SAFETY INDUCTION

INTRODUCTION
The information contained in this handout sets out the minimum standard of safety behaviour expected by Momentum from its managers, supervisors, employees and contractors. Employees are to be familiar with and comply with all Safety related Procedures applicable to the work activities they are being engaged in.

We expect employees to read, understand and comply with the requirements detailed in this handout and any other safety related procedures or instructions given by their supervisor or manager as a condition of continued employment with Momentum.

Some activities undertaken by Momentum may require the implementation of site or task specific safety procedures and instructions to meet Momentum’s regulatory compliance obligations or those of our customers. Where those requirements exist specific safety procedures are developed and instruction or training provided for employees engaged in those activities.

Momentum Safety Management System
Momentum has and will continue to develop safety procedures to protect workers from identified risk and meet Work Health and Safety regulatory compliance requirements.

Those procedures making up the Safety Management System are available to all employees via the company’s intranet site. For employees without company computer access the documents will be available through your supervisor or manager on request.

EXPECTED SAFETY BEHAVIOUR
The minimum level of safety behaviour expected by Momentum requires employees to:

- Look after their own health and safety by not taking risks.
- Look after the health and safety of others at work and do not do anything that may cause harm to others.
- Report all identified safety hazards immediately to their supervisor or manager and warn others at risk.
- Report work related incidents, injuries or illness as soon as practical to their supervisor or manager once any necessary treatment has been administered.
- Participate in incident investigations when requested.
- Implement all required safety controls including the use of PPE (Personal Protective Equipment).
- Notify their supervisor or manager if they have a problem implementing a particular safety control or feel that the safety control may be inadequate before continuing with the assigned task.
- Not attempt to sign on for work if they are under the influence of drugs or alcohol.
- Participate in safety inductions, task specific safety training and information sessions and sign off on their attendance confirming an understanding of what is expected of them.

SAFETY STATEMENT
The Momentum Safety Statement establishes our safety philosophy and clearly establishes safety as a business imperative. It assigns responsibility for safety and instils trust in our employees to report all incidents, injuries and near misses. Read the Momentum Safety Statement (refer to page 28 of the Momentum Employee Handbook) and identify the following elements contained in the Statement:

- Your responsibilities
- Your Supervisor’s responsibilities
- Your Manager’s responsibilities

INCIDENT, INJURY AND NEAR MISS REPORTING
Incident, Injury and Near Miss reporting is a critical aspect of an effective Safety Management System. The timely management and the implementation of corrective action will reduce the impact of real and potential loss for our employees, customers and Momentum.
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To enable Momentum to respond positively to safety related occurrences it is essential that the reporting procedure is timely, concise and widely adopted across the organisation.

Near Misses, if not reported and controlled, have the hidden potential to cause injury and loss. The probability of an unreported or uncontrolled Near Miss eventually causing an injury or loss is high. Momentum understands this relationship and requires employees and contractors to report all incidents and near misses immediately to their supervisor or manager.

Employees and Contractors are responsible under Legislation and their Conditions of Employment with Momentum to immediately report safety related incidents, injuries and near misses to their supervisor or manager.

FIRST AID AND INJURY MANAGEMENT
Employees are responsible under Legislation and their Conditions of Employment with Momentum to immediately report workplace injuries and illness to their supervisor or manager as soon as practical if not immediately. If an employee incurs an injury or illness caused by work related activities they are to:

- Immediately seek first aid or the level of medical treatment they deem necessary from the most convenient provider of their choice.
- As soon as practical report the injury or illness and treatment provided to their supervisor or manager.
- Ensure that all injuries, no matter how minor, are reported to their supervisor or manager in case treatment may be required at a later date.
- Where a cost is incurred the employee must submit a Workers' Compensation Claim along with any medical certificates and receipts through their supervisor or manager to register a claim for Workers Compensation. This action will enable financial reimbursement for any personal cost incurred relative to the treatment of the reported injury or illness.

INJURY MANAGEMENT AND REHABILITATION
Momentum has established an Injury Management and Rehabilitation Statement to confirm a commitment to the early intervention in response to workplace injury and illness. This commitment facilitates an early return to work or the establishment of meaningful suitable duties to assist in the rehabilitation process. The Statement encourages an early return to work and provides for support and assistance for employees to do so.

Read the Momentum Injury Management and Rehabilitation Statement (refer to page 31 of the Momentum Employee Handbook) and identify the following elements contained in the Statement:

- What is Momentum’s commitment.
- How is that commitment met.
- What are you encouraged to do if you are injured or incur a workplace related illness.

EMERGENCY RESPONSE AND EVACUATION
It is important that employees are aware and familiar with the emergency response procedures established for their workplace. This includes knowing emergency exits and escape routes, the location of the first aid station, the Evacuation Assembly Point and the location of fire fighting equipment.

During a workplace induction employees should ensure that they clearly understand:

- The call to evacuate e.g. horn, bell or verbal and who will give the command.
- Where the first aid and fire fighting equipment is located.
- Emergency numbers for fire, ambulance and police.
- Emergency Assembly Point.

These procedures are normally explained during an employee induction facilitated by a guided walkthrough of the facility. The extent of the procedures established at each facility or worksite will
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depend on the nature of the facility, the activities carried out within and the inherent hazards associated with the site.

If at any time an employee feels that established emergency procedures are not adequate or not clearly understood they are to raise any concerns or issues with their supervisor or manager.

FATIGUE MANAGEMENT

Physical and mental fatigue can induce affects similar to those induced by the consumption of drugs and alcohol and can impair judgement, coordination and mobility, the impairment of any or all of these capabilities could prove lethal.

Fatigue has often been identified as a contributing factor in workplace incidents causing injuries and property loss with outcomes ranging from minor injuries and minimal property loss to catastrophic occurrences resulting in fatalities and major property loss.

When an individual is fatigued low risk controlled hazards can become high risk because safety controls may not be adhered to or an error is made during the execution of a safety critical task. Fatigue impairment can unpredictably range from making a simple mistake without consequence to falling asleep and losing control.

Certain safety critical industries are regulated by legislation. Examples are the rail, aviation, mining and the road transport industry. Fatigue management is a regulatory compliance requirement in those industries. Where industry specific legislation does not apply the requirement to manage fatigue is regulated by State and Federal Work Health and Safety Regulation.

Momentum has established rostering strategies that essentially restrict the absolute maximum hours of work for any employee in any given seven day period and the controls initiated are dependent on the nature of the activity, safety critical aspects of the activity and regulatory compliance requirements.

Employees are responsible under Legislation and their Conditions of Employment with Momentum to immediately report safety related incidents or issues that have the potential to cause injury or loss. That requirement extends to notifying their Supervisor or Manager if they feel they have not had sufficient rest time and/or adequate quality sleep between their last shift and the one they are about to commence.

Employees have a responsibility to manage their rest time during the working week or roster cycle to ensure that they are sufficiently rested and not impaired by the effects of fatigue that may affect their judgement and possibly place themselves or others at risk.

By presenting for duty employees are attesting that they are fit to carry out their duties safely and without risk to themselves or others due to fatigue.

Read the Momentum Fatigue Management Statement (refer to page 29 of the Momentum Employee Handbook) and identify the following elements contained in the Statement:

- Your responsibilities.
- Your Supervisor’s responsibilities.
- Your Manager’s responsibilities.

DRUGS AND ALCOHOL ABUSE

Drugs and Alcohol impair judgement, coordination and mobility, the impairment of any or all of these capabilities could prove lethal. As a consequence Momentum (Engenco) has established a ‘ZERO’ tolerance for drugs and alcohol.

Employees and contractors are not permitted to commence work if they are under the influence of drugs or alcohol or consume such substances while they are undertaking a rostered shift. They are to comply with Regulatory requirements, Momentum (Engenco) Procedures and instructions given to
them by an Authorised Officer or an Authorised Person for the purpose of conducting drug and alcohol testing. Refusing to undertake a drug or alcohol test will result in disciplinary action.

Employees and contractors are to seek advice when being prescribed or buying pharmacy medication over the counter to ensure that side effects from those medications do not impair judgement or breach legislative guidelines. Where advice has been provided that a medication could induce side effects that may place the individual or others at risk then the employee must report that to their supervisor or manager prior to commencing their next rostered shift.

Read the Momentum (Engenco) Alcohol and Other Drug Policy Statement (refer to page 30 of the Momentum Employee Handbook) and identify the following elements contained in the Statement:

- What are the permissible levels for drug intoxication in the work place.
- What are the permissible levels for alcohol intoxication in the work place.
- What will happen if you refuse a test or test positive to drugs or alcohol in the workplace.

**MANUAL HANDLING**

The most common injuries incurred by employees across Australia are soft tissue injuries, sprains and strains caused by Manual Handling activities. These types of injuries are usually associated with lifting tasks and moving heavy loads. This is not the case and in fact Manual Handling injuries are just as likely to occur in an office environment while word processing as they could working on an assembly line, in an engineering workshop repeatedly using the same hand tool or on a construction site using a shovel.

Manual Handling it is not just lifting but it includes repetitious movements or straining while carrying outwork activities. These activities can cause acute arm, back, neck or wrist injuries.

If you are concerned about a task you are currently undertaking and you feel the task is causing physical discomfort report the problem immediately to your supervisor or manager.

**Load Shifting**

Legislated guidelines have been implemented to reduce the frequency and severity of load shifting activities. Moving objects weighing more than 16 kgs standing and 4.5kgs seated are high risk activities. These types of injuries can occur if:

- The object is too heavy.
- Shifting a load by twisting our back instead of moving our feet around to relocate the load.
- Using the back like a crane to lift a load instead of using the legs.
- A load is lifted above shoulder height.
- We have to stretching to position an object where balance is compromised
- The size and shape of the object irrespective of its weight makes it difficult to get a good grip on the object or it affects the lifters balance or it partially blocks the lifter’s vision due to its size
- Load shifting is not planned to check where we have to take the object for trip hazards and obstacles along the intended path.
- You do not ask for help when attempting to lift or move an object that is obviously too heavy or awkward.

**Reducing Manual Handling injuries:**

- Adopt good posture, maintain the natural ‘S’ curve of the spine do not bend the back.
- Feel balanced, both feet evenly placed on the ground.
- Carry load close to body.
- No twisting of the back, use feet to turn once load is lifted.
- Always call the lift when team lifting.
- Plan the lift.

**Planning the lift:**

- Know how heavy the item is.
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- Consider the shape and weight distribution of the object.
- Determine that the route to be taken is clear of obstacles and trip hazards.
- Determine if help is required, team lifting or mechanical lifting equipment.

SAFETY RELATED CONSULTATION AND COMMUNICATION

A regulatory requirement and an effective way of identifying and controlling hazards and risk in a workplace is facilitated by open discussion between Employees, Supervisors and Managers. Momentum eagerly seeks input and constructive suggestions from employees that could improve workplace safety or improve the Momentum Safety Management System. It is recommended that safety issues or suggestions be raised with your immediate supervisor or manager in the first instance if you are not satisfied with the outcome the issue can then be raised directly with the Compliance Manager.

Momentum employees are entitled to request the establishment of a Work Health and Safety Committee or nominate themselves as a Work Health and Safety Representative. A request to do so is to be initiated through your Supervisor or Manager who will review the request against the statutory and regulatory requirements for the jurisdiction in which the request has been made. If you are not satisfied with the outcome the request can then be raised for determination by Compliance Manager.

ACKNOWLEDGEMENT SAFETY INDUCTION

I have read and understand my Safety Responsibilities detailed in the Momentum Safety Induction handout and the Momentum Employee Handbook.

I have requested clarification where necessary and received further information from my Supervisor or Manager.

Employee Name:

Safety Induction Date:

Work Location:

Supervisor or Manager's Name: