



# Health & Safety Booklet

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## Health & Safety Policy Statement

In accordance with its duty under the 'Work Health and Safety Act 2011' and in fulfilling its obligations to both employees, operatives and the public who may be affected by its activities, the board of Directors of CAU Pty Ltd (trading as ConsultANZ) have produced the following policy statement in respect of health and safety.

For employees who are under the direct control of ConsultANZ:

Identify hazards in the workplace, assess the risks related to them and implement appropriate preventative and protective measures

- Provide and maintain safe work equipment
- Provide a safe working environment
- Provide appropriate training and instruction for employees to carry out their task safely

For operatives who work under the control of ConsultANZ clients:

- Ensure the client they are working with has a Health & Safety Policy
- Ensure the operative is made aware of requirements to attend client safety induction/briefing before commencing work
- Only operatives whom ConsultANZ deem competent by qualification / relevant experience will work for our clients
- ConsultANZ will carry out spot checks on clients to ensure the health & safety of our operatives

ConsultANZ strives to achieve a safe working environment for all employees and operatives. All employees and operatives are encouraged to co-operate with ConsultANZ and our clients and to contribute actively towards achieving a safe working environment for all.

Our Health and Safety Policy will be reviewed half yearly to monitor its effectiveness and to ensure that it reflects the company activities and the nature of work our personnel are involved in. This is an "organic" policy document and will be continuously reviewed to maintain relevance.

This policy statement is to be read in conjunction with the company health & safety responsibilities, safety arrangements and health & safety procedures, which together forms the CAU Pty Ltd health & safety management system.

**Mr Peter Laver - Managing Director**

# Work Health and Safety Act 2011

The Work Health and Safety Act 2011 (WHS Act) provides a framework to protect the health, safety and welfare of all workers at work. It also protects the health and safety of all other people who might be affected by the work.

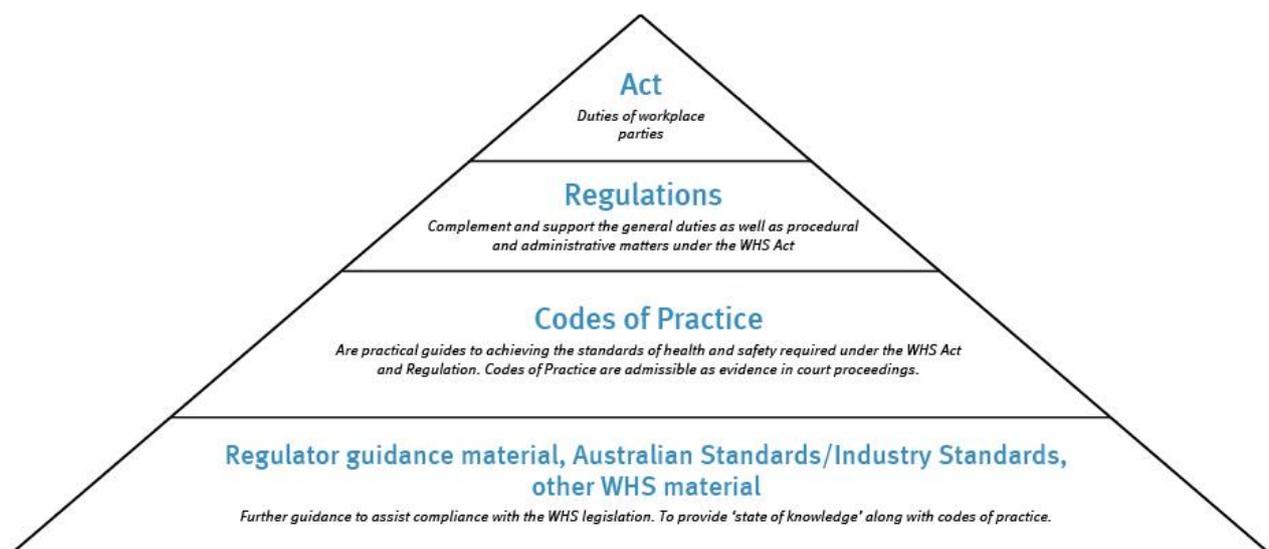
All workers are protected by the WHS Act. This includes employees, contractors, subcontractors, outworkers, apprentices and trainees, work experience students, volunteers and employers who perform work. The WHS Act also provides protection for the general public so that their health and safety is not placed at risk by work activities.

The WHS Act places the primary health and safety duty on a person conducting a business or undertaking (PCBU), who must ensure, so far as is reasonably practicable, the health and safety of workers at the workplace. Duties are also placed on officers of a PCBU, workers and other persons at a workplace.

All duties under the WHS Act are qualified by the term 'reasonably practicable'.

The WHS Act also sets out the requirements for the following:

- Incident notification
- Consultation with workers
- Issue resolution
- Inspector powers and functions
- Offences and penalties



## Introduction

The purpose of this safety handbook is to assist you in maintaining safe working practices whilst at work and will act as a reminder of the essential safety precautions which should be considered and implemented whenever undertaking a task.

In order to assist the health and safety of ConsultANZ employees and operatives we encourage our personnel to read, keep and periodically refer back to this Health & Safety Policy which includes Safety Procedures, Safe System of Works and Health and Safety Responsibilities.

Copies are issued to all commencing personnel and additional copies are available to all employees and operatives and can be accessed at ConsultANZ Head Office.

ConsultANZ facilitate placement of workers on a labour-only basis. All responsibility for the management and supervision of site activities lies with the Client. As such they are to provide training, information and instruction to you throughout the placement, to ensure your health, safety and welfare whilst at work.

**If, at any time, you are not happy with the direction, instruction or safety information that you have been or are being given and feel that it would be unsafe to commence or continue work you must report your concerns immediately to a supervisor, site management or a ConsultANZ representative.**

**If they fail to act, or you feel you cannot approach them, you may consider to cease work and contact the ConsultANZ head office immediately. A representative will contact you and site staff and discuss the issue. If appropriate, a more formal response may entail.**

**Remember, we are not employed to be whistle blowers or watch dogs, however, all individuals bear an obligation under law to “not put at risk the safety of themselves or others whilst at a work site” All legitimate safety concerns demand an adequate investigation and response.**

**Let's work together to make safety “Common Sense” again.**

## Joining a New Project / Site

You **must** attend an Induction with the Principal Contractor (our Client) before you commence work at any site.

The training should cover the following points:

- 1 Senior management commitment to health and safety
- 2 the outline of the project
- 3 the individual's immediate line manager and any other key personnel
- 4 any site-specific health and safety risks, for example in relation to access, transport, site contamination, hazardous substances and manual handling
- 5 control measures on the site, including:
  - i) any site rules
  - ii) any permit-to-work systems
  - iii) traffic routes
  - iv) security arrangements
  - v) hearing protection zones
  - vi) arrangements for personal protective equipment, including what is needed, where to find it and how to use it
  - vii) arrangements for housekeeping and materials storage
  - viii) facilities available, including welfare facilities
  - ix) emergency procedures, including fire precautions, the action to take in the event of a fire, escape routes, assembly points, responsible people and the safe use of any fire-fighting equipment
- 6 arrangements for first aid
- 7 arrangements for reporting accidents and other incidents
- 8 details of any planned training, such as 'toolbox' talks
- 9 arrangements for consulting and involving workers in health and safety, including the identity and role of any:
  - i) appointed trade union safety representatives
  - ii) representatives of employee safety
  - iii) safety committees
- 10 information about the individual's responsibilities for health and safety

After the induction you should ask your supervisor if you may see any **S.O.P.**, **Risk assessment**, **J.S.E.A.** or **S.W.M.S.** which may exist for any tasks you are about to undertake.

These are to be read and understood before work may commence.

# Emergency Response Procedures

It is important that you are aware of any Emergency procedures and how these operate. Procedures will vary site-to-site and should be covered during induction.

Common Emergency Response procedures are:

- Accidents
- Fire
- Bomb Threat (some sites)

There are common items within all of these procedures you need to know:

- Who to phone to get help (e.g. 000)
- The address of your workplace (to give to the emergency services)
- Where to go (assembly points)

Emergency response procedures are put in place to save your life and those of your colleagues.

Always ask to see the emergency response procedures for your work location.

## Accident / Incident Reporting

All incidents/Accidents must be reported immediately. These include:

- Accidents at work or at home that may impact on your work role or ability
- Motor vehicle accidents whilst travelling to or from work
- Ill-health or diseases caused by work
- Dangerous occurrences or near-misses

The following actions must be taken:

- Inform your supervisor or Site manager as instructed during induction
- Ask to contact or that someone contact a ConsultANZ representative at the earliest available opportunity. Identify the ConsultANZ Incident/Accident report Info Pack and check to see if you need to report
- Ensure your details are entered into the incident/accident first aid book
- Ask to obtain a copy and that it be forwarded ConsultANZ head office

This may be done on your behalf should you be unable to do so.

- Failure to report incidents/accidents as they occur either at work or at home may result in termination of contract of employment and or assignment or result in actions that may influence compensation outcomes.

## **First Aid**

What first aid facilities are available at your workplace? Find out!

First aid facilities vary as they reflect the size of the project/ workplace, i.e. number of workers, location and hazards.

The following first aid requirements should be explained to you at the safety induction;

- Location of the First Aid Box
- Who First Aider is/are, how they are to be identified and where they can be found
- Location of first aid cabinet or kit / room (Usually only found on large sites)
- Local emergency hospital address
- How to report an accident

## **Needle Stick Injury**

This is an accidental puncture of the skin by a hypodermic needle. If this happens you could become infected with a serious or deadly disease.

If you find one do not touch it or move it. Leave a responsible person to safeguard it whilst you report the matter to the supervisor.

If you have been pricked don't panic, gently squeeze the area around the wound to encourage bleeding. Do not suck the wound. Seek medical assistance immediately and if possible take the syringe or needle with you.

If dealt with properly and promptly, risks of resulting health problems can be minimised.

# Fire Extinguishers

Familiarise yourself with the Site Emergency Evacuation Procedures, Fire Exit routes and Muster Points.

Your first responsibility should always be to raise the alarm - only then should an attempt be made to tackle small fires, as trained, and only if it does not put you at risk.

INDICATORS		WATER		FOAM		DRY CHEMICAL		CARBON DIOXIDE		HALON	
		TYPE OF EXTINGUISHER		TYPE OF EXTINGUISHER		TYPE OF EXTINGUISHER		TYPE OF EXTINGUISHER		TYPE OF EXTINGUISHER	
CLASS	AND OF FIRE	TYPE	CONTENTS	ELECTRICALLY CONDUCTIVE	CONTENTS	ELECTRICALLY NON-CONDUCTIVE	CONTENTS	ELECTRICALLY NON-CONDUCTIVE	CONTENTS	ELECTRICALLY NON-CONDUCTIVE	CONTENTS
A	Ordinary combustibles (wood, paper, etc)		✓ YES MOST SUITABLE	✓ YES	✓ YES	✓ YES	✓ YES	✓ YES	✓ YES	✓ YES	✓ YES
B	Flammable liquids		✗ NO	✓ YES SPECIAL FOAM REQUIRED FOR ALCOHOL-TYPE FIRE	✓ YES	✓ YES	✓ YES	✓ YES	✓ YES	✓ YES	✓ YES
C	Flammable gases		✗ NO	✗ NO	✓ YES	✓ YES	✓ YES	✓ YES	✓ YES	✓ YES	✓ YES
D	Combustible metals		✗ NO	✗ NO	✗ NO	✗ NO	✗ NO	✗ NO	✗ NO	✗ NO	✗ NO
	(E) Fire involving live electrical equipment		✗ NO	✗ NO	✓ YES	✓ YES	✓ YES	✓ YES	✓ YES	✓ YES	✓ YES

← USE SPECIAL PURPOSE EXTINGUISHERS ONLY →

# Safety Signs

It is important that you understand the meaning and generic colours of these signs and what they stand for.

**Safety Signs** 

 <b>DANGER</b> <b>CUSTOM MESSAGE</b>	 <b>DANGER</b> <b>CONFINED SPACE</b> ENTRY BY PERMIT ONLY	 <b>DANGER</b> <b>DEEP EXCAVATION</b>	 <b>DANGER</b> <b>DO NOT ENTER</b>	 <b>DANGER</b> <b>KEEP OUT</b>	
D28A - 300x255 D28B - 450x300 D28C - 600x450	D41A - 300x255 D41B - 450x300 D41C - 600x450	D46A - 300x255 D46B - 450x300 D46C - 600x450	D52A - 300x255 D52B - 450x300 D52C - 600x450	D114A - 300x255 D114B - 450x300 D114C - 600x450	
 <b>EYE PROTECTION MUST BE WORN IN THIS AREA</b>	 <b>FOOT PROTECTION MUST BE WORN IN THIS AREA</b>	 <b>HAND PROTECTION MUST BE WORN IN THIS AREA</b>	 <b>HEAD PROTECTION MUST BE WORN IN THIS AREA</b>	 <b>HEARING PROTECTION MUST BE WORN IN THIS AREA</b>	 <b>SAFETY VEST OR HIGH VISIBILITY CLOTHING MUST BE WORN</b>
M364A - 225x300 M364B - 300x450 M364C - 450x600	M378A - 225x300 M378B - 300x450 M378C - 450x600	M386A - 225x300 M386B - 300x450 M386C - 450x600	M389A - 225x300 M389B - 300x450 M389C - 450x600	M396A - 225x300 M396B - 300x450 M396C - 450x600	M430A - 225x300 M430B - 300x450 M430C - 450x600
 <b>BEWARE OF VEHICLES</b>	 <b>CRANE OVERHEAD</b>	 <b>FORKLIFTS IN USE</b>	 <b>KEEP CLEAR</b>	 <b>SLIPPERY WHEN WET</b>	 <b>WATCH OUT FORKlift OPERATING IN THIS AREA</b>
W931A - 300x450 W931B - 450x600	W939A - 300x450 W939B - 450x600	W948A - 300x450 W948B - 450x600	W958A - 300x450 W958B - 450x600	W988A - 300x450 W988B - 450x600	W998A - 300x450 W998B - 450x600
 <b>HAZCHEM</b>	 <b>FERRIC CHLORIDE 2582 2X CORROSIVE</b>	 <b>NO ENTRY AUTHORIZED PERSONNEL ONLY</b>	 <b>NO PEDESTRIAN ACCESS</b>	 <b>NO SMOKING</b>	
H2845A - 600x125	H2885A - 820x430	P526A - 225x300 P526B - 300x450 P526C - 450x600	P534A - 225x300 P534B - 300x450 P534C - 450x600	P539A - 225x300 P539B - 300x450 P539C - 450x600	
 <b>EXPLOSIVE 1</b>	 <b>FLAMMABLE GAS 2</b>	 <b>NON-FLAMMABLE, NON-TOXIC GAS 2</b>	 <b>TOXIC GAS 2</b>	 <b>OXIDIZING GAS 2</b>	 <b>FLAMMABLE LIQUID 3</b>
1A - 250x250 1B - 270x270	2.1A - 250x250 2.1B - 270x270	2.2A - 250x250 2.2B - 270x270	2.3A - 250x250 2.3B - 270x270	2.4A - 250x250 2.4B - 270x270	3A - 250x250 3B - 270x270
 <b>FLAMMABLE SOLID 4</b>	 <b>SPONTANEOUSLY COMBUSTIBLE 4</b>	 <b>DANGEROUS WHEN WET 4</b>	 <b>RADIOACTIVE 7</b>	 <b>CORROSIVE 8</b>	 <b>MISCELLANEOUS DANGEROUS GOODS 9</b>
4.1A - 250x250 4.1B - 270x270	4.2A - 250x250 4.2B - 270x270	4.3A - 250x250 4.3B - 270x270	7A - 250x250 7B - 270x270	8A - 250x250 8B - 270x270	9A - 250x250 9B - 270x270

## Safe Practices and Good Housekeeping

Be sure you are in good physical condition before you commence work

Do not take risks and short cuts as these cause accidents

Do not work whilst under the influence of drugs or alcohol

Stack and secure all materials safely in authorised areas, never near doorways or on fire escapes routes. Do not stack too high. Take additional care with bricks, blocks, palletised materials, timber, pre-fabricated panels, pipes and tubes

When leaving a site, or roof, tie down or secure tools and materials

Remove waste through chutes and into skips where appropriate. Clean the site and ensure waste material is cleared from access walkways and corridors. Make yourself busy during “Down times” & conduct a site clean up. Always check with you supervisor if manual handling equipment is available and gloves, shovels, barrows are near-by. Don't place yourself at risk.

If you see damaged plant and equipment, do not use it, but report it immediately to your supervisor

Respect the crib and amenities facilities provided – clean before and after yourself and leave them tidy.

# Personal Protective Equipment

PPE must always be considered as a last resort, as it does not remove or reduce a hazard, it only provides protection for the person wearing it.

Ensure you have been issued the correct PPE available as defined in the risk assessment for the task being undertaken.

Check that:

- it offers adequate protection for its intended use
- it fits and is compatible with other equipment
- it carries the CE marking
- you have been adequately trained in its use

Obey all safety signs:



Eye protection must be worn



Safety helmet must be worn



Ear protection must be worn



Safety boots must be worn



Safety gloves must be worn



Safety overalls must be worn

Make sure equipment is well looked after and properly stored when it is not being used, for example in a dry, clean cupboard, or in the case of smaller items, such as eye protection, in a box or case.

Keep it clean and in good repair - follow the manufacturer's guidance.

**Report any loss or damage to site management immediately.**

## Working at Heights

One of the biggest causes of deaths and major injuries on construction sites are falls from heights.

“Work at height” means work in any place, including a place at or below ground level, and obtaining access to or egress from such a place (except by staircase in a permanent workplace), where a person could fall a distance liable to cause personal injury.

The main requirements of the regulations are:

- Avoid working at heights
- Carry out Risk Assessments to identify risks/hazards
- Selection of work equipment
- Organisation and planning
- Competence of individual carrying out the task
- Inspection of work equipment
- Falling objects
- Danger areas
- Fragile surfaces

Before any work at height, the Site Management must undertake an assessment to identify the hazards/risks and select the most suitable equipment for the task.

You must comply with the risk assessment and the method statements associated with working at heights.

You must check that the equipment you are using is in a serviceable condition and that it is safe to use.

ConsultANZ will advise if work entails and height work and will require copies of all & any accredited tickets or certification for attachment on your personal file and possible transmission to Client O.H.S & E. prior to commencement of assignment. **You will not be assigned knowingly or permitted to work at height without suitable certification, training and assessment.**

## Ladders and Stepladders

Ladders are not to be used as a place of work but for access purposes only

All ladders must be properly tied at the top, even if only in use for a short period to prevent slipping during use. Avoid smooth/wet floors.

Use Class 1 ladders only and ensure there is only one person on the ladder at any time.

Ladders should always extend at least one metre above any landing place or working platform

Ladders must stand on a firm level base and stand at the correct angle 75 degrees or 4 up - 1 out

Before-use check:

- there are no broken rungs, stiles, missing feet etc.
- the foot of the ladder is on a firm level surface
- the ladder is secure at the top and/or bottom
- the top of the ladder is resting against a solid surface
- it extends at least 5 rungs above the top platform
- it rests at a sensible angle, about one unit out to four units up
- there are no cables or lines which can catch when moving ladders

Over-reaching and over-balancing on ladders and stepladders will cause accidents

Retain three points of contact on the ladder/stepladder at all times

When working ensure you have two feet on one rung

Do not work from a stepladder positioned side-on

## **Scaffolding/Mobile Towers/Gantries on Swinging Stages**

Scaffolding must only be erected, altered or dismantled by competent and experienced scaffolders.

At no time must any worker remove or alter any part or parts of the scaffolding as this could cause the scaffolding to collapse.

All scaffolding is inspected once it has been erected. Scaff-tags are used to record the inspections. They are normally located next to the access ladders in order that you can see they are safe to use. If the Scaff-tag has been removed from its holder you should NOT use the scaffolding.

## **Mobile Access Towers**

Mobile towers are widely used; however, they are often incorrectly erected and abused which causes accidents, i.e. either the tower collapsing or materials/workers falling from them.

The following safety rules must apply when erecting / dismantling and using:

- Only competent and trained employees who hold an accredited National OH&S certification are authorised to erect/dismantle scaffold, mobile towers, and gantries on swinging stages.
- Mobile towers must be erected to the manufacturers' instructions.
- Mobile towers must be inspected by the competent person before it is put into use and thereafter every seven days. Scaff-tags are to be used to record the inspections.

When moving the mobile tower it must be cleared of all loose materials, tools and personnel.

The working platform must only be accessed by the internal ladder. At no time should you climb up the outside of the tower as this will cause the tower to overturn.

## Manual Handling

Handling, lifting and carrying are a major cause of injuries resulting in muscular-skeletal disorders. Always assess the need to manual hand the load. Consider moving the load by mechanical means where ever possible

**Grip** - A good grip makes maximum use of the palm of the hand, the ball of the hand and the base of the fingers.

**Back** - The back is to be kept straight to maintain its natural and strongest position. This necessitates bending at the knees and ankles to get close to the load and to raise it, pushing upwards with the leg muscles.

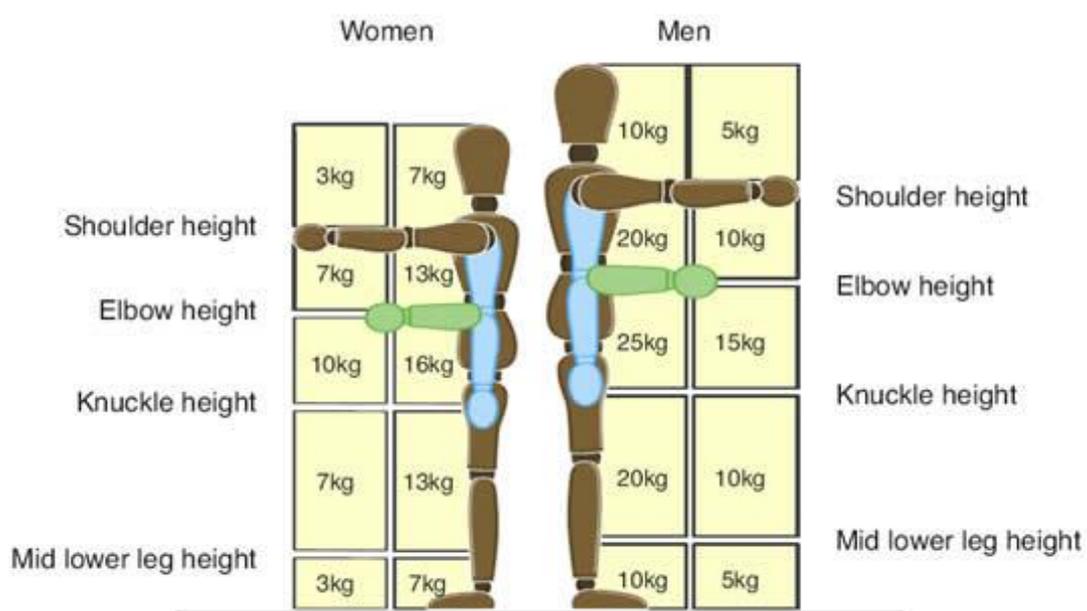
**Chin** - The chin is to be kept well in so that it is near the chest. This helps to keep the spine in its natural position.

**Feet** - The correct position of the feet is approximately the width of the hips apart, with one foot slightly in front of the other. This position provides a stable base as the load is lifted.

**Arms** - Arms are to be kept as close to the body as possible so the body does not become unbalanced.

**Body** - The body, being kept in its normal position, is to act as a counter weight for the load

Guidance on Safe Lifting Limits:



# Hazardous Substances

All operations that use hazardous substances must have a JSEA assessment provided, prior to use, to identify the hazards and control measures needed to prevent injury and ill health.

In order to recognise substances that are hazardous you must be aware of the following symbols and what they mean:



Any substance that you cannot identify should be approached with caution and again ask for the safety information if your work may involve contact.

Bear in mind that cement products are highly corrosive and the correct gloves, boots and other PPE must be worn.

# Asbestos

Asbestos was used extensively as building material during the 1950-80s. It was often mixed with another material so it's hard to know if you're working with it or not. But, if you work in a building built before the year 2000, it's likely that some parts of the building will contain asbestos.

Asbestos is currently the greatest work-related cause of death from ill health!

There are three main types of asbestos:

- Blue (Crocidolite)
- Brown (Amosite)
- White (Chrysotile)

Asbestos is a natural material made up of very thin fibres. They cannot be seen with the naked eye but they can be breathed in. The fibres that are breathed in can become stuck in the lungs and damage them causing serious diseases including:

- Mesothelioma
- Lung Cancer
- Asbestosis

These diseases will not affect you immediately. They often take a long time to develop, but once diagnosed, it is often too late to do anything.

If you smoke, and have also been exposed to asbestos fibres, the risk of developing lung cancer is greatly increased due to a 'synergistic effect'.

In the event of discovery, or accidental damage, of a suspected asbestos containing material (ACM):

1. STOP WORK IMMEDIATELY
2. Secure the Area
3. Remove any personal contamination with damp rags
4. Notify the site management

During site induction you should ask if any ACMs are present on site and if a copy of the register/survey report is available.

Even the most minor works with ACMs are under no circumstances to be undertaken without planning, training and authorisation.

## Common Uses Include:



### **Sprayed coating**

Found as fire protection on structural supports (e.g. columns/beams). It is a high hazard asbestos product and can generate very high fibre levels if disturbed.



### **Pipe Insulation**

Asbestos thermal pipe lagging is a high hazard asbestos product.



### **Asbestos insulating board (AIB) Ceiling/Door panels**

AIB is a high hazard asbestos product and can generate high levels of fibres if the board is cut or drilled.



### **Floor tiles**

Vinyl (PVC) or thermoplastic tiles contain asbestos.



### **Asbestos cement roof sheeting**

Asbestos cement sheeting is often found on industrial building roofs and walls.



### **Textured decorative coating (e.g. Aertex)**

Textured coatings contain a small amount of asbestos. The asbestos is well bonded and fibres are not easily released. However, it is still an asbestos product, and as such, needs to be worked with safely.

## Electrical Tools and Work Equipment

Do not operate equipment if:

- you have not been trained or shown how to use it
- the guards and other precautions are not in place

Only fully trained persons should:

- carry out electrical installations or repairs
- fit abrasive cutting discs

Inspect equipment regularly for damage or deterioration

All work equipment should be visually checked prior to use each day

Disconnect the power supply of a machine or tool when cleaning, adjusting or repairing

Check:

- the voltage of equipment is 240v
- sockets, plugs and casing are undamaged
- the equipment is correctly wired
- that automatic cut-out switches have not been interfered with
- Never operate tools, plant & equipment that does not have a current, approved test and tag notification
- All leads and cables must be cut or nick free, no missing insulation or kinking and be run in such a manner that they pose no risk to tripping or being cut or damaged by tools or equipment.
- Safety cut-out switches or E.C.D'S must be installed in temporary switch boards and power supplies. Double adaptors are illegal on QLD worksites and in some cases power boards must be of approved type.

## Pressurised Gases

When transporting cylinders:

- keep them in an upright position
- do not drop them or roll them on their side along the ground
- do not lift cylinders with chain slings

When using a cylinder, secure it at your place of work

Check the hose and pressure regulator prior to and after using a cylinder

Turn off the gas supply at the cylinder as well as at appliances

Use soapy water to check if a cylinder is leaking. If a leak cannot be stopped, remove it to a safe place in the open air and ensure the site management are informed immediately

When not in use, all cylinders should be kept in a secure ventilated store

Do not use oxygen deliberately to try to clear other fumes from the air; one spark could set clothing alight

When using compressed gases eye protection and protective clothing should be worn to protect you from burns

When using compressed air jets:

- wear goggles
- aim away from yourself and others

Keep safety in mind for yourself and your workmates

## Noise

If shouting is necessary to be heard, the noise level is dangerously high and you must wear ear defenders (above 85db)

Keep compressor covers closed

Ensure breaker mufflers are securely fitted

See machinery panels do not rattle

Do not keep machinery running unnecessarily

Obey noise hazard signage

## Vibration

Take care when working with powered hand-held tools, equipment or processes that can damage the hands and arms of users causing 'hand-arm vibration syndrome'

Rotate jobs that expose users to vibration hazards to limit exposure

Ensure your hands are kept warm and dry

Wear suitable protective clothing (e.g. gloves)

Report any tingling or numbness in the hands to your supervisor immediately

## Abrasive and Wire Cup Wheels

Abrasive and Wire Cup wheels can cause fatal or serious accidents due to misuse or failure to select the correct wheel/disc for a particular operation. Careless use can also result in fire, serious injury and or the wheel/disc exploding or disintegrating.

You must be trained to use or change an abrasive wheel/disc and hold a current certificate.

When using abrasive wheels/cutting disc, wire cup wheel you must be aware of the following:-

- Is the grinder in a serviceable condition?
- Is the guard correctly fitted?
- Do you have the right abrasive wheel/disc, wire cup fitted for the task?
- Do you have the correct PPE? i.e. goggles, gloves and ear protection
- Do you have a fire extinguisher available in case of fire?
- Do you need a permit to work?

## Hot Works

Hot works includes welding, cutting and burning operations. The main hazards with any hot work are Fire as well as a Health hazard to the operative carrying out the task.

Before commencing or supervising any hot works you must check if:

- you require a permit to work?
- all necessary protection in place to protect others from your work i.e. barriers, warning signs, screens and fire extinguishers.
- the hot work cause any fumes that could be hazardous to your health?
- you have the correct Personal Protective Equipment (PPE) to carry out the task safely? (i.e. Goggles, RPE, Gloves)

Remember once you have finished your task you must check the area for a hot spot that may cause a fire, and remove all equipment.

You will be required to return to the area and look for any signs of smoulder or burning 1 hour after you have completed the task.

## Working on or Alongside the Road

Working on or alongside a live road is hazardous to both workers and members of the public. Before starting work you should ensure the Site management has the following safety precautions in place.

- Method Statement and Risk Assessments completed and issued
- Warning signs and cones protection is in place
- Site speed limits are set
- Emergency procedures are in place
- You have the correct Personal Protective Equipment (PPE)

While working you must be aware of what is going on around you so that you can react immediately in an emergency situation.

## Working Next to Plant & Vehicles

Many accidents occur when working around plant and vehicles, you must be aware of the following Hazards.

- Danger of being run over
- Speeding vehicles
- Riding on vehicles
- Vehicles reversing
- Being hit by an excavator bucket
- Vehicle drivers may not be able to see you or even hear you shout
- Materials falling off passing vehicles (unsecured loads)
- Being crushed between two vehicles or being crushed between a fixed object and a vehicle

The following safety precautions must be followed:

- Never walk next to any plant/vehicle, stand back in a safe area and let the vehicle go past
- Never ride on vehicles that are not equipped to take passengers
- Never walk between vehicles
- Excavator drivers' visibility is limited especially when digging, never approach the vehicle from the rear. The bucket could suddenly swing round and hit you. You should always stand well back and wait until you get the drivers attention before approaching the excavator

Plant and equipment can only be used by authorised, trained and competent persons who hold the relevant licences/certificates

## Excavations

When working in excavations extreme care must be taken as statistics have shown that workers have been killed in excavations less than 1.5 meters deep.

The following safety precautions must be adhered to:

1. Before digging an excavation, or breaking the ground surface, you must check that a 'Dial Before You Dig' (either [www.1100.com](http://www.1100.com) or dial 1100) has been carried out by an authorised person (checks for buried services, i.e. electrical cables, water pipes and gas pipes.)

2. Before you enter an excavation the following must have been done:

- Some excavations will require air sampling to ensure the air content. This is mainly done in areas where the ground is contaminated.
- The excavation must be inspected by a competent person before work commences at the start of the shift.
- The excavation must be properly supported or battered where necessary to prevent collapse.
- The excavation must be properly guarded to prevent others falling in.
- All excavations must have a suitable access ladder.
- Materials and soil heaps should be kept away from the sides of the excavation to prevent the sides from collapsing.
- If vehicles are being used in the vicinity of the excavation, vehicle blocks must be used in order to prevent vehicle(s) falling into the excavation. These should be placed at least two metres from the side of the excavation.

## Confined Spaces

Fatal and serious accidents occur when people work in confined spaces without the necessary procedures and precautions. Hazardous atmosphere can arise due to toxic or flammable gases or vapours, dust and oxygen deficiency.

Confined spaces are not necessarily small. Never enter any workplace with limited access and inadequate ventilation such as a trench, tank, manhole, sewer, and basement or with a hazardous atmosphere.

Only personnel who have received Confined Space Training will be allowed to work in confined spaces and then it's only under strict controls of a permit to work system.

There have been a number of fatal accidents where workers have entered confined spaces to rescue others.

You must NOT go into any confined space, even in an emergency or you could become a victim yourself.

ConsultANZ will advise if works entails any confined spaces and will require copies of all and any accredited tickets or certification for attachment on your personal file and possible transmission to Client O.H.S. & E. prior to commencement of assignment.

## Lone Working

If lone working is required this should only be done under a strict procedure with all relevant control measures in place concerning the task.

Working alone can be particularly hazardous as first aid assistance may not be available or may arrive too late in the event of an emergency.

Safety precautions you must be aware of:

- Make sure that someone else on site knows where you are working, what you are doing and when you expect to complete the work.
- Establish a means of communication to ensure that your safety can be checked, and a means of emergency contact.

- Ensure that you have all of the necessary tools and equipment in order to carry out the task safely. Do not improvise.
- Never carry out any high risk activities while working alone.

## **Working in Heat**

Some works by necessity require workers to be outdoors exposed to solar radiation & excessive temperatures. Tinted safety glasses and hard hats with canvas or plastic shade brims should be worn in addition to long sleeve cotton work wear to wick away perspiration and shade the skin from U.V. rays. Sunscreen is provided on all worksites and should be applied on any unprotected skin, prior to work and regularly throughout the work day.

## **Hydration**

Water is available on all work sites and should be consumed regularly in small amounts throughout the work day. Seek shade and replenish fluids during breaks and eat healthy, satisfying foods rather than fatty, sweet convenience foods to aid energy and digestion. Avoid excessive alcohol consumption of an evening. Use the colour pee chart to self-monitor your hydration. Remember: good sun protection, shade for your head and eyes, sunscreen and hydration allows you to stay ahead of sun stroke, heat exhaustion and become readily acclimatised to working in heat.

# Dehydration Urine Color Chart

The following Dehydration Urine Color Chart will help you use your urine color as an indicator of your level of dehydration and what actions you should take to help return your body back to a normal level of hydration.



Doing ok. You're probably well hydrated. Drink water as normal.



You're just fine. You could stand to drink a little water now, maybe a small glass of water.



Drink about 1/2 bottle of water (1/4 liter) within the hour, or drink a whole bottle (1/2 liter) of water if you're outside and/or sweating.



Drink about 1/2 bottle of water (1/4 liter) right now, or drink a whole bottle (1/2 liter) of water if you're outside and/or sweating.



Drink 2 bottles of water right now (1 liter). If your urine is darker than this and/or red or brown, then dehydration may not be your problem. See a doctor.

For more information visit [www.urinecolors.com](http://www.urinecolors.com)

## Worker's Responsibilities

Our Candidates work under the control of ConsultANZ clients.

Health & Safety responsibilities are:

- To comply with all relevant legislation
- Ensure that they understand their clients requirements and the health and safety hazards that may be associated with the task
- Comply with the clients site rules and safety procedures
- Attend the Client Safety Induction before commencing work
- Be aware of the client risks assessments
- Attend any toolbox talks or training the client may arrange
- Actively participate in the health and safety of the site
- Liaise with the client senior management on any health and safety issues they may have
- Liaise with the ConsultANZ head office on any health & safety issues they may have with the client
- Ensure that the method statements and risk assessments are suitable for the task
- Ensure that you always wear the correct Personal Protective Equipment (PPE)
- Report all accidents/incidents to your client as well as ConsultANZ head office or ConsultANZ representative
- Ensure that all personnel working under their control are working safely
- Ensure that all plant and equipment has been inspected and that it is in a serviceable condition
- Ensure that only you only operate plant and equipment that you have been trained on
- Ensure that you are aware of first aid facilities and arrangements
- Ensure that you are aware of the emergency procedures
- Set a good personal example in promoting health & safety

# Injury Management – Rehabilitation Return to Work Policy & Procedure

## PROCEDURE

### TREATING AND RECORDING OF INCIDENT/INJURIES

All accidents resulting in injury, regardless of how slight, must be referred to a first aid officer for treatment. The injured employee's coordinator should also be informed.

An Accident investigation report must be completed for any injuries and work illnesses. This form may also be used as a reference point for compensation claims.

If the injury requires further medical attention, the first aid officer must immediately contact the injured worker's coordinator who will then arrange transportation, either by car to a doctor or, if serious by ambulance to hospital. The workplace rehabilitation coordinator should be contacted at this time.

In the case of transport for medical treatment, other than by ambulance, the injured employee must be driven by a responsible person (wherever possible, this should be the treating first aid officer, coordinator or work associate) in a company car (where possible).

The injured employee should be given three forms to give to the treating medical officer. The documents are:

- Letter to examining/treating doctor
- Work capabilities checklist/suitable duties doctor's approval
- Employee authorization form

If an injured employee is taken to hospital by ambulance, the workplace rehabilitation coordinator should be notified as soon as possible. If injured employee requires admittance as in-patient for two hours or more, then an Incident record/report must be completed. Therefore, it is vital the occupational health and safety coordinator/workplace rehabilitation coordinator is aware of the accident to enable the form to be sent to the director of Workplace Health and Safety as required by legislation.

## **CASE MANAGEMENT**

Individual cases will be managed in the following manner.

ConsultANZ workplace rehabilitation coordinator will make early contact with the ill/injured worker and or health provider to determine if a rehabilitation program is a suitable option. A workplace rehabilitation/return to work checklist will be presented which the coordinator will be fully conversant with to ensure all correct steps are followed.

In consultation with health providers a 'Return to Work Plan' will be developed. The return to work/rehabilitation plan should be used to documents the proposed return to work of the injured employee. Alternately, if a plan is drawn up by an occupational therapist etc. then these documents may be used. The employee is made aware that participation in any plan is an obligation under the WorkCover Act, 1996, and therefore enforceable at law.

Where the return to work plan involves the use of suitable duties the workplace rehabilitation coordinator will liaise with relevant staff and coordinators to determine what duties may meet the capabilities of the person.

Choice of suitable duties will be carried out in conjunction with treating health providers. Details of alternate duties should be in written form. This guide should contain accurate description of work to be undertaken, action which should be avoided, hours per day, days per week, and rest periods.

If graduated return to work, details of the whole plan should be recorded complete with details of review. A copy of the return to work plan should be provided to the ill/injured person and coordinator. The plan will be reviewed regularly and amended as necessary.

## **HEALTH PROVIDERS**

Health Providers have responsibility for the overall management of the injured persons and may delegate the routine management to the workplace rehabilitation coordinator.

Doctors have full responsibility of managing and signing off completion of any rehabilitation plan. Occupational therapists and physiotherapists may recommend additional task and duties.

Only those health providers who have an awareness of our company and its policy will be recommended.

## **INJURED PERSON**

All injuries, however minor, must be reported at the earliest possible time to a first aid officer or coordinator.

All workers must ensure that they comply with the company safety instructions and their obligations under the Workplace Health and Safety Act as their actions may affect their WorkCover entitlements due to self-inflicted injuries and injuries due to misconduct.

Workers, Client and ConsultANZ are to ensure prompt completion and return to workplace rehabilitation coordinator all necessary paperwork as soon as possible. Necessary paperwork includes application for compensation form and doctor's certificates etc.

Injured/ill persons should provide regular feedback to the workplace rehabilitation coordinator to enable an accurate evaluation of a suitable duties program.

The injured/ill person should maintain regular communication with the workplace rehabilitation coordinator.

## **FATAL INJURY**

In the event of an accident resulting in death of an employee, ConsultANZ occupational health and safety manager must be contacted immediately. The scene of any serious accident or work place fatality must not be interfered with in any way as a Divisional Workplace Health and Safety Officer has to inspect the site within 24 hours of an accident occurring.

Notification or contact with family will be carried out in person in the shortest possible time after the fatality by the department/operations manager or director of ConsultANZ. This will also be subjected to the direction and advice of police or investigators and will be done so in the most dignified manner appropriate.

## **NON WORK RELATED ILLNESS OR INJURIES**

It is important to remember that if an employee is sick at work, it does not mean he/she is automatically covered by workers compensation if he/she is

sent to a doctor. Any accident/illness has to be work-related for WorkCover to cover the doctor's bill.

However, the company will ensure full access to the network of health providers for any employee suffering from a non-work related injury/illness at the employee's cost.

## **WORKERS COMPENSATION**

Once an injury has been treated the workplace rehabilitation coordinator will arrange for necessary WorkCover forms to be completed. Application for compensation forms are to be completed by the injured person. If the injured person is not able to complete the form prior to leaving the site, arrangements will be made to have the form sent to the person and collected. An employer's report form has to be completed by that person's departmental manager or ConsultANZ workplace rehabilitation coordinator.

Completed forms should be returned to the workplace rehabilitation coordinator, together with any relevant documentation (i.e. medical certificate from treating doctor), who will ensure they are sent to WorkCover promptly.

No documentation should be sent directly to WorkCover. To ensure there is no delay in payment from WorkCover, all documentation must be co-ordinated by ConsultANZ workplace rehabilitation coordinator.

ConsultANZ will not represent an injured person to work on normal duties unless he/she produces a medical certificate stating clearance to return to work from the treating doctor, however, upon recommendation from treating health provider a suitable duties program may be developed by the workplace rehabilitation coordinator and the worker's departmental manager.

The injured worker must participate in rehabilitation as soon as possible after the injury while they are in receipt of compensation entitlement.

## **FELLOW EMPLOYEES**

Fellow employees within the workplace are encouraged to be actively involved in a positive manner wherever possible to support the injury management process.

## **SUITABLE DUTIES**

The provision of suitable duties are an important part of any Workplace Rehabilitation policy. These are tasks designed specifically for an injured

employee to allow an early return to work. These involve utilisation of regular company work tasks that are time limited, specifically controlled and upgraded according to the progressive functional recovery of the injured worker.

Employees must participate in suitable duties programs. An injured/ill worker employed on shift work may be returned to day work with no loss of penalties or allowances. The worker's rehabilitation program will be reviewed on a regular basis and they will be returned to their regular shift upon confirmation and clearance from doctors or health providers.

## **SUITABLE DUTIES PROGRAMS**

Suitable duties programs are one of several options in the rehabilitation of an employee who has suffered a serious injury.

Under the fully funded scheme an injured worker can be placed with ConsultANZ or up to 3 months to assess the worker's ability to cope with a certain type of job.

WorkCover Queensland pays the employee while they are participating in the scheme and may also meet the travelling expenses of the employee.

## **POLICY STATEMENT: REHABILITATION**

### **AIM**

ConsultANZ are committed to providing Workplace Rehabilitation Programs to promote early recovery of an employee suffering from work-related illness/injury with minimal disruption to both the employee and the host or Client company.

### **OBJECTIVES**

To assist injured workers return to work as soon as possible with suitable duties provided, subject to medical opinion.

To ensure any person employed by this company and injured at work participates in occupational rehabilitation and that this will be the normal course of action following injury or illness.

To ensure workplace injury management is seen as a normal management practice.

To ensure the Workplace Rehabilitation Policy operates properly through consultation with our employees.

To ensure meaningful and productive Suitable Duties Programs are developed.

Create a network of Health Providers to assist employee's recovery and return to work as soon as practicable.

To ensure employees are not disadvantaged financially by ensuring prompt completion of all WorkCover paperwork.

## **COORDINATED REHABILITATION RETURN TO WORK PLAN**

Must be goal directed with timely and appropriate service provision having regard to:

- The worker's injury
- The objectives of the rehabilitation plan
- The worker's rate of recovery

Rehabilitation must focus on return to work where practical/possible. If the worker's injury is too severe that a return to work is precluded, rehabilitation must focus on maximizing the worker's independent functioning. Suitable Duties Programs must be meaningful and have regard to the rehabilitation objective.

The Rehabilitation Coordinator must ensure the plan is developed in consultation with supervisors and co-workers.

Every injured worker must be treated with appropriate respect and equity.

## **REHABILITATION POLICY – DEFINITION**

If an injury should occur in the course of related work activities, ConsultANZ management team will ensure a safe and timely return to work for all employees and will also assist their subcontractors with the same where appropriate or practical to do so. The supervisor and/or rehabilitation coordinator will initiate and maintain immediate contact with the injured employee.

It is a condition of employment that all personnel subject to a rehabilitation schedule or plan must cooperate to mitigate loss and facilitate an early return to normal working duties.

Where non-time critical and where an injury is recognised and reported at work, the employee will be escorted to an identified medical resource or clinic or preferred medical resource with proven experience in the selection of modified duties and ongoing management of work related injuries.

It is recognised that employees may report sick or be placed on alternative duties after directly consulting with their own doctor. ConsultANZ will endeavour to facilitate a return to work of such employees and may require the employee to attend a surgery or clinic nominated by client or ConsultANZ for independent examination and therefore accept direction to participate in alternative or modified duties until fully fit to resume normal work.

## **ROLE STATEMENTS**

### **WORK REHABILITATION CO-ORDINATION**

The duties of workplace rehabilitation co-ordination will be carried out by Occupational Health and Safety Manager.

The workplace rehabilitation coordinator will be the intermediary between the ill/injured person, management, supervisors, health providers, and WorkCover.

The workplace rehabilitation coordinator will be responsible for ensuring that all necessary paperwork is completed promptly, and that the policy is reviewed and updated on a regular basis.

The workplace rehabilitation coordinator will be responsible for implementation and co-ordination of the return to work process at the workplace for injured workers from the time of injury through the completion of the statutory claim.

The workplace rehabilitation coordinator will be responsible for ensuring that all employees are trained in the rehabilitation procedures via the ConsultANZ induction session.

### **MANAGERS/COORDINATORS**

Managers and coordinators are committed to ensuring the success of the workplace rehabilitation policy by:

- Immediately notifying the workplace rehabilitation coordinator of injured or ill employees.

- Assisting the rehabilitation coordinator in implementing a rehabilitation plan for injured workers.
- Reviewing with workplace rehabilitation coordinator progress of individual injury management cases as required.
- Prompt completion and return to the workplace rehabilitation coordinator of all necessary paperwork if a worker sustain an injury.
- Monitoring injured/ill employee's progress whilst on suitable duties program.

## **DEFINITIONS**

### **Workplace Rehabilitation**

A system of rehabilitation accredited by WorkCover Queensland and initiated or managed by the employer.

### **Suitable Duties**

Duties for which a worker is suited having regard to the nature of the worker's incapacity and pre-injury employments; relevant mechanical information; the rehabilitation plan; the worker's age, skill, education and work experience and the provisions under the Workplace Rehabilitation Policy and Procedures.

### **Injury Management**

ConsultANZ commit to the appointment of a workplace rehabilitation coordinator and constant development, implementation and improvement of accredited policy and procedures.

### **Rehabilitation**

A process whereby efforts are made to ensure an injured worker's earliest possible return to work or to maximize the worker's independent functioning including the provisions of necessary and reasonable aids and equipment.

### **Confidentiality**

All information gathered during the rehabilitation process must remain confidential and no information is to be obtained or disclosed without the worker's authority.

## **WORKER'S FILE**

A separate file will be kept for each employee undertaking co-ordinated rehabilitation.

Copies of all documentation must be kept in this file including all correspondence and accounts. Each employee's file contains accurate and objective case notes. These included all communication between worker, rehab/return to work coordinator and other parties. It must include actions points, directions, commitments and decisions taken and reasons for any such decisions and actions.

## **GRIEVANCE PROCEDURES**

ConsultANZ has grievance and dispute procedures in place as well as counselling and disciplinary procedures. If the injured worker has any concerns regarding rehabilitation 'Procedure for Grievances' will explain the process of dealing with these.

The injured worker has final recourse to a WorkCover rehabilitation counsellor for resolution of differences if they cannot be resolved in-house.

## **CONFIDENTIALITY**

The success of any workplace rehabilitation policy depends on joint consultation between both employer and employee and their mutual trust in its purpose and effectiveness. All information will be treated in absolute confidence. Access to information obtained during the rehabilitation process will only be available to the workplace rehabilitation coordinator, pay office and departmental manager.

The company will not release or obtain any information associated with the worker's rehabilitation without the worker's authority.

## **REVIEW**

Our Workplace Rehabilitation Policy is developed through joint consultation with all interested parties. It is an organic policy and is in constant development, review and continuous improvement. Each project specific policy is reviewed annually or at the discretion of any interested parties. The policy and procedures will be amended as necessary to comply with the amendments in legislation.

# Equity, Diversity, Harassment and Discrimination

## What is Diversity?

Recognising and valuing the varied skills, knowledge, backgrounds and perspectives that every individual brings to work.

Having a culture that embraces diversity enables ConsultANZ to attract and retain the best employees so that we are competitive and an employer of choice.

Our employees and their skills come from their experiences, their diversity, characteristics and attributes. It is important for everyone to feel appreciated for the different things that they bring to the workplace.

## What does “Inclusive” mean?

Including every one of different backgrounds, characteristics and attributes in our workplace. Treating everyone as equal, respectfully and with dignity.

Being inclusive is important in making ConsultANZ a world class company – right people doing the right jobs and helping everyone to feel welcome and that their contribution is equally valued.

## What is Equal Employment Opportunity (EEO)?

ConsultANZ is an equal opportunity employer. This means enabling people within EEO target groups to compete effectively for:

- Recruitment and selection
- Training
- Promotion and transfer opportunities

Decisions consistent with EEO apply the principle of equity and fairness when selecting the best person for the job.

## What is Equity?

- Treating people fairly
- Appreciating individual differences
- Supporting people that have been traditionally disadvantaged in employment

- ConsultANZ adheres to the principle of treating all employees fairly and respectfully.

### **Two Types of Discrimination:**

Direct Discrimination – treating or proposing to treat someone less favourably than someone who does not possess that attribute.

Indirect Discrimination – a term exists where people are unable or less able to comply with a policy, rule or practice, or are disadvantaged because of it, and it is not reasonable.

### **Grounds on which it is ‘Unlawful’ to discriminate against someone:**

- Age
- Race
- Potential Pregnancy/Pregnancy
- Relationship Status/Marital Status
- Parental Status
- Breastfeeding
- Lawful Sexual Activity
- Sexuality (heterosexuality, homosexuality or bisexuality)
- Gender Identity
- Religious Beliefs or religious activity
- Family responsibilities
- Impairment
- Sex
- Political belief or activity
- Trade union activity
- Association with, or relation to, a person identified on the basis of any of the above attributes

### **What are your responsibilities in relation to discrimination?**

- Not to engage in any form of discrimination yourself
- Intervening and respectfully challenging persons you observe subjecting or being subjected to discrimination. If not comfortable doing this than tell someone who is able to take action (Supervisor/HR Advisor)

## **What is Workplace Harassment?**

Workplace Harassment (bullying and harassment) occurs where there are unwelcome, offensive and unsolicited behaviours that makes a person feel: offended, intimidated, humiliated or threatened. Behaviours may be once off or repetitive. Intention to offend is irrelevant – if a person is offended, or a reasonable person looking at the circumstances would find the behaviour offensive, the behaviour/action will be in breach of our standard.

Unlawful harassment occurs when the behaviours relate to an attribute specified under the anti-discrimination legislation: e.g. gender, sexuality, pregnancy, family responsibilities. The term workplace can include areas beyond our immediate fixed work location: e.g. external training programs, when around other ConsultANZ employees, even if out of paid work hours.

### **Some examples of Bullying/harassment behaviours:**

- Belittling comments or abusing a person loudly, usually when others are present
- Offensive jokes or practical jokes
- Assault, pushing or unwanted physical contact
- Spreading gossip or malicious rumours about a person with an intent to cause the person harm
- Offensive graffiti
- Humiliation through sarcasm, swearing or ridicule
- Leaving offensive messages
- Inappropriate comments about appearance or slandering family members
- Sabotaging a person's work

## **What is NOT Workplace Harassment?**

There are bound to be occasional differences of opinions, conflicts and problems in work relationships – these are part of working life.

Constructive and reasonable feedback on work performance or development need, made when a manager coaches or counsels an employee is not workplace harassment, as it is intended to assist employees improve work performance.

## What is Sexual Harassment?

Any unsolicited and unwelcome conduct of a sexual nature that is offensive, humiliating and intimidating. Sexual harassment can take various forms and be obvious or indirect (statements/actions/behaviours/displays), physical or verbal.

What are your Responsibilities?

- Not to engage in any form of discrimination, bullying, sexual or other harassment, or act in a threatening, intimidating or violent manner.
- Contact your supervisor/manager or site HR Advisor if you feel you are being subjected to unlawful discrimination, harassment, bullying or violence in the workplace.
- Assertively and respectfully address actions/behaviours in breach of ConsultANZ policy through direct discussion with the person concerned if comfortable to do so.
- Only lodge a complaint where there is genuine belief this standard is being breached. Frivolous or vexatious complaints will be dealt with under the discipline process.
- Act professional in the workplace at all times, remembering that your conduct during work hours and work related events must comply with these principles.

Further information can be found:

- Government websites including [www.deir.qld](http://www.deir.qld)
- Equity, Diversity, Harassment & Discrimination Standard  
HRS/STD/3502/SPT

