



EMPLOYEE HANDBOOK

JUNE 2014

Introduction

This handbook is provided for the guidance of all employees, visitors and contractors.

This handbook cannot cover all situations or answer all your Employment and Health and Safety questions however it provides you with a minimum standard for health and safe working performance. So, if you have any questions, ask your Supervisor.

During your induction you should:

1. Develop an understanding of the workplace;
2. Ask about any concerns or things you don't understand; and
3. Learn what is expected of you.

Your work with the Company is governed by the Company's policies and procedures together with the relevant employment and health and safety laws. Some of the Company's workplace policies are set out in this handbook for your reference. You should ensure that you are familiar with the content of both this handbook and the Company's policies and procedures.

The Company is required to provide a healthy and safe workplace, systems of work, information, training and supervision, personal protective equipment and to consult with employees on matters of Health and Safety. This handbook is designed to provide you with an initial understanding of the Company, its operations and safety requirements.

You are required to follow the instructions set out in this handbook and will be required to agree to the content by signing the declaration contained at the end of the handbook.

Information for non-English speaking background employees and contractors

If you do not read English well enough to fully understand the handbook, please tell your Supervisor who will arrange for an interpreter.

2.9 ELECTRICAL EQUIPMENT	ERROR! BOOKMARK NOT DEFINED.
2.10 EMERGENCY PROCEDURES	ERROR! BOOKMARK NOT DEFINED.
2.11 EMERGENCY EVACUATION	ERROR! BOOKMARK NOT DEFINED.
2.12 EYE PROTECTION	ERROR! BOOKMARK NOT DEFINED.
2.13 FIRST AID	ERROR! BOOKMARK NOT DEFINED.
2.14 FOOT PROTECTION	ERROR! BOOKMARK NOT DEFINED.
2.15 FORKLIFT TRUCKS	ERROR! BOOKMARK NOT DEFINED.
2.16 GAS CYLINDERS	ERROR! BOOKMARK NOT DEFINED.
2.17 GRINDING	ERROR! BOOKMARK NOT DEFINED.
2.18 GUARDS	ERROR! BOOKMARK NOT DEFINED.
2.19 HAND PROTECTION	ERROR! BOOKMARK NOT DEFINED.
2.20 HAND TOOLS	ERROR! BOOKMARK NOT DEFINED.
2.21 HAZARD AND NEAR-MISS REPORTING	ERROR! BOOKMARK NOT DEFINED.
2.22 HEAD PROTECTION	ERROR! BOOKMARK NOT DEFINED.
2.23 HOT WEATHER	ERROR! BOOKMARK NOT DEFINED.
2.24 HOUSEKEEPING	ERROR! BOOKMARK NOT DEFINED.
2.25 HEALTH AND SAFETY TRAINING	ERROR! BOOKMARK NOT DEFINED.
2.26 HYGIENE AND CLEANLINESS	ERROR! BOOKMARK NOT DEFINED.
2.27 LADDERS	ERROR! BOOKMARK NOT DEFINED.
2.28 LIFTING AND MANUAL HANDLING	ERROR! BOOKMARK NOT DEFINED.
2.29 MACHINERY – MAINTENANCE	ERROR! BOOKMARK NOT DEFINED.
2.30 MECHANICAL HANDLING AND LIFTING	ERROR! BOOKMARK NOT DEFINED.
2.31 MOBILE PLANT OPERATION AND MAINTENANCE	ERROR! BOOKMARK NOT DEFINED.
2.32 NEW EMPLOYEES	ERROR! BOOKMARK NOT DEFINED.
2.33 NOISE AND HEARING CONSERVATION	ERROR! BOOKMARK NOT DEFINED.
2.34 PERSONAL PROTECTIVE EQUIPMENT	ERROR! BOOKMARK NOT DEFINED.
2.35 PORTABLE POWER TOOLS	ERROR! BOOKMARK NOT DEFINED.
2.36 RESOLUTION OF ISSUES	ERROR! BOOKMARK NOT DEFINED.
2.37 RESPIRATORY PROTECTION	ERROR! BOOKMARK NOT DEFINED.
2.38 STORAGE	ERROR! BOOKMARK NOT DEFINED.
2.39 WELDING AND CUTTING	ERROR! BOOKMARK NOT DEFINED.
2.40 WELDING FLASH	ERROR! BOOKMARK NOT DEFINED.
3 ACKNOWLEDGEMENT & DECLARATION	ERROR! BOOKMARK NOT DEFINED.
3.1 EMPLOYEE’S DECLARATION – EMPLOYEE COPY	ERROR! BOOKMARK NOT DEFINED.
3.2 EMPLOYEE’S DECLARATION – FILE COPY	ERROR! BOOKMARK NOT DEFINED.