment, suspended loads, welding flash, excessive noise and hazardous chemicals, flying debris etc.

AIMS has several workshops at Cape Ferguson including the mechanical, electronics, boiler makers and Seasim workshops; and workshop areas in both Perth and Darwin sites.

These workshops are involved in developing equipment for use by researchers in fieldwork and experimental setups.

- ✔ If you are NOT inducted, you must ask the permission of the workshop manager or accountable person before entering, and be escorted and supervised.
- ✔ Guided tours must not proceed into marked/signed restricted areas.
- ✔ Authorisation and an area specific induction are required prior to working in the area.
- ✔ Induction training requirements exist for tools and equipment used in these areas.
- ✔ Tools and equipment shall have a TRA specific to the activity being undertaken.

Vessel Safety

✔ The Master is responsible for the safety of all persons while they are onboard the vessels.

The Master or First Mate will ensure that all passengers receive a vessel induction prior to departure. This will include vessel safety features and rules, and what to do should an emergency arise on board, including where passengers should muster. Any orders given by the Master with regard to safety on board the vessels must be complied with at all times.

Workstation Ergonomics

✓ Each individual is physically unique, and as such workstations should be adjusted to meet their individual needs.

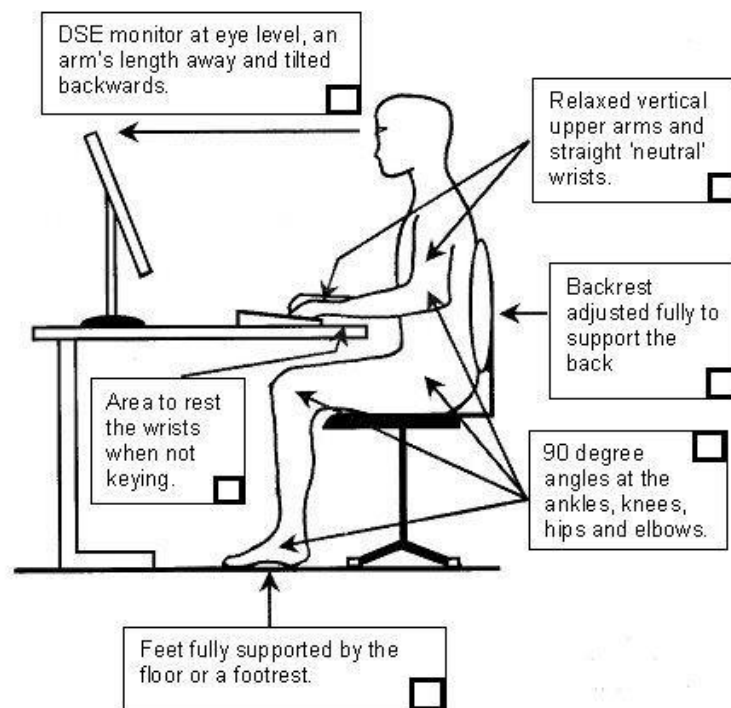
To avoid developing a musculoskeletal disorder as a result of poor work station setup the following process shall be followed:

- ✓ Complete a work station ergonomic self-assessment (refer to AIMS-HS-17 Ergonomics and Manual Task Procedure, Appendix 1)

Or alternatively:

- ✓ Contact the HSE Team and request a workstation assessment.

⚠ Further guidance on workstation set up is available from the Comcare website, using the online tool [Virtual Office](#).



Manual Tasks

✓ A Manual Task is one that requires force exerted by a person to grasp, manipulate, strike, throw, carry or move i.e. lift lower, push, pull, hold or restrain, an object, load or body part and is the most common cause of injury at AIMS.

Hazardous Manual Tasks (HMT) are those that have given or may give rise to musculoskeletal disorders to workers handling a person or an animal, or using an item, a system of work, or a workplace during a manual task.

HMT Risk Factors include:-

- × Handling of loads – frequent lifting with the back bent or twisted, or pushing or pulling loads;
- × Working posture or position e.g. working in a fixed position with the back bent or with the neck, shoulders and arms in a fixed position, continuous sitting or standing.
- × Repetitive work with the hand or arm and having to grip tools or loads tightly;
- × Weights and forces e.g. bulky, unstable;
- × Using vibrating tools;
- × Work station layout e.g. poor lighting and visibility;
- × Work design and organization e.g. insufficient people for task, lack of work tools
- × Skills and experience e.g. lack of job induction, training
- × Stress and time pressures
- × Long duration without a break (> 1 hour)

If you experience discomfort or fatigue, take a break and reassess the task. If injured, or undertaking routine tasks that cause pain or discomfort, notify your supervisor and the HSE Team and the task can be assessed and additional controls/strategies put in place.



Individual items weighing over 15kg should be clearly marked as **heavy**, with an approximate weight

Housekeeping

 **Safety hazards (e.g. slips, trips and falls) can be reduced by applying good housekeeping habits and systems.**

Key ways to achieve good housekeeping standards include:

- ✓ Utilising suitable storage systems
- ✓ Applying spill management
- ✓ Routinely inspecting areas
- ✓ Keeping walkways clear and items off the floor
- ✓ Where objects cannot be moved, highlight them (e.g. caution/yellow paint; signage etc.)

Stair Safety

 **Do not carry items that will restrict your vision, or prevent you using three points of contact on the stairs.**

Slips, trips and falls account for many workplace incidents with most having minimal consequence, however a fall down a stairway has much greater consequence. By using the handrail i.e. maintaining three points of contact, the consequence of a fall on the stairs will be reduced.

Where it is not possible to transport goods safely via the stairs while maintaining three points of contact, lifts or specialised stair trolleys must be used or other alternatives sought i.e. breaking down the load into smaller parts.

Contractor Management

 **All Contractors have a responsibility to work safely, taking reasonable care to protect their own health and safety as well as that of other people who are at or near that workplace.**

The AIMS Contract Supervisor is the AIMS employee who arranges the work and ensures AIMS requirements are met; however the Facilities team can provide advice and support in the management of contractors.

All Contractors are required to:

- ✓ Have a TRA (or equivalent) that has been reviewed and approved by the AIMS Contract Supervisor prior to works commencing (if unsure of the review process contact the Facilities Team).
- ✓ Provide evidence that they have attended the generic HSE construction induction course, for example - White Card as per the Workplace Health and Safety Queensland requirements;/ or equivalent state or Territory requirement
- ✓ Have workers compensation insurance and provide details of the insurer and policy number
- ✓ Sign the AIMS Contractor Form
- ✓ Sign in at Reception **and** at the Spotless office (Townsville site).
- ✓ Complete the AIMS General Induction or AIMS Contractor Induction and any specific Area Inductions.

If the contractor has not been inducted to site the AIMS Contract Supervisor must escort them at all times.

Children/Guests on Site

 **Families of staff or other guests visiting AIMS must remain in public areas, or be authorised and accompanied by a staff member at all times.**

Families of staff or other guests visiting an Institute facility during normal business hours, or out-of-hours, for short periods must gain prior approval to visit or access restricted areas e.g. Seasim, and register at reception.

Guests staying in the onsite accommodation at the Townsville, Cape Ferguson Facility must adhere to the requirements set out in the information booklet. Should they wish to visit the beach or other outdoor areas on site after hours (weekends, public holidays, and weekdays before 8:00am and after 4:40pm), they must sign-in in the log book located at reception. Access to AIMS operational buildings is limited to public access areas within normal business hours unless accompanied by a staff member.

Children under the age of 18 years must be supervised at all times and are not eligible to be registered as a visitor. Students undertaking work experience as per the Education Act 1978 or those taking part in guided tours available to the public may be present for extended periods of time, however bringing a child to work for the day is not accepted practice.

Beach/Fire Trail and Marine Operations Jetty Access (Townsville Specific)

 **Staff members or guests wishing to access the AIMS beach, walk the fire trails and/or visit the AIMS Jetty at lunch or after hours must take precautions to manage the risks.**

These Include:

- ✓ Letting a co-worker or security (log book at reception) know where you will be and for how long, or go with another person
- ✓ Take adequate water
- ✓ Wear appropriate clothing and footwear (heat, high UV, snakes and other wildlife are common)
- ✓ When walking alone, take a mobile phone with reception or have some other form of communication available
- ✓ A first aid kit is recommended when walking the fire trails
- ✓ Avoid rock hopping or climbing
- ✓ Children **Must** be supervised and accompanied by a responsible adult at all times (as per **Children/Guests on Site**)

 **Please Note: Fires and swimming are NOT permitted at the AIMS beach at any time.**