QUALITY DOCUMENTS

Q.P. NUMBER 5B

COMPANY HEALTH AND SAFETY POLICY/PROCEDURE LAVENDER INTERNATIONAL AUSTRALIA

This document forms an integral part of the Company Quality system, and adherence to the requirements specified within are mandatory upon all Company personnel and upon any subcontractor required to work in accordance with it.

This is a controlled document and must not be altered in any way without authorisation from the Company Quality Manager.

Issued by: SYoung.

Title: Quality Manager

Date: 01/04/16

Authorised / Approved by: P. Lavender

Title: General Manager

Date: 01/04/16

DOCUMENT AMENDMENTS AND UPDATES

Date Amended	**Section Amended**	**Amendment made**	**Name of person inserting change**
01/04/16	7.4	Text inserted	S. Young
	7.5	Text amended	
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	13.3	Text amended	
	Appx 2	Updated	
	Appx 3	Amended	

All changes are hi-lighted
Copies of this document are sent to PCN/BINDT & AINDT.

CONTENTS

1.0 SCOPE

1.1 This procedure describes the policy of the company in order to provide for the Health and Safety of all members of staff and people attending Lavender premises in Australia. This will also incorporate the Company responsibility for disposal of hazardous substances.

2.0 RESPONSIBILITIES

2.1 The General Manager AUS has overall responsibility for the implementation of the requirements of this procedure.

2.2 The Office Manager is responsible for the day to day responsibility of Health and Safety.

2.3 The General Manager AUS is responsible for all technical requirements.

2.4 The Health and Safety Representatives (HSR) for Employee Safety will be elected in accordance with Part IV of the Occupational Safety & Health Act 1984. Nominations were called under section 30(2) but no delegates were identified.

2.5 All activities with an element of risk will be assessed and controlled (see section 6).

2.6 Non-compliance with any aspect of this procedure may be sufficient reason for instant dismissal or ejection from the premises.

2.7 The Company has internal expertise in Health and Safety within Australia but also has access to additional external assistance from IFAP (Industrial Foundation for Accident Prevention) and the Chamber of Commerce and Industry (CCI).

2.8 Overall fire safety is managed by Fullworks Fire Safety who are responsible for fire equipment maintenance and tests, emergency exit discharge tests, maintenance of smoke detectors and fire safety training.

3.0 OBJECTIVES

3.1 To ensure that all members of staff and students attending the premises, visitors and contractors carry out their duties in a safe working environment.

4.0 REFERENCED DOCUMENTS

Occupational Safety and Health Act 1984
(http://www.slp.wa.gov.au/pco/prod/FileStore.nsf/Documents/MRDocument:26679P/$FILE/Occupational%20Safety%20And%20Health%20Act%201984%20-%20[07-h0-04].pdf?OpenElement)

Occupational Safety and Health Regulations 1996
(http://www.slp.wa.gov.au/pco/prod/filestore.nsf/Documents/MRDocument:27867P/$FILE/Occupational%20Safety%20and%20Health%20Regulations%201996%20-%20[09-h0-00].pdf?OpenElement)

Code of Practice - Control of Workplace Hazardous Substances [NOHSC:2007 (1994)]
(https://www.commerce.wa.gov.au/sites/default/files/atoms/files/controlofworkplacehazardoussubstanc.pdf)

Code of Practice – First Aid Facilities and Services, Workplace Amenities and Facilities, Personal Protective Clothing and Equipment
(https://www.commerce.wa.gov.au/sites/default/files/atoms/files/code_first_aid_0.pdf)

National Code of Practice for the Labelling of Workplace Substances [NOHSC: 2012 (1994)]
(https://www.commerce.wa.gov.au/sites/default/files/atoms/files/labelling_workplacesubstances_nohsc.pdf)

Code of Practice – Managing Noise at Workplaces 2002
(https://www.commerce.wa.gov.au/sites/default/files/atoms/files/code_noise_workplace.pdf)

Code of Practice – Manual Tasks 2010
(https://www.commerce.wa.gov.au/sites/default/files/atoms/files/manual_tasks.pdf)

Code of Practice – Prevention of Falls at Workplaces 2004
(https://www.commerce.wa.gov.au/sites/default/files/atoms/files/code_falls.pdf)

Code of Practice – Safe Design of Building and Structures 2008
(https://www.commerce.wa.gov.au/sites/default/files/atoms/files/safe_design_0.pdf)

Code of Practice – Violence, Aggression and Bullying at Work 2010
(https://www.commerce.wa.gov.au/sites/default/files/atoms/files/code_violence.pdf)

Code of Practice – Working Hours 2006
(https://www.commerce.wa.gov.au/sites/default/files/atoms/files/copworkinghours.pdf)

Australian Standard – AS1892.1:1996 Portable Metal Ladders

Australian Standard – AS1337.1:2010 Personal Eye Protection – Eye and Face Protection for Occupational Applications

Australian Standard – AS1338.2:2012 Filters for Eye Protection – Filters for Protection against Ultraviolet Radiation

Australian Standard – AS2161:2008 Occupational Protective Gloves

Australian Standard – AS2210.1:2010 Safety, Protective and Occupational Footwear
Australian Standard – AS1319:1994 Safety Signs for the Occupational Environment

Australian Standard – AS1715:2009 Selection, Use and Maintenance of Respiratory Protection Equipment

Australian Standard – AS1716:2012 Respiratory Protective Devices

Australian Standard – AS1269.3:2005 Occupational Noise Management – Hearing Protector Programme

Australian Standard – AS1674:2005 Safety in Welding and Allied Processes

Australian Standard – AS4501.1:2008 Occupational protective clothing — Guidelines on the selection, use, care and maintenance of protective clothing

Australian Standard – AS3765:1990 Clothing for Protection against Hazardous Chemicals

Australian Standard - 2444:2001 Portable Fire Extinguishers and Fire Blankets – Selection and Location

Australian Standard - 3000:2007 Electrical Installations (Australian / New Zealand Wiring Rules)

5.0 COMPANY HEALTH & SAFETY POLICY

The Company Health & Safety Policy is at Appendix 1.

6.0 SPECIFIC AREAS REQUIRING CONTROL OF HEALTH AND SAFETY

6.1 The following areas are considered necessary to be controlled to provide a safe working environment.

a) General Safety of Staff and Students (Section 7)

b) Fire (Section 8)

c) First Aid (Section 9)

d) Specific Safety (Section 10)

e) Radiation Safety (Section 11)

f) Disposal of Hazardous Substances & Hazardous Waste Regulations (Section 12)

g) Portable Appliance/Fixed Installation Testing (Section 13)

h) Manual Handling (Section 14)

i) Noise at Work (Section 15)

7.0 **GENERAL SAFETY**

7.1 All staff and students will be expected to conduct themselves in a sensible manner and to treat all substances and processes with due respect to the hazards which may arise from use and misuse. All technical staff will be suitably trained in the use of processes and substances with which they may be expected to work during the course of their employment.

7.2 All people attending for either training or examination are shown the `Provision of Safety' information sheet (QD118) prior to their course and asked to sign and date the leaflet as notification of understanding.

7.3 During the course of a work day, a staff member or student may identify a hazard that has arisen. If possible, eliminate the hazard or mitigate the risk immediately. The Hazard Report form (QD281) is to be completed to advise of the hazard and any immediate action taken and then be given to the Office Manager. The hazard is to be investigated and any additional corrective action identified, particularly that which is directed at root causes.

7.4 Monthly Health and Safety checks are carried out by the Office Manager or by her deputy as agreed and listed in Appendix 2. These inspections are completed on a hard copy checklist designed specifically for the facility (QD 396). Health and Safety issues are discussed as an Agenda item and minuted at the bi-monthly staff meetings.

7.5 Any hazards identified by either of the methods outlined in 7.3 and 7.4 above are assessed by the Office Manager and General Manager, discussed with staff and then a control plan is formulated and entered on the Action Register (QD284).

7.6 Safety Notices will be prominently displayed where appropriate.

7.7 A Fire Action Plan is displayed in each training room, administration and meals area.

7.8 In accordance with OSH Regulation 3.44, there is a 'No Smoking' rule in force throughout the Lavender premises (as indicated by no smoking signs) and any vehicle in which staff may travel with passengers. A smoking area is provided at the fence line for the use of smokers at Malaga and this is clearly designated with signage.

7.9 Eating, washing and toilet facilities are available to all staff, students and examination candidates which are separate from the process areas.

7.10 All staff will ensure that the premises are kept in a clean, tidy and safe condition with attention being paid to proper disposal of soiled materials and storage of items not currently in use.

7.11 Dr Tuck Cheng, Mirrabooka Medical Centre, is the Company 'Appointed Doctor'.

7.12 A Sickness Record will be kept by the Office Manager in respect of each member of staff.

8.0 **FIRE**

8.1 See also para 2.8.

8.2 An adequate number of fire extinguishers are available in the office and technical areas. These are serviced and maintained by an outside contractor (Fullworks Fire Safety) on a 6-monthly basis.

8.3 Full Risk Assessments, including Fire, are carried out every 12 months by the Office Manager in conjunction with Fullworks Fire Safety, with records kept in Administration AUS.

8.4 Students and exam candidates will be informed of the fire procedure by their tutor at the start of their training or in the case of examination candidates, by the invigilator prior to their examination.

8.5 A Fire drill will be carried out on the first Thursday of February and September. A duty Fire Marshal will be appointed for the administration and technical areas each week. Unless otherwise notified and listed on the Administration Noticeboard, the default duty Fire Marshals are Catherine Fleay (Admin) and Warren Villarosa (Technical).

8.6 Fire Marshals

8.6.1 Several members of AUS staff have attended Fire Marshal training courses (see Appendix 2).

8.6.2 In addition to the duties set out in paragraphs 8.6 and 8.7 below, it is the responsibility of the Fire Marshals at all times to:

- Observe and monitor the general fire safety of their immediate area
- Observe and monitor corridors and walkways to ensure combustible materials are not stored there
- Monitor escape routes to ensure they are kept free of obstructions
- Check that fire doors are kept closed at all times
- Be aware of any damage to or removal of fire extinguishers

8.7.3 It is the responsibility of the relevantly assigned Fire Marshal, on sounding of the fire alarm to:

- Sweep through the allocated area turning off equipment and closing doors/windows in passing but not delaying their own escape unduly, while encouraging people to leave via the nearest fire escape route. The fire Marshal should normally be the last person out of the allocated area, having done room sweeps to ensure all areas, including toilets, are evacuated.
- Check all accessible rooms to ensure people are evacuating the building.
- Direct all personnel to the Muster point.
- Prevent anyone re-entering the building until safe to do so.

8.7.4 Fire Drill Procedure

a) The fire alarm (manually-activated air horn) is activated by the Fire Marshal assigned to the particular area.
b) Upon hearing the alarm, staff, students, exam candidates and visitors should leave the building by the nearest and safest exit and assemble at the Muster point.
c) The duty Fire Marshal will hold a roll call of all staff, students, exam candidates and visitors from the Malaga facility. It is the NDT Tutor's responsibility to bring their own particular student list with them to the assembly point.
d) The duty fire marshal will account for any visitors to the site by reference to the visitors' book held in reception.
e) Once the roll call has been taken, staff, students, exam candidates and visitors will be allowed to re-enter the unit.
f) The duty Fire Marshal shall then complete QD 177 which shall be filed by the Administration AUS.

8.7.5 Fire Evacuation Procedure

a) Manually-activated fire alarms (air horns) are located in administration and the practical area and these should be activated as soon as a fire is discovered.
b) On hearing the alarm, staff and students should leave the building by the nearest and safest exit and the Muster point.
c) The duty Fire Marshal shall alert the emergency services and await their arrival.
d) Meanwhile, the duty Fire Marshal shall hold a roll call of all staff and students. It is the NDT Tutor's responsibility to bring their own particular student list with them to the assembly point.
e) No-one may re-enter the building until told it is safe to do so by the emergency services.

9.0 **FIRST AID**

9.1 The First Aid box and Eye wash station is located adjacent to the hand-wash trough next to the kitchen.

9.2 All accidents will be reported and noted in the Accident Book.

9.3 Paul Lavender and Warren Villarosa are Senior First Aiders further to their attendance at appropriate training courses.

9.4 All NDT Tutors are required to attend a Senior First Aid at work course every three years. Other members of staff may also attend such courses as required (see Appendix 2).

9.5 Where an incident is considered a Medical Emergency immediate action will be taken to call 000 or relocate the casualty to the nearest appropriate medical centre or hospital.

10.0 **SPECIFIC SAFETY**

10.1 All substances which are hazardous to health within the Company operation have been identified and a Material Safety Data sheet is available.

10.2 Material Safety Data Sheets document the emergency procedure to be adopted when an accident or dangerous situation arises in a particular area.

10.3 Display screen equipment users have been assessed and are monitored.

10.4 Staff who come into contact with Specimens and other heavy items are issued with safety footwear. Other protective clothing etc. is available for their use as required.

11.0 **RADIATION SAFETY**

11.1 There are no sources of X or gamma radiation at this facility.

12.0 **DISPOSAL OF HAZARDOUS SUBSTANCES**

12.1 Through our Risk Assessment Review we consider the following substances are dealt with under this section.

a. Penetrant Substances

All substances will be converted to water washable. They will be placed in 20L containers that are disposed of externally through Veolia.

b. Aerosols

All aerosols are emptied and crushed then put into the recycling bin and the contents disposed of externally through Veolia.

External disposal of substances is recorded on the Waste Disposal Log (QD359).

13.0 PORTABLE AND FIXED INSTALLATION ELECTRICAL EQUIPMENT

13.1 Visual inspection of all equipment is carried out regularly and any fault or problem is immediately reported and dealt with.

13.2 All portable and fixed installation electrical equipment is tested on a regular basis during which the electrical status of the item is checked. All items which have been tested successfully will be labelled accordingly. Any items which fail the test will be withdrawn and either repaired or replaced as necessary.

13.3 Warren Villarosa is responsible for carrying out the PAT testing at Malaga and has received appropriate training. He may delegate this responsibility to a suitably qualified third party.

13.4 PAT testing is carried out 6 monthly for Yokes and annually for all other items. Records are retained by Administration AUS.

14.0 MANUAL HANDLING

14.1 Appropriate staff have completed a Manual Handling course.

15.0 NOISE AT WORK

15.1 An assessment has determined that there is no hazard associated with noise at this Company.

APPENDIX 1

SAFETY STATEMENT

The health and safety of our employees and visitors is of paramount importance. We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and to provide them with the necessary information, instruction and training to achieve this aim.

Appropriate preventive and protective measures are, and will continue to be, implemented following the identification of work related hazards and assurance of the risks associated with them.

We recognise the importance of employer/employee consultation on matters of health and safety and the value of individual consultation prior to allocating specific health and safety functions.

We also accept our responsibility for the health and safety of other persons who may be affected by our activities.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out herein and/or in associated health and safety documents and records.

Expert advice will be sought as necessary when determining health and safety risks and the measures required to guard against them.

The objectives of this safety statement can only be achieved through the support and co-operation of employees and all other persons who use the premises e.g. contractors, visitors, students.

The contents of this statement will be kept up to date to reflect the changes in the nature of the activities and the size or complexity of the organisation/establishment. We will review its effectiveness as appropriate and in any case, at least annually.

The Company's QP5 series of Health and Safety Procedures cover Health and Safety in the UK, USA and Australia.

Signed (for and on behalf of the employer)

S J LAVENDER
CO-MANAGING DIRECTOR
28.01.16

APPENDIX 2

STAFF REPRESENTATIVES FOR EMPLOYEE SAFETY

Health and Safety function(s) Responsibilities	Name/Job Title
Overall responsibility for Health & Safety (Corporate)	SJ Lavender - Co MD
Overall responsibility for Health & Safety AUS	P Lavender – General Manager
Day to day responsibility for Co-ordinating Health & Safety Management (Corporate)	S Young - Quality Manager
Day to day responsibility for Co-ordinating Health & Safety Management AUS	C Fleay – Office Manager
Deputy to Office Manager (for Admin Inspections)	S McCann – Administration Assistant
Deputy to Office Manager (for Technical Inspections)	W Villarosa – Tutor
First Aid	P Lavender – General Manager
	W Villarosa - Tutor
Fire Coordinators	P Lavender – General Manager
	C Fleay - Office Manager
Fire Marshals	P Lavender – General Manager
	W Villarosa - Tutor

Accidents and Dangerous Occurrences

How work related accidents, dangerous occurrences and diseases are dealt with

The Office Manager is responsible for maintaining the Accident Book and notification of accidents and dangerous occurrences to the Quality Manager and Co-Managing Director.

Contractors/Visitors

How safety and health of contractors/visitors on the premises is ensured

The general safety of all contractors and visitors is covered in our Quality Procedure No. 5B (sections 7, 8, 9 & 10).

Display Screen Equipment

How compliance with the statutory regulations is ensured

An assessment has been made of each user and a file completed. This is covered in our Quality Procedure No. 5B Appendix 4.

Electrical Equipment

How safety of electrical equipment is ensured

Electrical safety is maintained by ensuring that equipment is suitable for its intended use through our Quality Procedure No. 5B (section 13).

First-Aid

How first-aid cover at work is provided and ensured

through our Quality Procedure No. 5B (section 9).

Food Safety

How safety of food and drink is ensured

Generally food and drink for the consumption of staff and visitors is kept in sealed tins, boxes or packs until ready for use. All dispensing units are regularly cleaned.

Hazardous substances

How compliance with statutory requirements is ensured

through our Quality Procedure No. 5B (section 12).

Health Surveillance

How health surveillance (where necessary) is provided

through our Appointed Doctor – being Dr Tuck Cheng of Mirrabooka Medical Centre.

Housekeeping Arrangements

How general cleanliness and tidiness of the workplace is maintained

through the safety check which is carried out every month.

Information, Instruction, Training

How health and safety information, instructions and training is ensured

through the Safety Representative via Staff meetings, notices, memos and leaflets to all staff and visitors.

Particular reference is made to our Quality Procedure Number 5B.

Machinery

How safety and health of persons in the workplace is ensured

through proper training and information on all aspects of the machinery and ensuring that said machinery is fit for its purpose. Our Quality Procedure Number 5B details how these elements are achieved.

Manual Handling

How manual handling operations are dealt with

through our Quality Procedure Number 5B (section 14).

Medical Emergency

How serious accidents or health conditions are dealt with

this is covered in our Quality Procedure Number 5B (section 9).

Monitoring and Review

How health and safety performance is monitored and reviewed

through

1) regular consultation with the staff representative of safety (technical and administration).

2) review of the audit findings of the internal check on Quality Procedure Number 5B.

3) regular safety checks of the premises every month.

4) whenever a new process is proposed for introduction into the business.

Noise at Work

How compliance with statutory requirements is ensured

through Quality Procedure Number 5B (section 15)

Personal Protective Equipment (PPE)

How compliance with statutory requirements is ensured

through Quality Procedure Number 5B (section 10)

Radiation

How exposure to the effects of radiation in the workplace is avoided or minimised

There are no sources of x and gamma radiation used on the premises. Suspended UVA light sources are shielded and other UVA light sources are controlled with their use supervised to ensure there is not inadvertent eye exposure.

Recycling

The Company's responsibility to recycling

wherever possible we will make efforts to recycle all material including hazardous and non hazardous items

Safe Systems of Work

How activities with an element of risk which cannot be avoided are controlled

through consultation with the representatives of staff and the Directors.
Each relevant areas will be assessed and controlled
(see Quality Procedure Number 5B paragraph 2.5 and section 6)

Work Equipment

How safety/suitability of work equipment is ensured

through regular calibration, visual inspection and electrical checking.

The representatives of safety provide a focus for identifying quickly any problems arising from unsafe or unsuitable equipment.

Workplace and Welfare

How the provision of suitable and sufficient facilities for employees is ensured

through consultation with the representatives of staff safety.

APPENDIX 3

Spillage Policy

If a member of the Lavender International staff discovers a spillage, there must be a quick risk assessment as to the nature of spillage, either chemical or organic (non-chemical).

Spillages in most technical areas, toilets and the kitchen / meals areas are likely to be of a chemical nature or hazardous to health, such as oil, solvent and cleaning products. It is imperative that these spillages need to be dealt with in the correct manner (Data sheets for most chemicals used are kept with the Office Manager or in relevant areas). It is highly likely that the spillages in any kitchen facility and in any areas where drinks are dispensed will be of organic nature and non-hazardous such as water, tea, coffee etc.

The following is a recommended approach to dealing with spillages located on any Lavender International premises.

1. Firstly assess the location and type of spillage and immediately try to prevent any individuals, students and staff, from slipping or being harmed, by placing the "Caution Wet Floor" sign in area of the particular spillages. The wet floor signs are located adjacent to the PPE cabinet and nodes and nozzles storage. All members of staff must familiarise themselves with the whereabouts of the cleaning facilities.

2. Once the spillage has been assessed to ascertain its probable contents, either as chemical or organic the Lavender employee may use the following techniques to remove the spillage.

   - Chemical Spillages: If the spillage is deemed chemical or oil based then care must be taken to remove the spillage. PPE must be worn and the area affected must be assessed if the spillage is to be removed by applying any other chemical to the area. If solvents are to be used to remove the spillage be aware that the area must be well ventilated and that applying solvent may affect painted and other surfaces.

   - Organic Spillages: Clean with water and dry with wipes or paper towels. Mop and bucket (stored in the kitchen cupboard) may also be used if necessary. Either process must completely remove the spillage and leave the affected area dry.

3. All wipes and cleaning waste used to remove the spillage must be disposed of in the correct refuse container to prevent further hazards.

4. The spillage must be completely removed and the affected area must be completely dry and free of any substances before the removal of the wet floor sign.

APPENDIX 4

WORKSTATION ASSESSMENT AND RISK ASSESSMENT

A workstation assessment and a risk assessment will be performed on all members of staff identified by this regulation.

Eyesight tests and glasses

All staff, including those identified by this regulation, will be entitled to have a sight test funded by Lavender International. It is expected that a sight test would be required every two years.

Any member of staff identified by their optician as requiring glasses to carry out their work will be able to claim $250 towards a pair of glasses from Lavender International. Staff members are responsible for arranging their own sight tests.